
TERMS®

Version 2.20.0

Administrator's 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:

Clients:

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 or higher), XP, Vista Business, Windows 7

Users must have admin local rights with Windows 7 or XP to install the program in either Client PC or using silent install.

Server:

The Server acts as a file server where only our databases (chemregs.mdb, msds.mdb, tier2.mdb) and Scans folder reside on the server. It is required that users have read/write/modify/delete permissions. If concerns of security are an issue, TERMS has its own security system. Please see the section Security in our User's Guide.

2.0 Installation Overview

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

- ⇒ If new to TERMS, plan where the data will reside on your company file server.
- ⇒ Install TERMS to all pcs that need MSDS Access using the LAN/WAN Installation.

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

New Installation	Update Existing Installation
Section 3.0	Section 3.0 If using less than version 2.3
Section 4.0	Section 8.0 if using version 2.4 - 2.19
Section 5.0	Section 6.0
(Optional) Section 7.0	(Optional) Section 7.0

3.0 Installing to Clients' Machines – New Installations

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 TERMS Network or local Application folder. If you are a new customer, please disregard these backup notations. Windows 7 installations must have local admin user rights to install. For best practice, change our default installation directory from c:\wt32 to an appropriate area where user has read/write/modify/delete permissions within the program and data.

- ⇒ Insert the CD-ROM labeled **TERMS Version 2.20.0** into the CD-Rom drive.
- ⇒ If you have Auto-Install enabled on your CD-Rom drive, our Autorun Menu will appear, choose "**TERMS 2.20.0 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:\CDSTART.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:\CDSTART.EXE**. Click on **OK**. A Welcome to the setup program for MCT MSDS Software Setup screen will appear. Click **Next** to proceed.
- ⇒ Read carefully the Licensing Agreement and select **Yes** to agree and abide by this agreement. Selecting **No** 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 **Next**.
- ⇒ A screen will appear asking for you to confirm the User Name and Company Name. If okay, select **Yes**. If no, select **No** and installation will return you to the beginning.
- ⇒ Choose LAN/WAN Installation type from the *Setup Type Box* and then select **Next**.
- ⇒ A password must be entered to continue a LAN installation, for this edition, please enter **tier2012** (not case sensitive) and select **Next**.
- ⇒ Select **OK** on the Message box confirmation of the password.
- ⇒ In the **Choose Database Destination**, either type in or use **Browse** and locate the directory on your network where you plan or have your MSDS.MDB sharable file. Select **Next** to continue. We have C:\WT32 by default. (Note: If you are created a new folder on a network drive, make sure you have adequate permissions on your network to do so.)
- ⇒ In the **Choose Program Destination**, leave the directory name as C:\WT32 and click **Next**. If you desire the program be installed to another directory name, use the **Browse** button to select another directory. If the directory does not exist, setup will confirm that you want to create the directory.

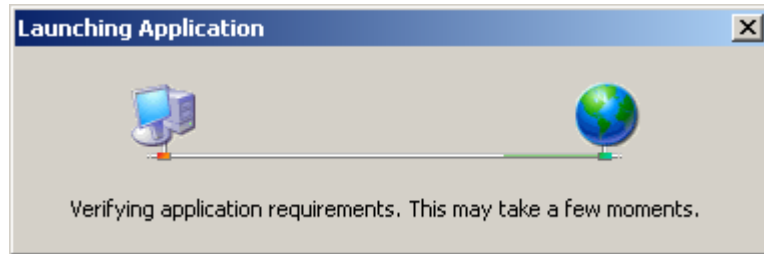
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- ⇒ The Installation Summary will appear. Review your selections that you have made and select **N**ext to start the copy process. Select **B**ack to make any changes to your selections.
- ⇒ Setup will now start copying files.
- ⇒ Depending on your 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. 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 **E**xit on our auto-install menu (if still displayed).
- ⇒ Open the TERMS program by selecting **S**tart, and then **P**rograms. Select **MCT MSDS Software** and choose the **TERMS** Icon. Note: We do not create Desktop icons.
- ⇒ Open Windows Explorer. On the TERMS CD Rom, we have a directory called **Databases**. Please copy the contents of this directory to your network drive used in the installation. After pasting to the network directory, please highlight all the contents, then go to Properties in Windows Explorer. Uncheck Read-Only. *Please note that if you already are an established customer, do not do this or it will overwrite your existing files on the server!*
- ⇒ Please continue with Section 4.0 – Registration of TERMS®.

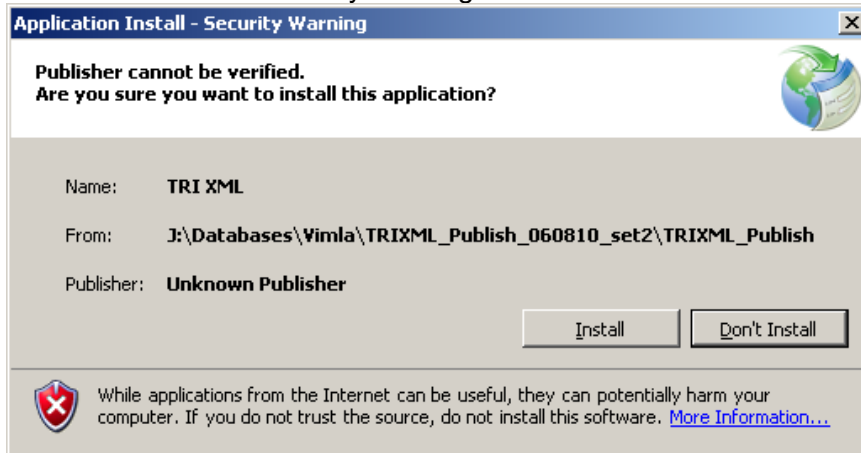
4.0 Install the TRI XML Utility

The TRIXML utility is used for creating Form R XML files used for the TRI Web application to upload your data. This utility only needs to be installed to the person's pc who does this only. This does NOT have to be installed to every user's pc. **Windows 7 installations must have local admin user rights to install.** To install:

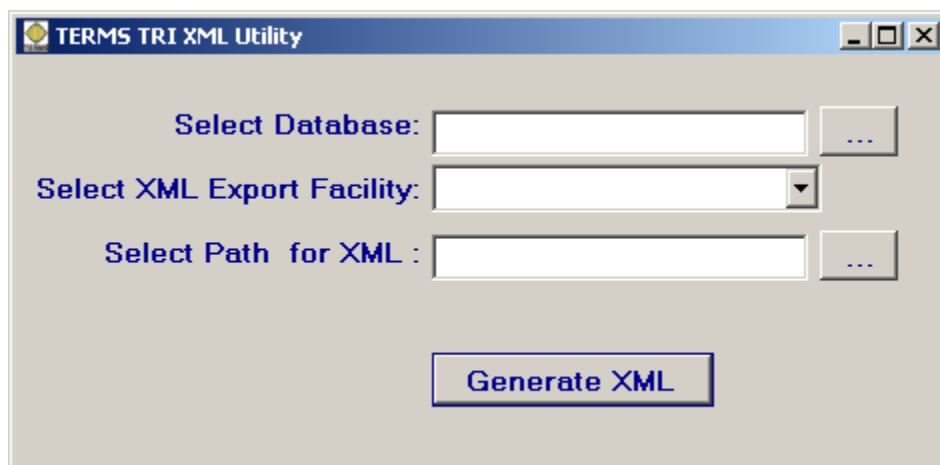
- ⇒ Insert the CD-ROM labeled TERMS Version 2.20.0 into the CD-Rom drive.
- ⇒ If you have Auto-Install enabled on your CD-Rom drive, our Auto-run Menu will appear, choose **"TERMS 2.20.0 Installation"**, then choose **"Install TRI XML Utility"**. If you do not have Auto-Install on your CD Rom, Insert the CD-ROM disk into your CD-ROM drive. Select the START button. Choose **Run**. When the Run dialog box comes up, type **D:\TRIXML\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:\TRIXML\SETUP.EXE**. Click on **OK**.



- ⇒ Click **Install** on the security warning.



- ⇒ The installation should be very quick and the utility will actually load itself. Please close it by selecting the **X** on the top right hand corner.



- ⇒ Installation is now complete for this utility. See the User's Guide for more information on in the Form R Section on how to use this utility.

5.0 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 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.
- ⇒ If you are new to TERMS, please go to Section 5.0 to upgrade to a network version.

6.0 Upgrading to Network Version

The network upgrade is not necessary when you are updating your current version of TERMS, please disregard unless you are a new TERMS customer. If you are an existing customer and within the About screen (Help and then About), it states Single User Version, please contact technical support to re-obtain your network key value.

- ⇒ Copy the netup.exe file from C:\WT32 directory to the network shared MSDS directory you have created.
- ⇒ Give this network shared directory full read/write/delete/modify access to each user.
- ⇒ Select **Start**, and then **Run**.
- ⇒ Type :<**Network drive**>:\<**network directory**>\netup.exe.
- ⇒ Press <**ENTER**>
- ⇒ Enter the Network Key Value provided by MAXCOM.
- ⇒ Select **Update**.
- ⇒ Select the drop down menu **File**, and then **Exit** to Exit the utility.

Make sure all users accessing this network directory have FULL CONTROL or at least Full Read/Write/Delete/Modify permissions on the network drive. Our program must be able to read and write information. Errors will result should you not give permissions. If security is an issue, please go to our Manuals folder on our CD-Rom and locate our User's Guide for information in activating Security. Our program has a 6 level security system.

7.0 Running DBUpdate to Update Data to Version 2.20.

Only necessary to do if you updated from a previous version. You only have to run this once. Please remember once this utility is executed on your data that all users not updated yet, will get a message they need the most updated version to continue with TERMS until their pcs are updated. Network user should have full rights to the database folder and TERMS database files before continuing.

NOTE: When you update the data, make sure you install the program to the respective client's machines before this process. Other clients will not be able to access TERMS until doing so (for they are only on the previous version).

- ⇒ After installation of Version 2.20 on any client's pc that has administrative permission (user must have read/write/delete/modify permissions), 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 2.20 and then state *Ready* when completed (process should take no more than 1 minute).
- ⇒ Go to the Databases Folder on the TERMS Version 2.20 CD Rom.
- ⇒ **Copy ONLY the chemregs.mdb file from this folder to your network shared folder where our databases are located.**
- ⇒ Paste to this folder overwriting the previous copy of chemregs.mdb
- ⇒ Highlight the chemregs.mdb and right mouse click, choose properties uncheck the Read-only Attribute.

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

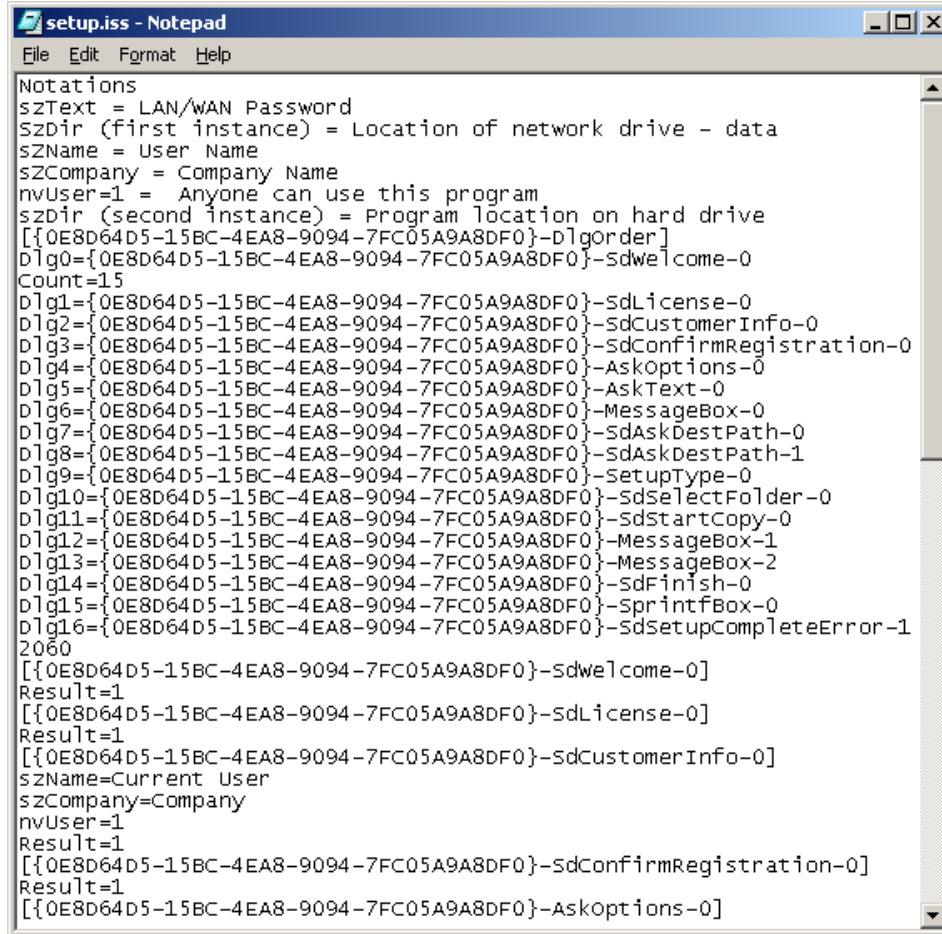
8.0 Using Silent Installation

You have the ability to create silent installation packages that can be deployed via login scripts or application servers (such as SMS). Please use these instructions if you do not have Version 2.4- 2.19 installed. If you have Version 2.4 - 2.19, see Section 8.0, then use the playback instructions below to continue installation.

Using Silent installation has two steps. 1) first following the instructions below to “record” the installation on a test machine. Then 2) invoke the installation. Both are provided by installation switches. Thoroughly check your finished deployment before deploying to your clients. **Windows 7 installations must have local admin user rights to install. Windows XP: Clients must have proper permissions to complete this installation successfully.**

- ⇒ Go to a Client Test Machine.
- ⇒ Verify that all programs expected to be on each machine that will receive this installation are installed and tested to be in working order.
- ⇒ Insert the CD-ROM disk into your CD-ROM drive.
- ⇒ If you have Auto-Install enabled on your CD-Rom drive, our Autorun Menu will appear, choose **Finish** to close and use the Run Command mentioned below and continue with the following the Setup.iss file will be automatically saved to the root of the operating system.
- ⇒ Select the **START** button. Choose **Run**.
- ⇒ When the Run dialog box comes up, type
<CDDRIVE>:\SETUP\SETUP.EXE /r in the Open Command box.
- ⇒ A file called Setup.iss is created within the root of the operating system. If you would like this file to generate in another area, change the run parameters as follows:
 <CD Drive Letter>:\Setup\Setup /r <Drive>:\setup.iss
- ⇒ Click on **OK**.
- ⇒ Follow the same instructions as mentioned in Section 3.0 and Section 4.0 regarding installation to client's machines.
- ⇒ After recording the installation, to play back on a user's machine, open the setup.iss file using the following from the Start, Run and Open Command Box.
- ⇒ The following should appear:

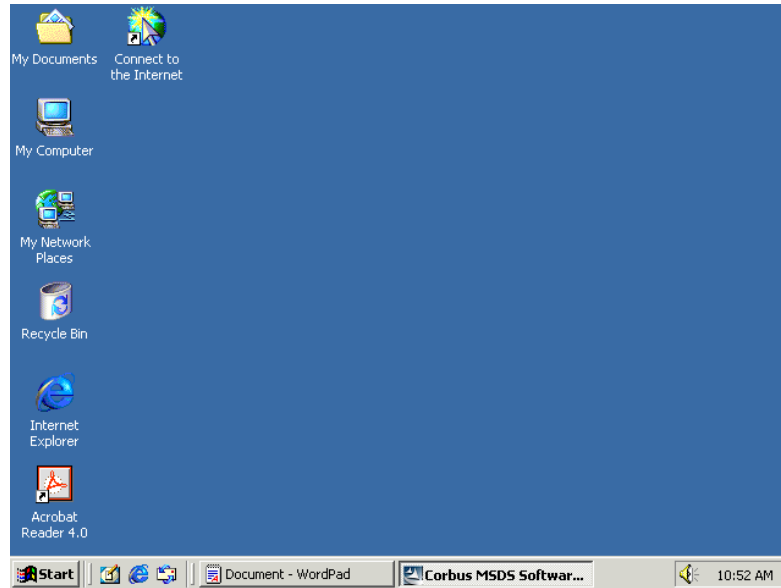
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```
Notations
szText = LAN/WAN Password
SzDir (first instance) = Location of network drive - data
szName = User Name
szCompany = Company Name
nvUser=1 = Anyone can use this program
szDir (second instance) = Program location on hard drive
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-DlgOrder]
Dlg0={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdwelcome-0
Count=15
Dlg1={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdLicense-0
Dlg2={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdCustomerInfo-0
Dlg3={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdConfirmRegistration-0
Dlg4={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-AskOptions-0
Dlg5={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-AskText-0
Dlg6={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-MessageBox-0
Dlg7={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdAskDestPath-0
Dlg8={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdAskDestPath-1
Dlg9={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-SetupType-0
Dlg10={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdselectFolder-0
Dlg11={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdStartCopy-0
Dlg12={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-MessageBox-1
Dlg13={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-MessageBox-2
Dlg14={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdFinish-0
Dlg15={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdprintfBox-0
Dlg16={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdSetupCompleteError-1
2060
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdwelcome-0]
Result=1
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdLicense-0]
Result=1
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdCustomerInfo-0]
szName=Current User
szCompany=Company
nvUser=1
Result=1
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdConfirmRegistration-0]
Result=1
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-AskOptions-0]
```

- ⇒ Edit if necessary the following Variables:
 - a) SzText = <- Lan/Wan Password for installation
 - b) SzDir (First instance) =<-First path setting for the database on network
 - c) szName= <-Name of who the program will be licensed to.
 - d) szCompany= <-Company of who the program will be licensed to.
 - e) NvUser = <- 1 equals anyone who uses this computer 0 equals only for that user.
 - f) SzDir (Second instance) = <-the Default Installation directory for the program.
- ⇒ Copy the contents of the **Setup** folder within the CD-Rom to a network resource or application distribution server.
- ⇒ Copy the Setup.ISS created into the root of the Setup folder.
- ⇒ When the program setup is deployed the following should be noted in either your URL Link within the email to the clients, or the from your distribution server: (if users are to run themselves, they can run using Start and Run and typing the following in the Open Command Box:
<Network Drive Letter>:\<Shared Network Setup directory>\setup.exe /s
- ⇒ The users will see the following on their desktops:

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(Not including the Document-WordPad)

- ⇒ The application will install itself and the user will be able to open the program.
- ⇒ To debug a recorded installation, use the following command line:
`<Network Drive Letter>:\<Shared Network Setup directory>\setup.exe /d`

9.0 Upgrading from Version 2.4 - 2.20 - Client

Use to update Version 2.4 – 2.19 to Version 2.20.0 only. If you have never had TERMS installed before, please see Section 3.0. Windows 7 installations must have local admin user rights to install.

- ⇒ If you are installing Version 2.20.0 over a previous version (such as Version 2.19), please select **TERMS 2.20.0 Installation** from the menu and then choose **Update Existing Installation**. Alternately, you can run the installation by selecting, **Start** and then **Run**, then browse for the Update folder and within the *update* folder, choose **Setup.exe** to start the installation process.
- ⇒ This option will update your program without the prompts mentioned within this Section 6. 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 2.18.0*
- ⇒ After opening TERMS, open **H**elp and **A**bout TERMS, you should see *Version 2.20.0.0*.

Note: You can use Silent installation to create a silent install by doing:

- ⇒ Select the **START** button. Choose **Run**.
- ⇒ When the Run dialog box comes up, type **<CDDRIVE>:\UPDATE\SETUP.EXE /r** in the Open Command box.
- ⇒ A file called Setup.iss is created within the root of the operating system. If you would like this file to generate in another area, change the run parameters as follows:
 <CD Drive Letter>:\update\Setup /r <Drive>:\setup.iss
- ⇒ Click on **OK**.
- ⇒ Follow the directions regarding Silent installation in Section 7.0 to set up how to play this back.

10.0 Troubleshooting

PLEASE INSERT DISK 1 WHEN INSTALLING FROM CD-ROM (Or Network Drive)

Cause:

TERMS was originally installed from a network drive location (Or if you are trying to install from the network, the CD Rom). During an update installation, you may receive error (Please insert Disk 1). This means that the installation key in the registry of the computer is looking for the installation source to be the same as your current source.

Solutions:

If getting error when installing by CD:

Copy the contents of the CD Rom to a network drive, run Update\update.exe from this location.

If getting error when installing by Network Drive:

Put the CD-Rom in the drive and run the Update installation from the CD-Rom.

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 1.8 or lower 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\lmocx32.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 lmocx32.ocx. If you continue to have a problem or registration did not succeed, please contact technical support at 800-524-7096.

ERROR -1605 DURING INSTALLATION

Make sure the user installing the software has local administrative rights on the computer.

ERROR -1604 DURING INSTALLATION

You tried to install the Update and the full installation was never installed. Please un-install from Programs MCT MSDS Software and try again using the Full Installation.

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. If you are installing our program for the first time, there is a change to the installation instructions that you must copy the test databases from our CD-Rom to the network drive. Please See Section 3.0.

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:

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 on the Network Server, restore the following files:
 - a) Msds
 - b) Tier2
 - c) Scans exterior directory.
3. Open the TERMS program to verify that all information is intact.