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RANDOM SELECTION SOFTWARE

RandomWare Simple Version 4

Thank you for your interest in RandomWare!

Contents

IMPORTANT INSTALLATION NOTE

We have recently learned that installations must be restricted to a folder directly under the root.

For example: C:\RandomWare

Do not install the system under another folder, for example: C:\Program File\RandomWare

If you install the program on a network drive, be certain to install it directly under the root of the intended drive. For example: N:\RandomWare

A message will be posted on the website when this limitation is resolved.
http://www.randomware.com/pages/support.html

Check the website for news or send an email to ask about its resolution.
mailto: solutions@randomware.com

1. 🌐 Uninstall Evaluation Program

    If you installed an evaluation system, it is best to remove it before installing the full licensed version of RandomWare. To uninstall, locate the installation folder in the left panel of Windows Explorer and double click it to expose its files in the right panel of the window – locate **unins000.exe** and double click to uninstall. Then, once again, locate the installation folder in the left panel of Windows Explorer, right click to highlight the folder, and choose **Delete**. It's that easy.

    After installation, go directly to the Help System by selecting Help from the main menu.
    Read **After Installation** and **Getting Started**. Review the tutorials to become familiar with essential features of the system.

    Microsoft's Internet Explorer (MSIE) version 4.0 or later is required for the help system to operate correctly. If Help is not accessible, install Internet Explorer 5.0. If it's still not accessible, you may need to run hhupd.exe, another Microsoft Update module. An upgrade to MSIE version 5.01 and hhupd.exe are included on the disc and will be found in the RandomWare folder after the installation is complete.

    If you need anything, please let us know.

    The installation topics can be found on the web site page at:
    http://www.randomware.com/pages/support.html

    The web site is located at http://www.randomware.com.
    From the web site's home page, select the Support Option at the top of the screen.

2. License Agreement

    RandomWare is the property of RandomWare and is protected by copyright to RandomWare. You, the purchaser only, are hereby granted a single-user license to use RandomWare. The license is non-transferable. You may not reproduce, sell, distribute, publish, circulate, or commercially exploit RandomWare, or any portion thereof, without the written consent of RandomWare.

    Installation of RandomWare indicates your acceptance of these terms. By purchase, use, or acceptance of RandomWare you further agree to comply with all export laws and regulations of the United States as such laws and regulations may exist from time to time.

    No specific warranties exist. However, if any errors are discovered that make RandomWare inoperable, none are known to exist at this time, we will make every effort to remedy the reported error with a program upgrade.

3. Installation from Disc

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.

NOTE
You may want to run the update installation if you downloaded and installed the program prior to receiving the disc. Run **Update_Setup.exe** if its **Modified** date is later than the date of the downloaded file, **RW_Simple.exe**. Use Windows Explorer to see the Modified date/time stamp.

4. 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_Simple.exe**, to start the installation.

5. Installation continued …

The setup program will install the system in the disk folder - C:\RandomWare.

If required, setup will allow you to specify a different installation folder.

After the installation is complete, the RandomWare Icon will appear on your desktop. Double click it to start the program.

If you need additional assistance, please visit the web site and review the General Installation Topics found on the Support page.

Every effort is made to continually improve the explanation of features available in RandomWare and add additional tutorials. Check the web site often for new help modules. If the date of the currently available module is later than yours, please, feel free to download it.

The installation topics and instructions to download a new help module can be found on the web site at: http://www.randomware.com/pages/support.html

Or, go to RandomWare's home page at: http://www.randomware.com, and select the Support Option.

6. Tutorials & the Help System

    RandomWare provides two help systems:
    ▪ Tutorials
    ▪ General Information Help

    From the main program window, click the Tutorials button for tutorials specific to RandomWare Simple and click on the Help System button for general information about the RandomWare family of programs.

    The tutorials are the best resource for using the Simple version of the program and are specific to the features offered. The general help system has a lot of information that is more useful to the Basic and Plus systems but contains articles of general interest.

    The RandomWare Help System is written using some of the most current technology from Microsoft. Sometimes, unfortunately, that means incompatibility problems with older systems.

    Your computer must have Microsoft Internet Explorer version 4.0, or later, installed, or RandomWare's Help System may not function properly or may not be accessible at all. Even if you do not access the Internet from the machine on which RandomWare is installed, or you use another Internet browser, Microsoft's Internet Explorer must be installed.

    If the help system is not accessible and Internet Explorer version 4.0, or later, is installed, follow the instructions below:

    Install Internet Explorer, version 5.01. If the help system is still inaccessible, run the HTML update, hhupd.exe, from Microsoft. This has fixed all the trouble we've seen with out of date versions of Internet Explorer. If you still experience trouble, please contact us: Help@RandomWare.com

    Microsoft's Internet Explorer 5.01 update and hhupd.exe are both included with the installation. Both files are copied into the installation folder. Using Windows Explorer, expose the files in the RandomWare installation folder and double click ie5setup.exe to install Microsoft's Internet Explorer upgrade to version 5.01. Double click hhupd.exe to update other Internet modules and components.

    Ie5setup.exe updates your version of Microsoft Internet Explorer to 5.01

    hhupd.exe contains Microsoft update modules and components.

    Please Note:
    The help system is a "plug-in" which depends on components of Microsoft's Internet Explorer and occasionally stalls when launched for the first time. If the page does not display after some time, the system must be halted with "Ctrl-Alt-Delete" – this appears consistent with the behavior demonstrated by Microsoft's Internet Explorer itself. When the help system is requested subsequently, it appears to start without hesitation.

7. <u>Program Fonts for the Screen & Printing</u>

    You may need to set the print fonts before you can properly print documents through RandomWare. The default fonts do not seem to be active for all installations. Print one of the sample Base Lists that accompany the program. If it compares to the print samples included with the installation document, your font settings do not need to be changed.

    There are four print font categories:
    - Primary Title
    - Secondary Title
    - Column Headings
    - Line Data

    And two screen font categories:
    - Data Input
    - Screen Text (data screen column headings and titles)

    When the font control dialog is displayed, set all fonts to Arial, Regular, and Size 8 to insure that all data fits on a page. Be certain the option boxes for "Strikeout" and "Underline" are not checked.

    See the articles in the help system under <u>Printing, Fonts & Colors</u>. You will find articles there discussing the default fonts and the methods by which fonts are specified and controlled. You only have to set the fonts once. Once set, they remain well maintained and need no further attention.
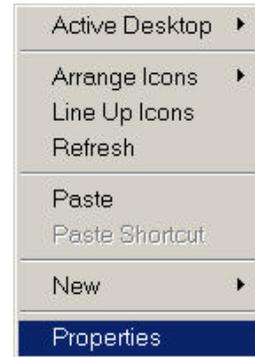
8. Color Control – Setting the Display Properties for you Monitor

The pre-selected color settings used by RandomWare will display best if the color palette for your monitor is set to more than 256 colors. If more than 256 colors are not available then refer to the Help module for assistance with color control. A screen sample is available on the web site which illustrates what you will see when the color palette is not correctly set. Go to RandomWare's support page on the Internet at http://www.randomware.com/pages/support.html to see the example.
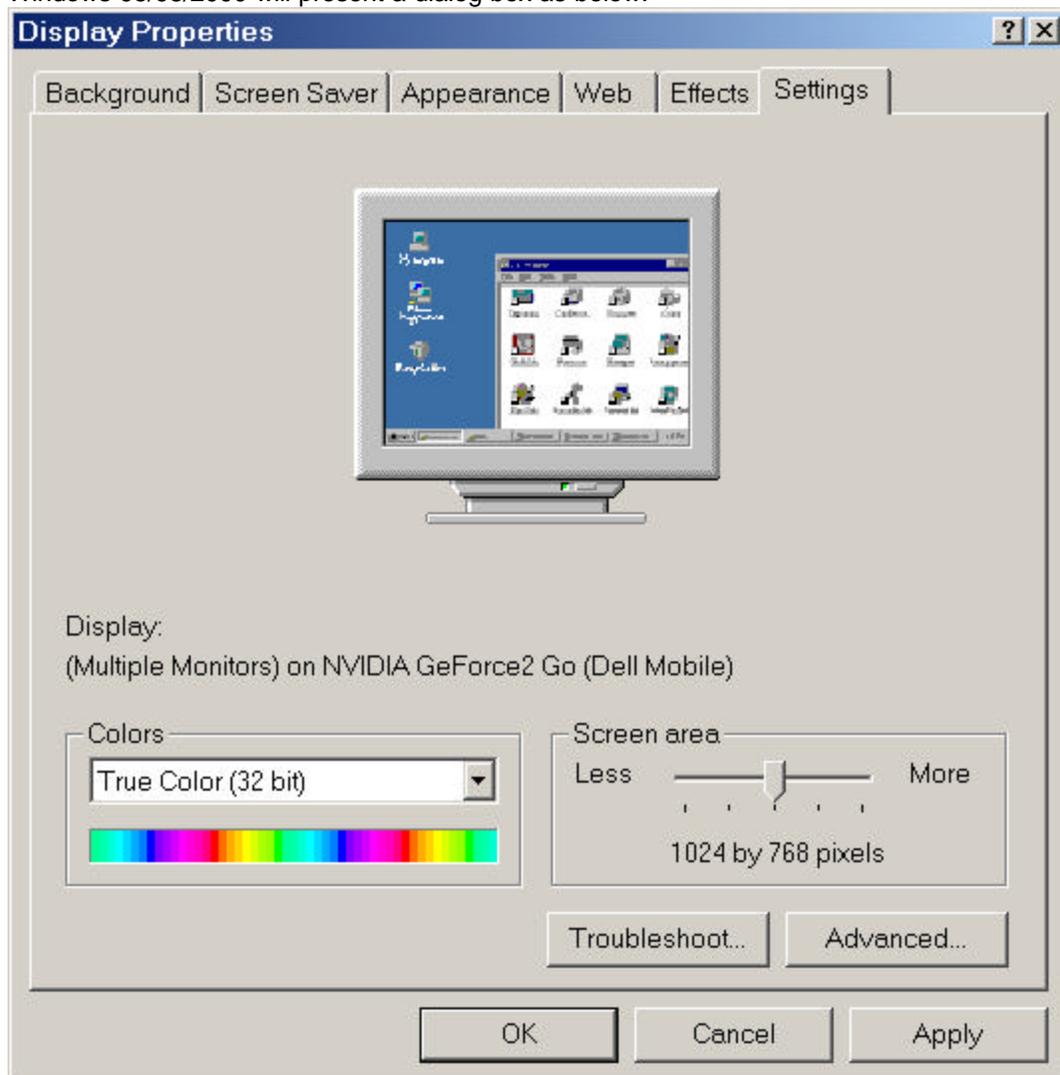
To easily access the display control function right click the Mouse Over the" Desktop" and click "Properties" as shown on the right.

Or access display control from the "Control Panel."

Once the display control dialog is displayed, select the "Settings" tab and a color palette greater than 256.
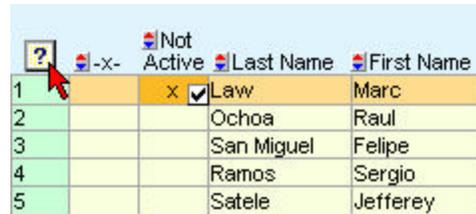
| Active Desktop ▶ |
| Arrange Icons ▶ |
| Line Up Icons |
| Refresh |
| Paste |
| Paste Shortcut |
| New ▶ |
| Properties |

Windows 95/98/2000 will present a dialog box as below.

Display Properties ? X

Background | Screen Saver | Appearance | Web | Effects | Settings

Display:
(Multiple Monitors) on NVIDIA GeForce2 Go (Dell Mobile)

Colors
True Color (32 bit)

Screen area
Less ———|——— More

1024 by 768 pixels

Troubleshoot...   Advanced...

OK   Cancel   Apply

9. <u>Quick Start</u>

[?] <u>General Information & Help</u>:
Click the question mark to display a page from the help system about the current window in which it's displayed. Updated help systems are easily downloaded from the web site when additional information and tutorials are added.
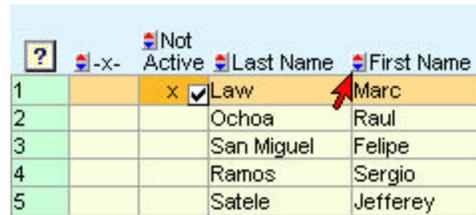
<u>Sorting</u>:
Click the symbol to sort the spreadsheet by the column over which it appears. Click the upper portion for an ascending sort (A-Z) and the lower section for a descending sort (Z-A). Subsequent clicks on the same column reverse the sort.
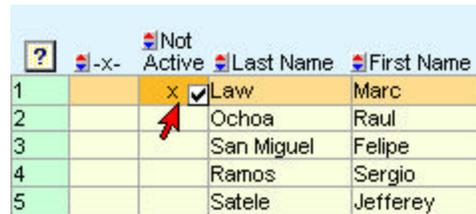
<u>Not Active</u>:
If an entry is checked **Not Active**, it will be excluded from the random selection.

BEWARE
Occasionally, when a new data window/spreadsheet is opened for the first time, it displays minimized but is not located at the bottom of the screen as many minimized windows display. You may find it near the upper left corner of the screen. Simply expand it by holding down the left mouse key and stretch it diagonally until it's a suitable size.

The rosters from which random selections are generated are referred to as "base lists." Open a base list from the main window when the program first starts. Locate and name the list file as appropriate for your application of the program. The standard open dialog is provided to open new and existing rosters.

Random selections are generated from the **Random** menu at the top of the window. Selections are saved to the base list's respective history file.   File extensions for base list and history files are ".dat" and ".hst", respectively. For example, the base list and history file for the sample data are named, "Sample.Dat" and "Sample.Hst", respectively.

Selections are automatically saved to the default history file before the list is presented. This feature is controlled by a system option and can be turned off if suitable for your application. System options can be accessed from the **Misc** menu at the top of the window. When auto-save option is turned off, the random selection generated can be saved to any file you name when the selection is presented.

10. <u>Re-Installation</u>

It's easy to move the entire program and all its data to another machine when required. Simply copy the entire installation folder to a zip drive, a Read/Write CD (RWCD), a network drive or a removable hard drive. Copy the saved folder to the new disk drive and create a shortcut on the desktop to the program executable file C:\RandomWare\randomware.exe.

Please Note: The instructions for re-installation assume the default installation folder is c:\randomware. If your installation requires a folder of a different name, please make the appropriate substitutions.

When files are copied from a RWCD, they are transferred to the new disk as **Read Only**. If re-installation is performed from a RW CD, an extra step is required to remove the read only restriction.

<u>Remove Read Only</u>
Start Windows Explorer. Locate the installation folder in the panel on the left side of the Explorer window – use the vertical scroll bar if necessary to locate the folder. Left click the folder to expose the sub-folders and all files in the panel on the right side of the window.

Select **Tools**, **Find**, **Files or Folders** from the Windows Explorer menu bar at the top of the window.

In the **Named** edit field, enter ***.*** (the "wildcard" file specification that instructs the find function to locate all files). The installation folder, C:\RandomWare, should already be set in the **Lookin** dropdown box. If not, use the Browse option to locate the folder. Be certain the box is checked for **Include subfolders**. Click the **Find Now** button.

When all files found are displayed in the large rectangle area in the bottom section of the dialog window, click the first file you see so it's highlighted. Using the keyboard, press ctrl-a to select all the files displayed. Right click one of the highlighted files and choose the **Properties** option from the popup menu. In the properties dialog, turn off the Read Only option. The option is off when no check mark is visible. Click the OK button and you're finished. The program is ready to run.

11. <u>File Names, Moving Data Files & Guidelines for naming Personnel Rosters (Base Lists)</u>

All personnel rosters and random selection results tables are strictly maintained under the installation in the folder DB_Tables.

To make it easier to find your personnel rosters, you can use long, descriptive file names. The complete path to the file, including drive letter, server name, folder path, file name, and a three-character file name extension, can contain up to 218 characters. File names cannot include any of the following characters: forward slash (/), backslash (\), greater-than sign (>), less-than sign (<), asterisk (*), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;).

Path (Definition): In a computer **operating system**, a path is the route through a **file system** to a particular **file**. A pathname (or *path name*) is the specification of that path. Each operating system has its own format for specifying a pathname. The DOS, Windows, and OS/2 operating systems use this format. For example C:\RandomWare\DB_Tables\Acme_Delivery.DAT

The user cannot control the assignment of file name extensions they are automatically set by the program.

File Extensions:
Personnel Rosters   **.**DAT
History Tables   **.**HST

For example, if you open a personnel roster named Acme_Delivery and save the results of a random selection, the base list and history files are named, respectively, Acme_Delivery.DAT & Acme_Delivery.HST, and exist in the same disk folder.

A special mode switch, Auto Save, is provided to control how random selections are saved.   On installation Auto Save is On and random selections are automatically saved to a history file with the same file name as the personnel roster and a different file extension, .HST.   If the file exists, the data is appended to the end, otherwise the file is created and the data written to it. When the Auto Save option is turned off, the program will ask you to locate the history file to which the selection data is added. Turning the option off allows you maintain a different file to record the results of each random selection. See System Options to set the Auto Save Mode – to find System Options click Other_Data from the menu bar at the top of the RandomWare window.

<u>When Auto Save is ON</u>
The personnel roster file and its companion history file must exist in the same disk folder. If you move either file with Windows Explorer, be certain to move both. If you've moved the personnel roster to another folder, and not its companion file, the program will automatically create a new history file in the same folder as the personnel roster.

<u>When Auto Save is OFF</u>
When you request to save the results of a random selection the program will ask you to locate the history file using the standard open dialog. Locate the folder and the file and click Open.