
Submission Tracking System



Installation Guide

P.B.S. Studios
6206 Possum Trot Ct.
Manassas, VA 20112

Submission Tracking System

Version 2.5, March, 1998

©Copyright 1998 by P.B.S. Studios All Rights Reserved

Published 1998

Printed in the United States of America

P.B.S. Studios has made every effort to ensure the accuracy of the accompanying software and manual. This software application and manual are presented "As Is". This means the Author, his company, and anyone else who has had a hand in this project assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the application or this manual. P.B.S. Studios makes no warranties with respect to this documentation and disclaims any implied warranties of merchantability and fitness for a particulate purpose. The information in this document is subject to change without notice. P.B.S. Studios assumes no responsibility for any errors that may appear in this document.

The contents of this publication or software may not be reproduced in any form, in part or whole with our prior consent of P.B.S. Studios.

Microsoft, MS, MS-DOS, MS Access, MS Word, Windows and Windows 95 are all registered trademarks of the Microsoft Corporation.

AS/400 is the registered trademark of the International Business Machines (IBM) Corporation

This edition of the documentation applies to Submission Tracking system software, Version 2.5

Released March 1, 1998

P.B.S. Studios
6206 Possum Trot Ct
Manassas, VA 20112

Program Written by Peter Smolens

Technical Support

Remember, you are not alone when using STS. From time to time, you may need help using this application. There are several sources of assistance. First, you may turn to your local writer/computer friends. When necessary, contact P.B.S. Studios for in-depth guidance.

As the author of the application, P.B.S. Studios is the ultimate source for technical support for the Submission Tracking System Database. Free STS telephone support is available for 90 days from purchasing this product. After that, telephone support contracts are available at reasonable rates.

P.B.S. Studios
STS Software Problems
6206 Possum Trot Ct
Manassas, VA 20112
703.392.3834
Internet: psmolens@pbsstudios.com

Getting Started: Installation

This document describes how to install STS. Within the package you will find either a CD_ROM or a set of 4 diskettes, a printed User Manual, and this documentation. As with most Windows software, installing STS is easy. You can expect to be up and running in about a half an hour.

To run STS, you must first install Microsoft Windows. In addition, make sure that your computer meets the requirements of Access and STS as shown in Table 1. If you are already running Windows 3.1 and are happy with your machine's performance, you probably have met these requirements.

Table 1 Access Installation Requirements

Requirements:

	<u>Minimum</u>	<u>Ideal</u>
Processor	486/25	486/DX or Pentium
Memory(RAM)	8MB	16MB+
Storage(Free Space)	12MB	20MB+
Display	Color VGA	SVGA
Printer	Ink Jet	Laser
Operating System	Windows 95	Windows 3.1 Windows 95 Windows XP
Mouse	Yes	Yes

The main difference between the minimum requirements and the ideal requirements is the speed with which STS will perform certain key tasks.

Making a Backup Copy of the STS Disks

Before you begin the installation of any software, make a copy of each of the program disks and place the original disks aside for safekeeping. Follow these steps to make a backup copy:

1. Write-protect the original program disks. For 3.5" disks, slide the write protect tab on the right side of the disk upward. The disk is now protected from accidental erasure.
2. Gather enough blank, formatted disks to copy all the program disks.
3. Run the DISKCOPY command from the DOS prompt, followed by the source drive and destination drive for the disk copy. For instance, enter DISKCOPY A: B: at the DOS prompt to copy disks from drive A to drive B. This command will work even if you only have one floppy disk drive. See your DOS or Windows documentation for more information.
4. Insert and remove the disks as prompted by DOS. Remember that the source disk is the original program disk and the destination disk is the new disk.

With a backup copy of the program disks in hand, you are ready to run the SETUP program. **If you are installing Windows also, we suggest you make back-ups of these using the same technique.**

Deleting Demo Version of STS

Because of a number of file and other changes, to properly install STS you will need to delete your demo version of STS. The following is the procedure for removing STS:

Part 1 Removing the STS Directory

1. Click on File Manager (under the Main Program Group)
2. Highlight the STS directory.
3. Press the Delete key.
4. Answer Yes to Delete STS Directory.

Part 2. Deleting the STS Program Group

1. Open STS Program Group
2. Click to Highlight STS icon
3. Press the Delete key.
4. Answer Yes to Delete STS icon.
5. Repeat steps 2-4 to delete Fix Database and STS Notes Icons
6. Close STS Program Group.
7. Highlight STS Program Group
8. Press the Delete key.
9. Answer Yes to Delete STS Program Group

Running the STS Setup program from CD-ROM

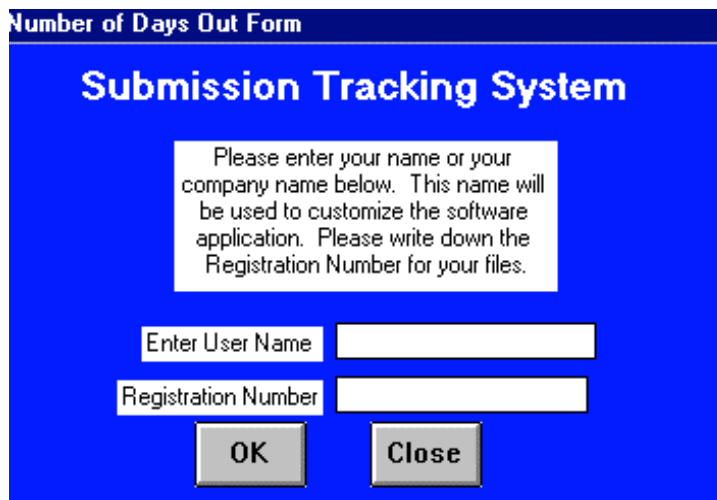
1. Place the copy of STS CD-ROM in the CD-ROM disk drive.
2. Start Windows.
3. From the Windows Program Manager, choose, **File, Run**. The Run dialog box appears.
4. Enter the name of the program to run, in this case "**D:\STS\SETUP**" and the select "**OK**".
5. The display will ask what directory the STS application is to be located within on your computer system. The default directory is **STS**. It is **STRONGLY** suggested that you leave STS as the default directory since the application looks for files in that directory. Click on **OK** button to continue the install.
6. The next display confirms the choice of directory. To start the process of installing the run-time version of Access and the STS software, click on the computer icon.
7. The next display allows you to select which windows program group the STS application icons will reside. The default is to create a specific program group called Submission Tracking System. If this is to be the case, click on the **Continue** command button. Otherwise, make the appropriate selection.
8. The setup program will begin to install the files for the application.
9. When the install process is complete, a completion display will appear. Because changes have been made to some of your Windows program files, when you click on the **Continue** command button, Windows will be restarted.
10. Once Windows is restarted, if you selected to create a new Program Group when installing your STS application, the new program group will appear and you will be ready to use the application.

Running the STS Setup program from Diskettes

1. Place the copy of STS disk 1 in a floppy disk drive.
2. Start Windows.
3. From the Windows Program Manager, choose **File, Run**. The Run dialog box appears.
4. Enter the name of the program to run, in this case "**A:SETUP**" and the select "**OK**".
5. The display will ask what directory the STS application is to be located within on your computer system. The default directory is **STS**. It is **STRONGLY** suggested that you leave STS as the default directory since the application looks for files in that directory. Click on **OK** button to continue the install.
6. The next display confirms the choice of directory. To start the process of installing the run-time version of Access and the STS software, click on the computer icon.
7. The next display, allows you to select which windows program group the STS application icons will reside. The default is to create a specific program group called Submission Tracking System. If this is to be the case, click on the **Continue** command button. Otherwise, make the appropriate selection.
8. The setup program will begin to install the files for the application. The system will tell you when to insert the next diskette. To continue, after inserting the next diskette, click on the **OK** command button.
9. There are four diskettes included in the STS application. When the install process is complete, a completion display will appears. Because changes have been made to some of your Windows program files, when you click on the **Continue** command button, Windows will be restarted.
10. Once Windows in restarted, if you selected the create a new Program Group when installing your STS application, the new program group will appear and you will be ready to use the application.

Customizing STS

When registered users start STS for the first time, the program will display a special form. This is where you can customize STS with your name or your company name. This process will also create the registration number. The registration number is based on your application's Serial Number and your User Name. You will need the Registration Number for User Support.



The screenshot shows a window titled "Number of Days Out Form" with a blue background. The main title "Submission Tracking System" is displayed in white text. A white text box contains the instruction: "Please enter your name or your company name below. This name will be used to customize the software application. Please write down the Registration Number for your files." Below this are two input fields: "Enter User Name" and "Registration Number". At the bottom are two buttons: "OK" and "Close".

To Customize your application, please perform the following steps.

1. Type in your name or company name in the **Enter User Name** Field.
2. Press the **ENTER** key. **STS** will create a **Registration Number** based on your **User Name** and the application's **Serial Number**.
3. Write down your **User Name** and **Registration Number**.
4. Press the **OK** Command Button to customize your copy of **STS** with the User Name and Registration Number to STS.

Please Note: Once customized, the User Name and Registration Number can NOT be changed.

For instructions on how to use the different functions within STS, please see the **STS User Manual** that came with your software application.