
TERMS®

Version 2.16

Installation Guide

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Note: If you require more detailed instructions, please call 800-524-7096 for technical support or by E-Mail at tech@haastcm.com

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1.0 System Requirements

TERMS® has the following system requirements:

Pentium II 200 or higher CPU

Internet Explorer 4.0 or higher

64 Meg Ram or higher

50 Megs of Disk space

MDAC 2.5 or higher

Image Viewer (if you have scanned Images or want to import them)

Adobe Reader (If you desire to import Adobe PDF Files)

Windows 95, 98(SE), 2000 (SP2), NT (SP6), XP, Vista Business

You must have admin local rights with Windows 2000, XP and Vista to install the program in either Client PC or using silent install.

2.0 Installation Overview

This documentation is being provided for the person designated for the software installer. Installation of this product must be in the following order:

- ⇒ Install TERMS to your pc using the PC Installation.
- ⇒ If you have your data installed to the network drive for backup purposes only, please contact technical support to give you the LAN/WAN password and installation guide.

Use the following section reference table based on your installation needs:

New Installation	Update Existing Installation (Vers. 2.4 - 2.16 only)
Section 3.0	Section 5.0
Section 4.0	Section 6.0

3.0 Installing to Your PC (New installation):

Please make sure that all unnecessary to run programs are closed before installation. For precautionary measures, please back up the msds.mdb and tier2.mdb located within the WT32 folder. Use this installation if you are using Version 2.3 or lower. Do not use if upgrading from version 2.4-2.16, please see Section 5.0.

- ⇒ Insert the CD-ROM labeled TERMS Version 2.16.0 into the CD-Rom drive.
- ⇒ If you have Auto-Install enabled on your CD-Rom drive, our Auto-run Menu will appear, choose “**TERMS 2.16.0 Installation**”, then choose “**Full Installation**”. If you do not have Auto-Install on your CD Rom, Insert the CD-ROM disk into your CD-ROM drive. Select the START button. Choose **Run**. When the Run dialog box comes up, type **D:\SETUP\SETUP.EXE** in the OPEN: box. Note – D:\ can be substituted with a different letter. If your CD-ROM drive is located at drive E, type **E:\SETUP\SETUP.EXE**. Click on **OK**.
- ⇒ A Welcome to the setup program for MCT MSDS Software Setup screen will appear. Click **N**ext to proceed.
- ⇒ Click next on the Welcome to MCT MSDS Software Installation.
- ⇒ Read carefully the Licensing Agreement and select **Y**es to agree and abide by this agreement. Selecting **N**o will abort the setup process.
- ⇒ Fill in the User Name and Company Name. If you are installing as an Administrator, it is recommended that you leave the default for Anyone who uses this computer for the Installation type. Click **N**ext.
- ⇒ A screen will appear asking for you to confirm the User Name and Company Name. If okay, select **Y**es. If no, select **N**o and installation will return you to the beginning.
- ⇒ Choose PC Installation type from the *Setup Type* Box and then select **N**ext.
- ⇒ In the **Select Location for Program**, leave the directory name as C:\WT32 and click **N**ext. If you desire the program be installed to another directory name, use the **B**rowse button to select another directory. If the directory does not exist, setup will confirm that you want to create the directory.
- ⇒ If you are installing over Version 2.3 or lower, the installation will ask you if you want to update the current version. Say Yes. (If updating, the program will not overwrite your existing data). If you say no, setup will ask you to name another directory for the program destination.
- ⇒ Setup will now ask you what type of installation you would like to do. Choose *Typical*. Select **N**ext to continue.
- ⇒ Click **N**ext on the *Program Folders* box where it lists MCT MSDS Software.
- ⇒ The Installation Summary will appear. Review your selections that you have made and select **N**ext to start the copy process. Select **B**ack to make any changes to your selections.

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- ⇒ Setup will now start copying files.
- ⇒ Depending on your operating system, you may have to restart your computer. Microsoft Data Access Components (MDAC 2.5) is necessary for the program to run correctly. If you have an earlier version of MDAC necessary for our program, the MDAC 2.5 Setup program will commence. If there is MDAC 2.5 installation, the *Finish Installation* screen for MDAC 2.5 will appear. Selecting **Y**es will close the installation and automatically reboot your computer. Selecting **N**o will close the installation and you can reboot your computer at a later time. Select **F**inish to finish the installation.
- ⇒ Select **Exit** on our auto-install menu (if still displayed).
- ⇒ Open the TERMS program by selecting **Start**, and then **Programs**. Select **MCT MSDS Software** and choose the **TERMS** Icon. Please continue with Section 4.0 – Registration of TERMS®.

4.0 Registration of TERMS®

The registration should progress only when in the instance of a new TERMS installation. If you are updating your current version of TERMS, please disregard.

- ⇒ Start by selecting the Corbus or MCT MSDS Software Group under **START** and then **PROGRAMS**. Select **TERMS**.
- ⇒ Enter the password “4MSDS”. (Case sensitive) (Note - do not enter quotes.) Go to the **NEXT** section.
- ⇒ Enter your customer number supplied on your cover letter (case sensitive) and then fill in the rest with appropriate information.
- ⇒ Select **Register** to register the software.
- ⇒ Select **Exit** to exit the Registration Wizard. The Program will return to the MSDS Main Window or List of MSDSs.

5.0 Upgrading from Version 2.4 - 2.16

Use to update from Version 2.4 - 2.15 only. If you have never had TERMS installed before or are using Version 2.3 or less, please see Section 3.0.

- ⇒ If you are installing Version 2.16.0 over version 2.4 – 2.15, please select **TERMS 2.16 Installation**. From the installation menu, choose **Update Existing Installation**. From the auto-install menu or use **Start** and then **Run** and within the *update* folder, choose **Setup.exe**.
- ⇒ This option will update your program without the prompts mentioned within this Section 3. To verify if your program was updated, after installation, select **Start**, and then **Programs** and then **MCT MSDS Software** and lastly, **TERMS**. It should state *Version 2.16.0*
- ⇒ After opening TERMS, open **Help** and **About TERMS**, you should see *Version 2.16.0.0*.
- ⇒ Go to Section 6.0 below.

6.0 Running DBUpdate to Update Data to Version 2.16.

Only necessary to do if you updated from a previous version. If you have Version 1.8 or less, please contact technical support to assist you at 800-524-7096. There is a conversion process involved to convert your data to work with the latest version. We can convert for you if you prefer. Please note that user network account that runs this must have administrative privilege or read/write/delete/modify permissions if over a LAN.

- ⇒ After installation of Version 2.16 on your pc that has administrative permission, select **Start**, and the **Programs**.
- ⇒ Select **MCT MSDS Software** and then **DBUpdate**.
- ⇒ When *Ready* appears on the bottom left corner of the utility, select **File** and **Update Databases for Program Update**.
- ⇒ The program will update your database to version 2.16.0 and then state *Ready* when completed (process should take no more than 1 minute).

When you open the TERMS program, it will now run with your databases updated to the current program version. **If this process is not completed, you will receive: “You have an earlier version of the tier2.mdb file. Please run DBUpdate”.**

7.0 Troubleshooting

Please Insert Disk 1

If you receive an error during an update installation asking for insertion of Disk 1, please find the CD Rom of the last version of TERMS to insert into your CD Rom Player for the installation to continue. If you did not use a CD rom in the past, you may need to copy the installation files locally or on the network and run installation from the local or network location.

FMOD error when loading the CD-Rom

If you receive an error “FMOD Warning FMOD could not initialize Windows Multimedia or Direct Sound device. MMBUILDER will run without sound support...”, Please select ok and the autorun will proceed to load.

ERROR –1911 STDOLE2.TLB

On a Windows 95 or NT 4.0 client, you may encounter error –1911 “Could not register type library for file C:\WINDOWS\SYSTEM\STDOLE2.TLB. Contact your support personnel”. Your choices are Abort, Retry, or Ignore. Choose the Ignore and installation will continue. This may be experienced on Windows 95 or NT 4.0 machines where TERMS 1.x was previously installed.

ERROR -1904 DURING INSTALLATION

On a Windows 95, 98 or NT 4.0 client, you may encounter error –“1904. Module c:\windows\system\gear32so.ocx failed to register”. HRESULT Contact your support personnel”. Click OK on the message. A subsequent message box will appear, “1904 Module c:\windows\system\Imocx32.ocx failed to register”. HRESULT Contact your support personal”. Click ok to continue installation and restart the system after installing, even if you are not instructed to do so.

Then, go to Start and then Run. Within the Open command box type “regsvr32 c:\windows\system\gear32so.ocx” Then click on Ok. You should get a message that the registration succeeded. Then repeat the above for the Imocx32.ocx. If you continue to have a problem or registration did not succeed, please contact technical support at 800-524-7096.

Severe Error Unspecified error; quitting

You may receive this error on Windows 2000 and Windows XP machines during installation. The installation itself may appear to actually work. There is a problem with our installation program that will not allow you to choose a network drive. The installation vendor has been contacted and we hope to have a fix in the next release. Another reason is that you may not have adequate permissions or you do not have access to the network access during installation (if that is

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where your data is located). Verify permissions and access and retry the installation.

For more up-to-date error information as well as last minute information, please see the Readme.htm file on our CD-Rom.

Based on Technical Feedback, we try to make these directions as clear as possible to ease your installation. Please let us know whether these directions are applicable for your situation, or if you request special instructions. Contact the Technical Support Team at 800-524-7096 if you have any difficulties with the installation process.

IMPORTANT NOTATION: For your Reference, we have added this section to the installation instructions that you can use for your reference. We recommend that a backup be completed on your pc daily as a precaution for disaster recovery. Follow your company individual Disaster Recovery Plan and use this information for that purpose:

WT32.INI DataPath=_____

WT32.INI ScansCache= _____

The WT32.INI is now stored within the Application path with Version 2.3 and above.

Backup settings _____

Files to backup: msds.mdb, tier2.mdb and scans directory within the items mentioned above.

When restoring a backup for **Disaster Recovery**, the following should be completed:

1. Install most recent CD-Rom of TERMS
2. From your backup, restore the following files:
 - a) Msds
 - b) Tier2
 - c) Scans exterior directory.
3. Open the TERMS program to verify that all information is intact.