



RANDOM SELECTION SOFTWARE

RandomWare Update Installation: Version 4.01.009

The installation provides enhancements to earlier systems and fixes reported errors.

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**ALWAYS BACK UP YOUR DATA BEFORE A NEW INSTALLATION AND DATA CONVERSIONS.**

If you have questions about the program or need assistance with the installation, please feel free to contact me at your convenience.

Sincerely,

Luciano Gonzales for RandomWare

(323) 793-1535

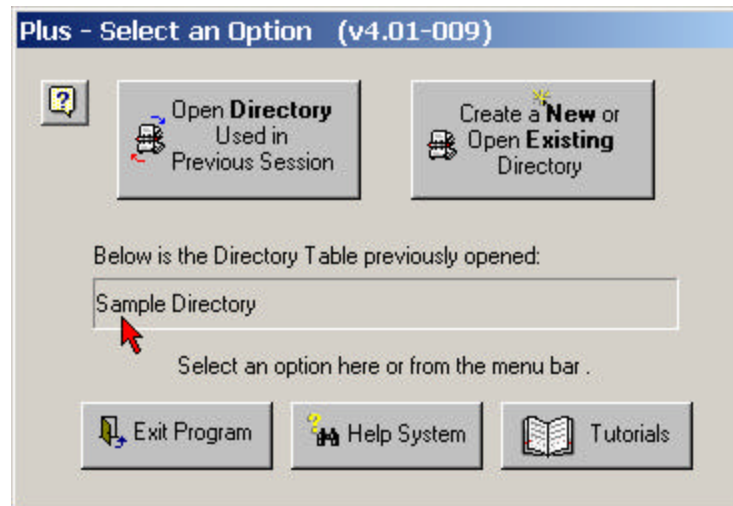
8:00am – 6:00pm (PST)

## 1. Installation Procedure Outlined

### Step 1

If your current system is earlier than version 3.04, you will need to create a new folder in the installation and move your Directory data tables. You can manually create the folder using Windows Explorer or simply start the program after the installation and it will create it for you. However, please note that you will need to manually move your RandomWare Directory Tables (files with the extension .DIR). You must know how to use Windows Explorer to move the files. For help with this procedure, see the section Moving Files with Windows Explorer.

If you're uncertain of the name you've given your RandomWare Directory, start your program, before installing the update, and note the name displayed in the middle of the dialog box as shown below:



The RandomWare Directory, in the example above, is Sample Directory and its full file name is: **Sample Directory.DIR**.

### New Folder: DB Tables

If your current installation does not have a folder named DB\_Tables or your current system earlier than version 4.0, you will need to create this table. Some version 3.04 installations may already have the folder and the procedure will not be required. Use Windows Explorer to determine if the folder exists.

For example, if the program is installed in **C:\RandomWare**, create the folder **C:\RandomWare\DB\_Tables**.

### Step 2

Install the update.

### Step 3

**Please be advised that a major data conversion is required if you are updating a system whose version is earlier than v4.0. Read the section that outlines the procedure to convert your data for the new installation. You must run the conversion program before opening data files with the new program.**

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## 2. Installation

### Installation from Disc

Files on the disc:

- Setup.exe – Update installation program – Installs RandomWare 4.0 as an update to an existing installation.
- RandomWare.exe – This is the program executable – it's provided for easy access if required.
- Randomdx.txt – RandomWare's program definition file – it's provided for easy access if required.
- Random.chm – Main help system.
- Tutorials.chm – Tutorial help system.

Insert the CD into the drive and start Windows Explorer.

To expose the files on the CD, double click the icon that represents the CD drive on your computer. To start the installation double click **setup.exe** where it appears in the right hand panel of the window.

### Installation from Download

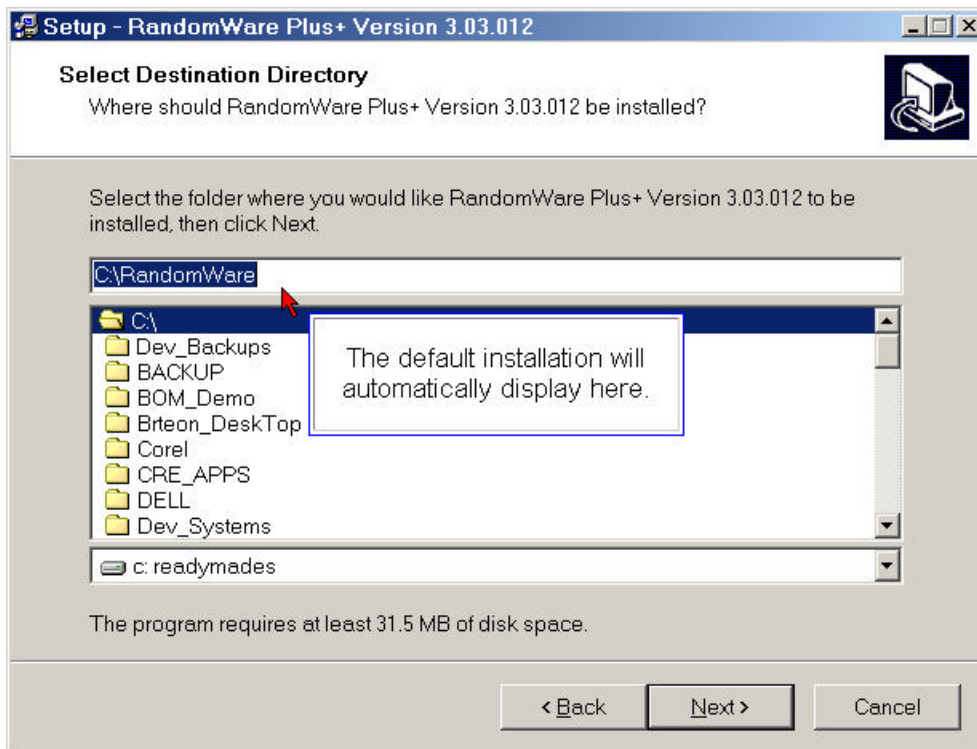
Click the URL (internet address) provided in your email or type the address into your Internet browser to start the download. See the document about the download procedure for detailed instructions about downloading.

After the download is complete choose the open option to immediately start the installation or save it for installation later. To install on a computer other than the one to which it was downloaded, save the file to a Zip disk or CD and move it to the machine on which it will install.

If you save to install later, use Microsoft's Windows Explorer to locate and double click the file, **RW\_Plus\_Update.exe**, to start the installation.

### 3. Correctly Installed Update

By default, the installation automatically installs the update into the original installation folder.

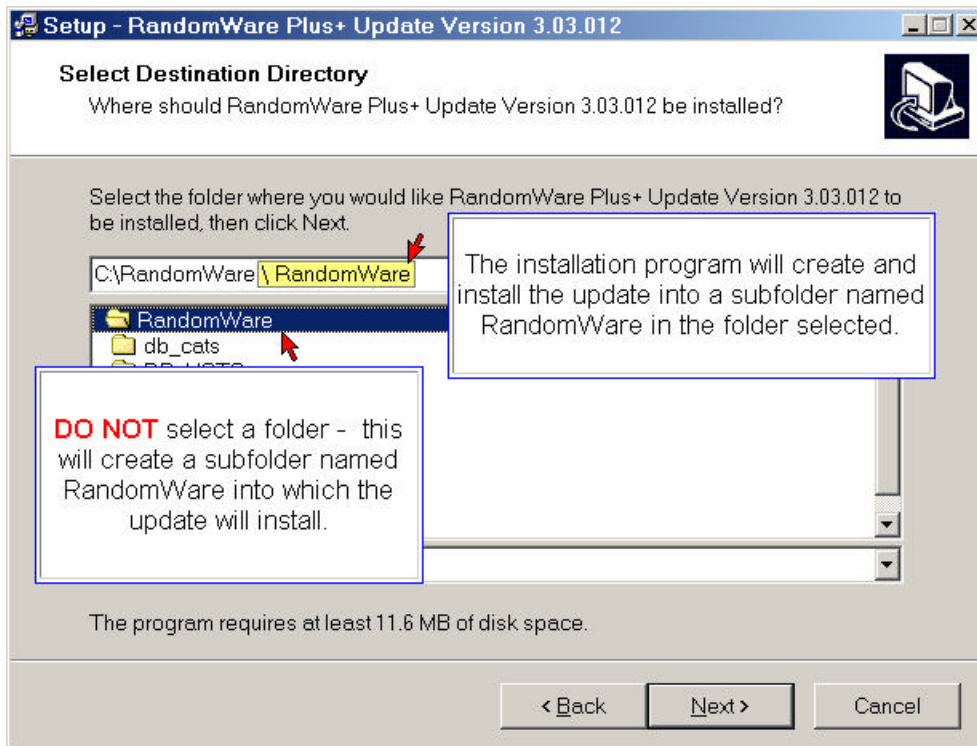


If you created and installed the program into a folder with a different name, moved or renamed the folder, see the examples that follow.

**BEWARE: Do not allow the program to create an installation sub-folder as illustrated below.**

If you browse and select an existing folder, the installation adds a subfolder specification to the path, "**\RandomWare**", and will incorrectly install the update into the new subfolder. **This is an incorrect installation.**

Do not browse for and select the existing RandomWare folder.  
**NOTE:** A folder is “selected” when it appears “Open” as shown below.

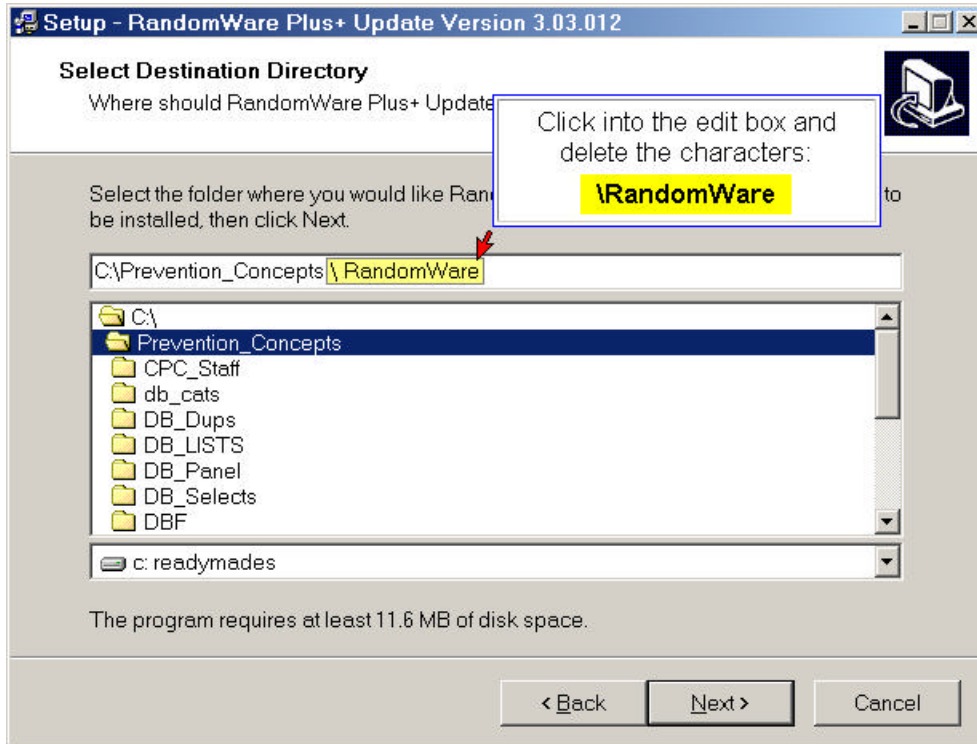


If the program was originally installed into a folder of a different name (not RandomWare) the name of the folder will automatically display as the default installation folder.

If the installation folder was moved or renamed and you need to browse to find and select it, be certain to delete "**\RandomWare**" from the edit control as shown in the example on the next page. If you don't delete the subfolder specification from the installation path in the edit control illustrated below, the update will not install correctly.

#### 4. Locating the Installation folder with the Browse Option

If you browse and select an existing folder, the installation routine appends the folder selected with “\RandomWare,” as shown below, indicating that a subfolder named RandomWare will be created and the update will install into it. If you browse to select a folder, be certain to delete “\RandomWare” from the edit control as shown below:



To continue the installation, click Next.

## 5. Moving Files with Windows Explorer

To learn how to create new folders and move files click the mini help system provided:  
RW\_Install.chm.

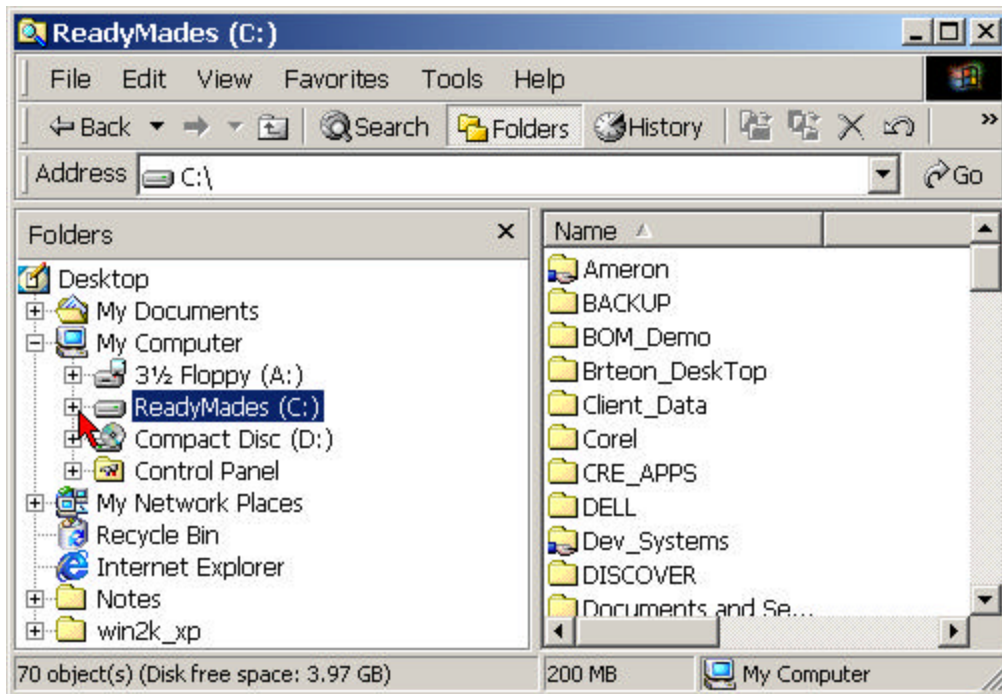
If you install the system from a CD, locate the help file and double click it to start it.

If you received the help system file as an email attachment, click the attachment and choose **Open**.

If you downloaded the help system, locate it and double click it to start.

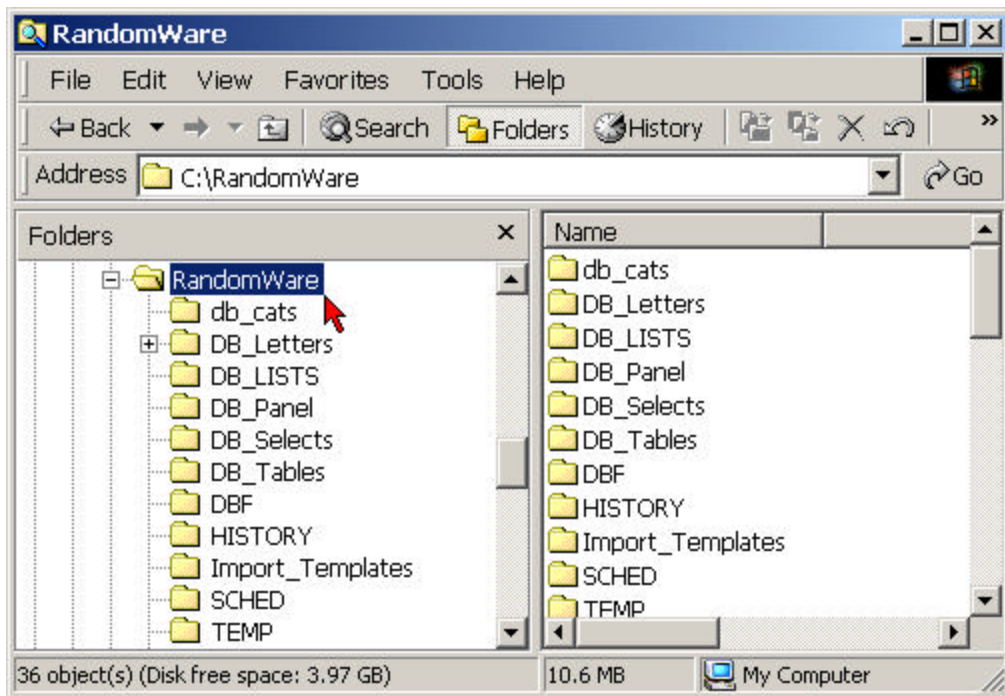
## 6. Creating Disk Folders

First, start Windows Explorer. If you cannot find Windows Explorer, right click the Start button and click **Explore**.

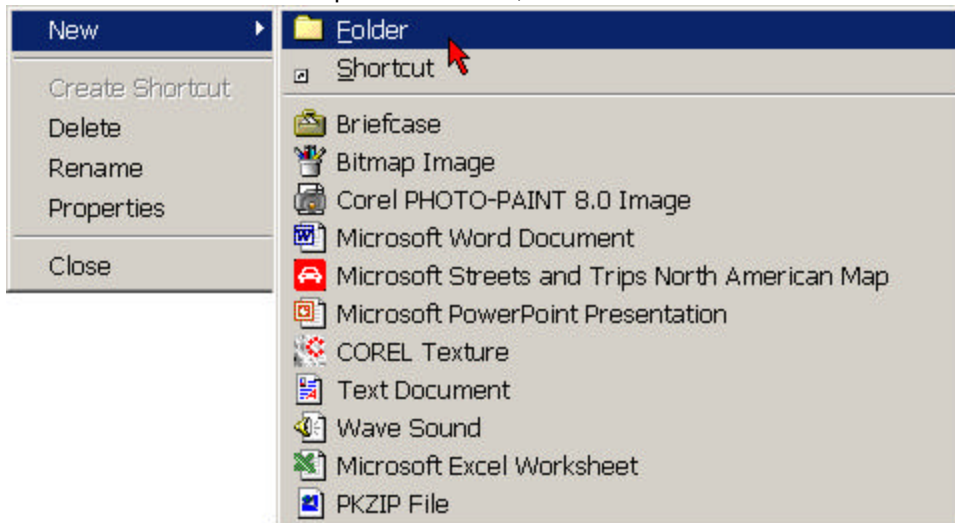


Locate the installation drive ( C: ) and click the plus  $\oplus$  sign to expose the folders on the drive.

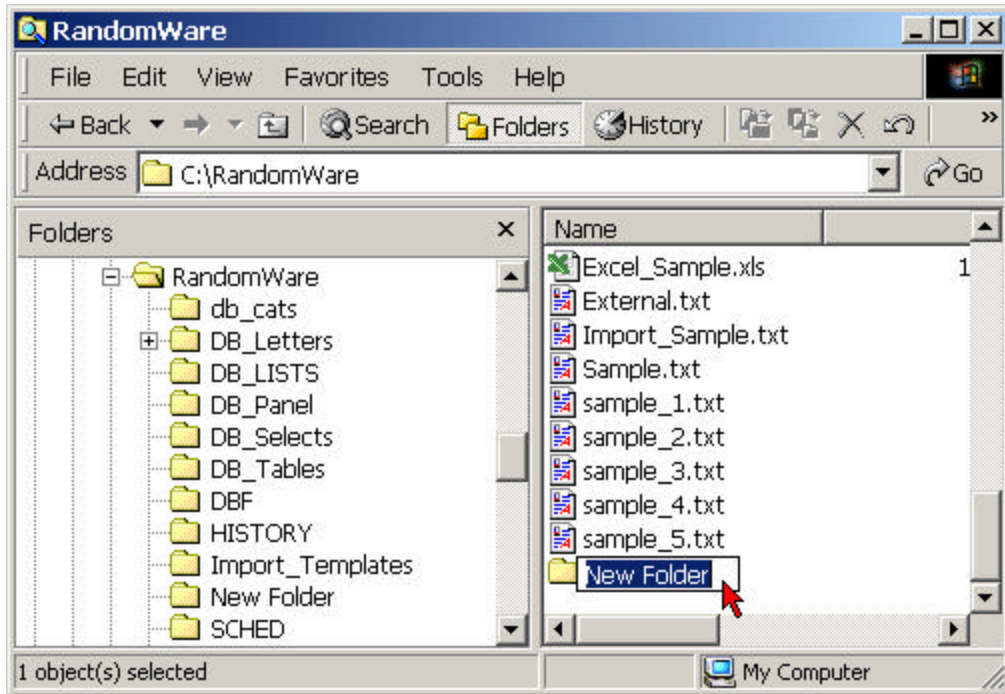
Locate the installation folder. The default installation folder is RandomWare. Click the plus sign to expose the subfolders and click the folder or its name to open and expose its folders and files in the panel on the right.



From the File menu at the top of the window, click New + Folder.

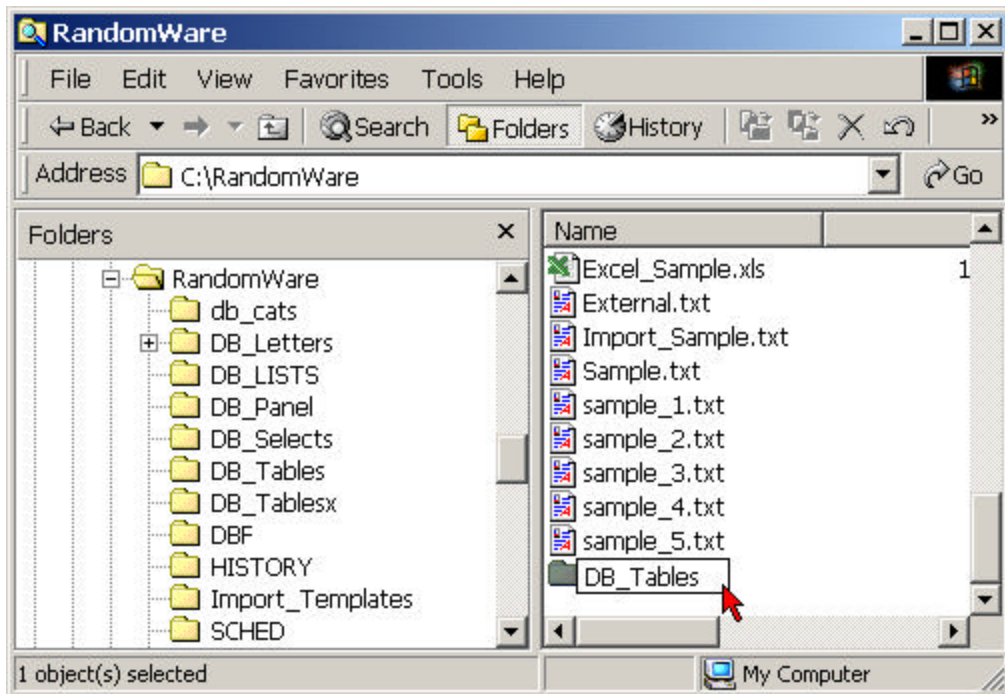


A new folder will display with a black rectangle surrounding the text to indicate that you can type the new folder name directly.



 New Folder

If you cannot type the new name, right click the New Folder to activate the menu options and choose **Rename**, then type the new folder name **DB\_Tables**.

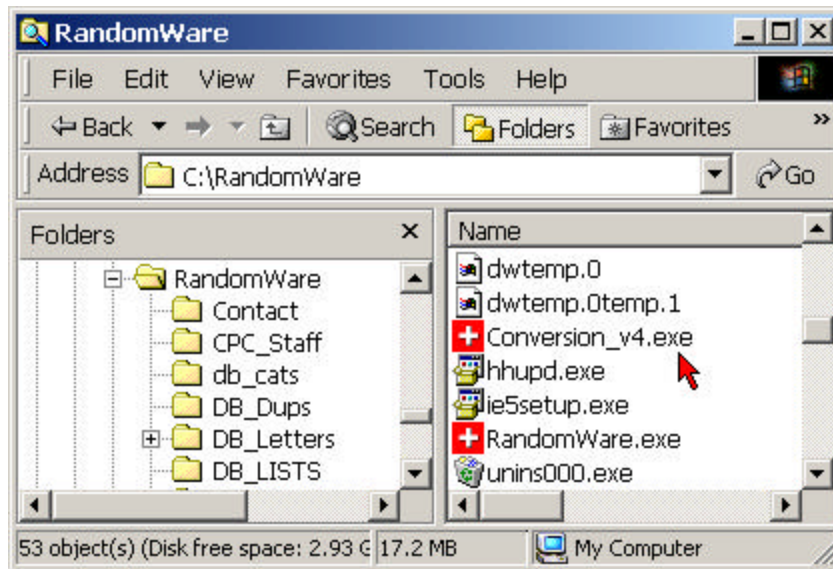


## 7. Version 4.0 Conversion

The convenience of a desktop icon and shortcut to the conversion program is not provided. You must use Windows Explorer to navigate to the installation folder and double click the application file Conversion\_v4.exe to start the conversion program.

The conversion program looks **exactly** like RandomWare version 4.0, however, a menu option is provided in the conversion program to convert the drug and alcohol results tables. The menu option to start the conversion is not included in the production program (RandomWare.exe).

Using Windows Explorer locate the conversion file, Conversion\_v4.exe, and double click it to start the program.



When the conversion program starts, open the RandomWare Directory that lists the company, groups and departments you manage.

From the Directory window, from the menu bar click:

- Utilities
- Convert Results Table to Version 4

If you've developed other Directory tables, open each one and perform the same operation.

### Delete the Conversion Program when Finished

Use Windows Explorer to delete or move the conversion program from the installation to eliminate the possibility of running it redundantly.

## 8. IMPORTANT Installation Considerations

### **ALWAYS BACK UP YOUR DATA BEFORE A NEW INSTALLATION AND DATA CONVERSIONS.**

From the Other Data menu option, choose **Test Types Administered** to open the table. Make sure at least one of the test types is set as **Alcohol Only**. To set the alcohol only flag, double click the field for the item directly below the Alcohol Only heading. When an “x” appears in the cell, it’s flagged as an alcohol only test. Save and exit.

From the Other Data menu option, choose **Panel Configuration Directory** to open the table. Scroll down to a new line and enter “Alcohol Screen” under the **Name** column and double click the field to set it as an alcohol only “panel.” The Alcohol Screen is used to carry billing and costs with each alcohol test administered. If you’re application does not monitor these values, simply enter the Alcohol Screen and leave the values for cost and billing blank or 0.00.

## 9. Email Resource

Please note, although the email resource is included in the update, it is still under development. Documentation and support for its use is currently unavailable. You will receive an email when the resource is finished and the help system is complete.

If you have any questions, please feel free to call.