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# MSDS Standard™

Version 2.9

## 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@maxcomonline.com](mailto:tech@maxcomonline.com)**

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## 1.0 System Requirements

MSDS Standard™ 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*

**Users must have admin local rights with Windows 2000 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 (msds.mdb and 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, MSDS Standard 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 MSDS STANDARD, plan where the data will reside on your company file server.
- ⇒ Install MSDS STANDARD to all pcs that need MSDS Access using the LAN/WAN Installation.

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

<b>New Installation</b>	<b>Update Existing Installation</b>
Section 3.0	Section 3.0 If using less than version 2.4
Section 4.0	Section 8.0 if using version 2.4 - 2.8
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 MSDS STANDARD Network folder. Use for 1.x or Version 2.0 or 2.1. Do not use if upgrading from version 2.4 and up, please see Section 8.0. If you are a new customer, please disregard these backup notations.

- ⇒ Insert the CD-ROM labeled **MSDS STANDARD Version 2.9** into the CD-Rom drive.
- ⇒ If you have Auto-Install enabled on your CD-Rom drive, our Autorun Menu will appear, choose "**MSDS STANDARD 2.9 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 **N**ext 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 **N**ext.
- ⇒ 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 **N**ext.
- ⇒ A password must be entered to continue a LAN installation, for this edition, please enter **NEWSTD** (not case sensitive) and select **N**ext.
- ⇒ Select **OK** on the Message box confirmation of the password.
- ⇒ In the **Choose Database Destination**, either type in or use **B**rowse and locate the directory on your network where you plan or have your MSDS.MDB sharable file. Select **N**ext 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 **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.
- ⇒ Only applicable if updating from Version 2.3 or earlier: If you are installing over Version 2.3 or earlier, the installation will ask you if you want to update the current version. Say Yes. (If updating, the program will not

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- 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.
  - ⇒ 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 do not have the 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 **E**xit on our auto-install menu (if still displayed).
  - ⇒ Open the MSDS STANDARD program by selecting **S**tart, and then **P**rograms. Select **MCT MSDS Software** and choose the **MSDS STANDARD** icon. **Note: We do not create or update Desktop icons.** If you install the program to a different location than the target of your desktop icon, you must change the icon manually.
  - ⇒ Open Windows Explorer. On the MSDS STANDARD CD Rom, we have a directory called **D**atabases. 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 MSDS STANDARD®.

### 4.0 Registration of MSDS STANDARD

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

- ⇒ Start by selecting the MCT MSDS Software Group under **START** and then **PROGRAMS**. Select **MSDS STANDARD**.
- ⇒ 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 MSDS STANDARD, please go to Section 5.0 to upgrade to a network version.

### 5.0 Upgrading to Network Version

The network upgrade is not necessary when you are updating your current version of MSDS STANDARD, please disregard unless you are a new MSDS STANDARD 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 MC Technologies.
- ⇒ 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.

### 6.0 Running DBUpdate to Update Data to Version 2.9.

**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.**

**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 MSDS STANDARD until doing so (for they are only on the previous version). You only have to run this utility once.

- ⇒ After installation of Version 2.8 on any client's 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 2.9 and then state *Ready* when completed (process should take no more than 1 minute).
- ⇒ If you continue to receive errors that you need to run DBUpdate, within DBUpdate, select **File>Open Database**. Find the msds.mdb file on your network drive and select it. Then retry **File** and **Update Databases for Program Update**.

When users open the MSDS STANDARD 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 tier2.mdb file. Please run DBUpdate".

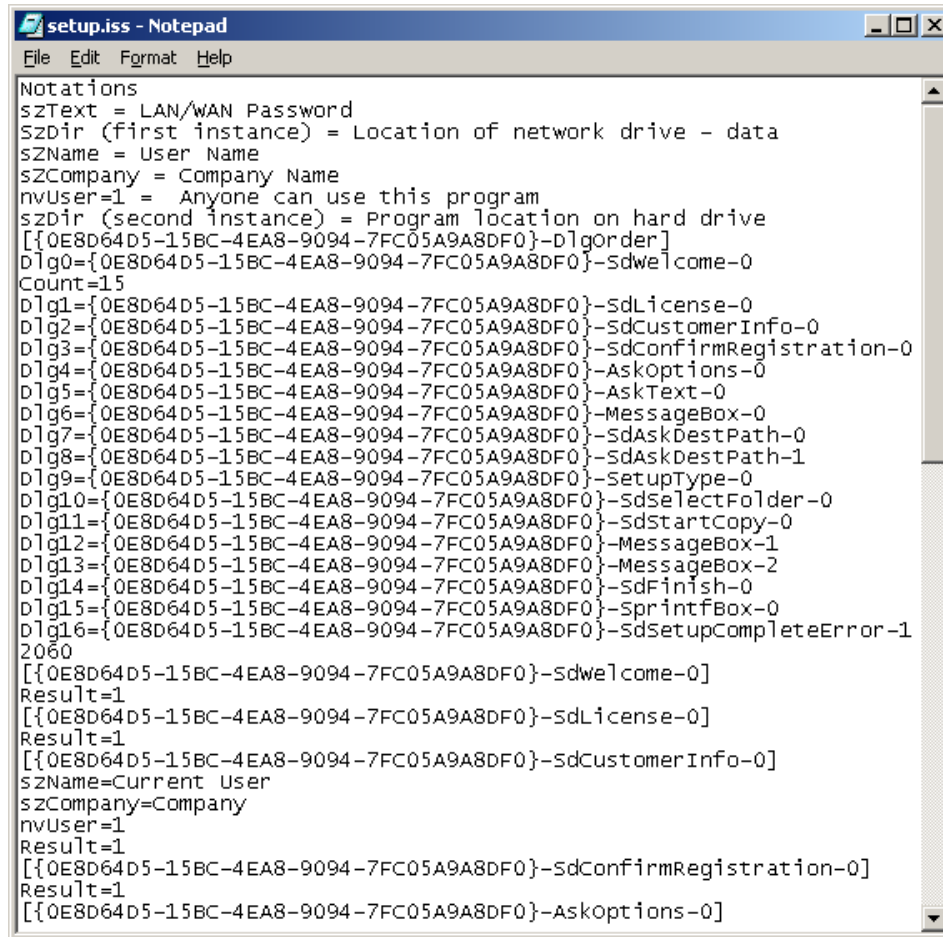
### 7.0 Using Silent Installation

**This installation has the ability to create silent installation packages that can be deployed via login scripts or application servers. Please use these instructions if you do not have Version 2.4 or higher installed. If you have Version 2.4, 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 2000 or 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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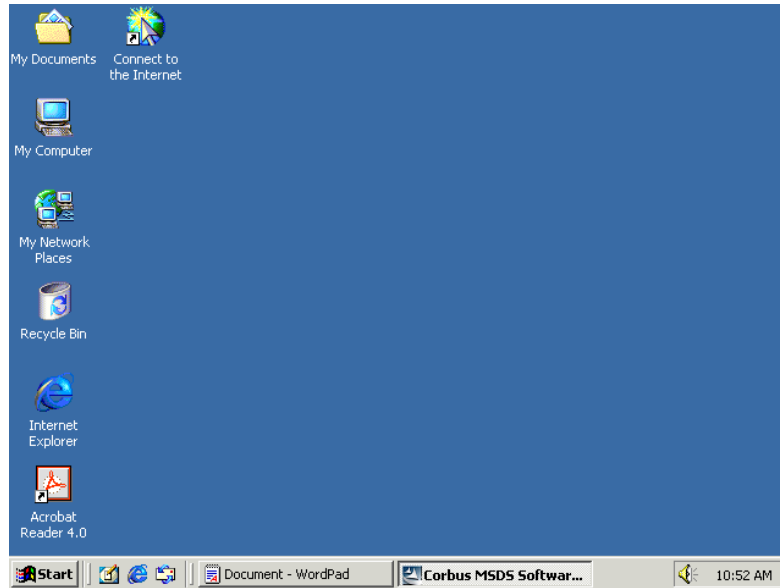


```
Notations
szText = LAN/WAN Password
SzDir (first instance) = Location of network drive - data
szName = User Name
szCompany = Company Name
nvUser=1 = Anyone can use this program
szDir (second instance) = Program location on hard drive
[!{0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-DlgOrder]
Dlg0={0E8D64D5-15BC-4EA8-9094-7FC05A9A8DF0}-sdwelcome-0
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}-sprintfbox-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`

### 8.0 Upgrading from Version 2.4 - 2.8 - Client

**Use to update from Version 2.4 - 2.8 only. If you have never had MSDS STANDARD installed before or are using Version 2.3 or older, please see Section 3.0. We have had reports that this feature may not update your program. If not, please retry the installation using the Full Installation method.**

- ⇒ If you are installing Version 2.9 over a previous version (such as Version 2.4 - 2.6), please select **MSDS Standard 2.9 Installation** from the autoinstall menu. From the installation menu, choose **Update Existing Installation** from the autoinstall 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 6. To verify if your program was updated, after installation, select **Start**, and then **Programs** and then **MCT MSDS Software** and lastly, **MSDS Standard**. It should state *Version 2.90*.
- ⇒ After opening MSDS Standard, open **Help** and **About MSDS Standard**, you should see *Version 2.90*.

**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 **<CDRIVE>:\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.

### 9.0 Troubleshooting

#### **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 MSDS STANDARD 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.

### **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 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.

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

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