

# Model Evaluation Toolkit Installation Instructions

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Version 5.4 June 2026

## 1 Install R

**The Model Evaluation Toolkit is compatible with R version 4.5.3 or later.**

Follow these step-by-step instructions to download and install R from the internet:

1. Go to <http://www.r-project.org/>
2. From the left-hand menu, under **Downloads**, select **CRAN**
3. Choose a CRAN mirror for your locality (in the UK, choose the mirror for the University of Bristol) and click on the link
4. Under **Download and install R** click on the link for your operating system
5. Click on **base**
6. Click to download the install program
7. Run the install program, taking care to install R in a folder where you have write privileges.

*Note: If you do not have direct access to the internet from your computer, for example you access the internet through a university network, then when you install R, instead of accepting all the defaults, at the Setup screen choose not to accept all the defaults and when offered, choose 'Internet2' as the internet option. This will force R to use the same proxy settings used by Internet Explorer. The defaults for all other options can be accepted.*

## 2 Install the Model Evaluation Toolkit

Follow these step-by-step instructions to install the Model Evaluation Toolkit:

1. Log on as Local Administrator for the PC.
2. The Model Evaluation Toolkit installation files will have been supplied by download link. Unzip the downloaded *.zip* file to a local folder.
3. In Explorer, browse to this folder and double-click on the file *setup.exe*. The **Welcome** window in Figure 2-1 will be launched.

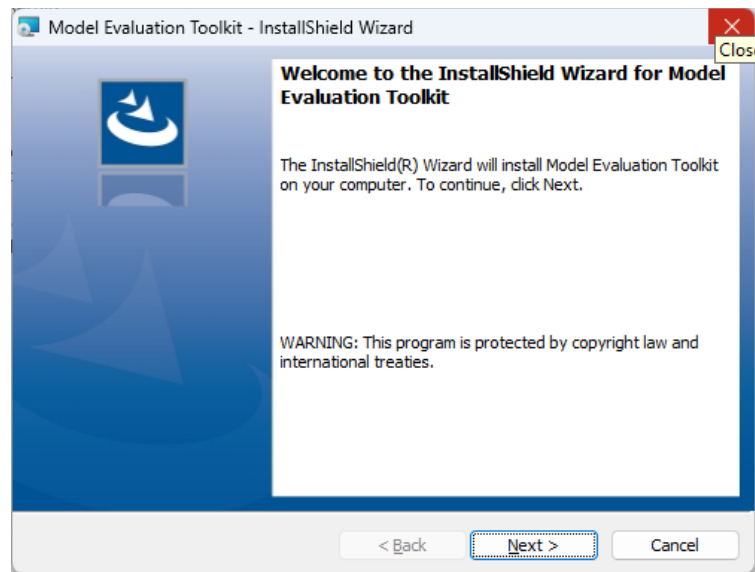


Figure 2-1 The Model Evaluation Toolkit *Welcome* screen

4. Click 'Next' on the **Welcome** screen and then enter your Customer Information as shown in Figure 2-2. Click 'Next' to proceed to the **Destination Folder** screen, as shown in Figure 2-3.

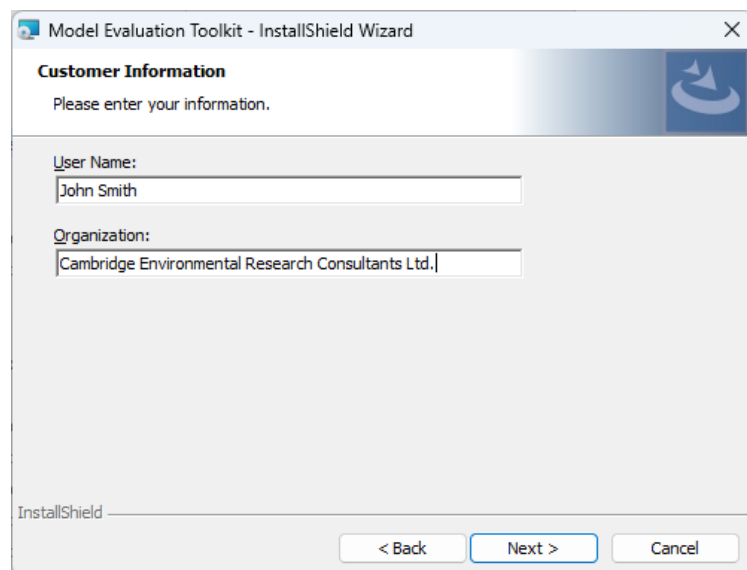


Figure 2-2 The Model Evaluation Toolkit *Customer Information* screen

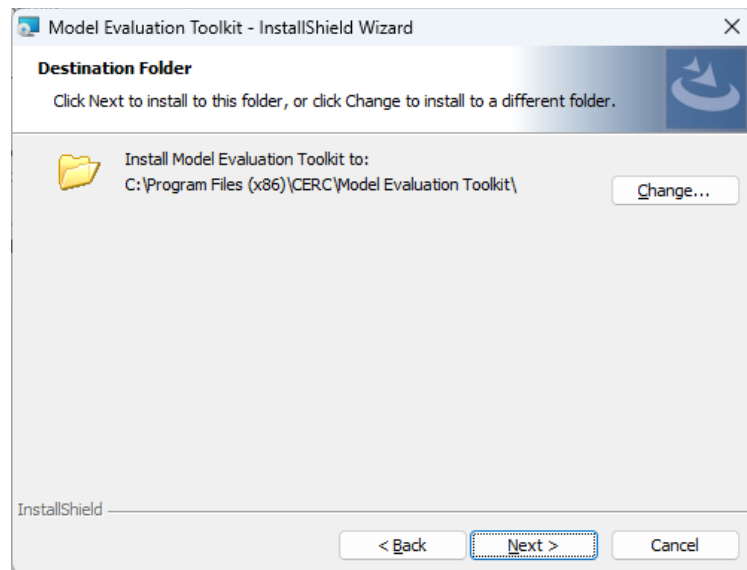


Figure 2-3 The Model Evaluation Toolkit *Destination Folder* screen

5. The default installation folder is *C:\Program Files (x86)\CERC\Model Evaluation Toolkit\*. If required, use the **Change...** button to select another destination folder. Click **OK** to return to the 'Destination Folder' screen.
6. Click **Next >** to display the screen shown in Figure 2-4.

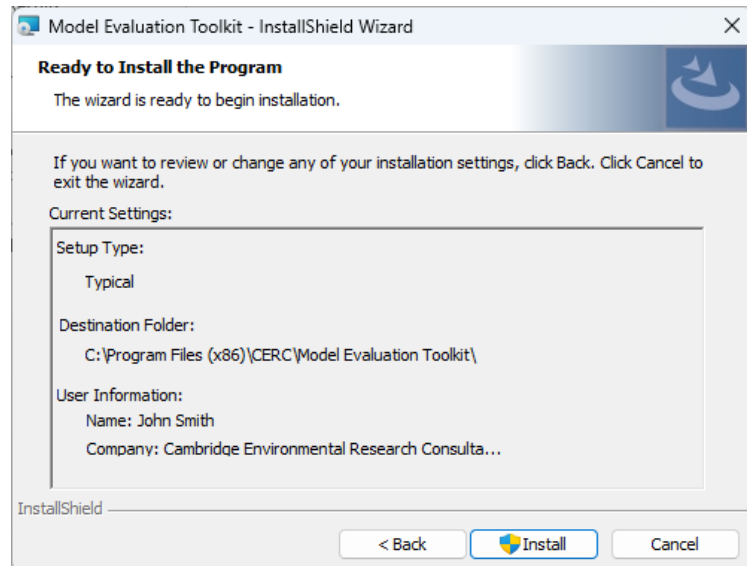


Figure 2-4 The Model Evaluation Toolkit *Ready to Install* screen

If you wish to amend any details, press the **< Back** and **Next >** buttons as appropriate.

7. Click **Install**. When the Model Evaluation Toolkit files have been successfully installed, the installer may prompt a restart, as shown in Figure 2-5. The restart can be delayed by clicking **No** but it is required for proper use of the Model Evaluation Toolkit. A final screen will now appear, as shown in Figure 2-6.

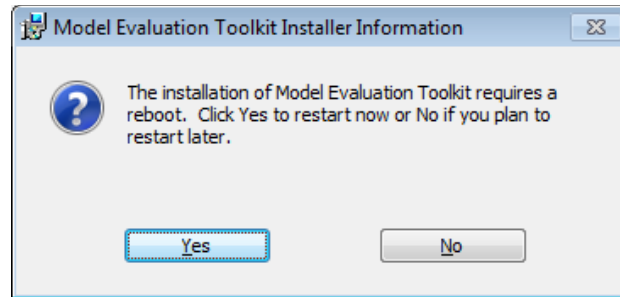


Figure 2-5 The installer may prompt you for a restart

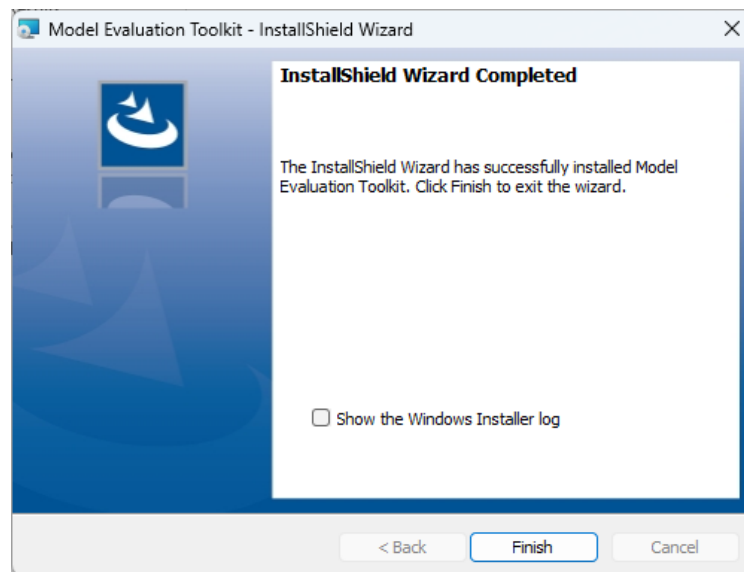


Figure 2-6 The Model Evaluation Toolkit *InstallShield Wizard Completed* screen

8. Click **Finish** to complete the installation. The install wizard automatically creates three shortcuts in the **Programs** menu under **Model Evaluation Toolkit**; one each for the **Data Input Tool**, **Model Diagnostics Tool** and **Model Evaluation Tool**.
9. Open the Data Input Tool and select **Update monitoring station metadata** from the **Tools** menu (Figure 2-7). This will open a processing window and download all relevant data for the station networks AQE, AURN, EUROPE, KCL, NI, SAQN and WAQN.

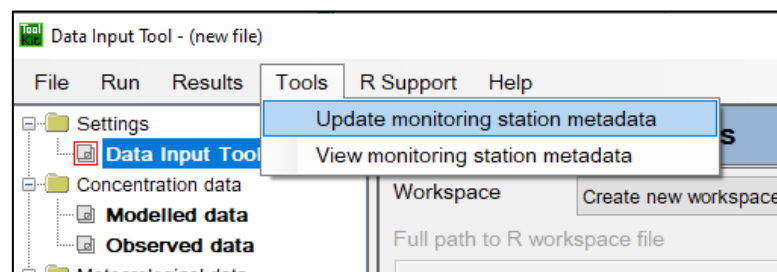


Figure 2-7 Downloading monitoring station metadata

Once downloaded, you can view the station data files by clicking **Tools | View monitoring station metadata**. A file is produced for each network.