

Training Officer 2000 Version 3

Installation Guide

IMPORTANT: If you downloaded and installed the Version 3 Demo program, you must completely remove it prior to installing the full version 3 software. Failure to do so will corrupt your installation and or data. Uninstall the demo in the control panel, then, completely remove the to2kdemo folder in the “Program Files” folder of your hard drive directory.

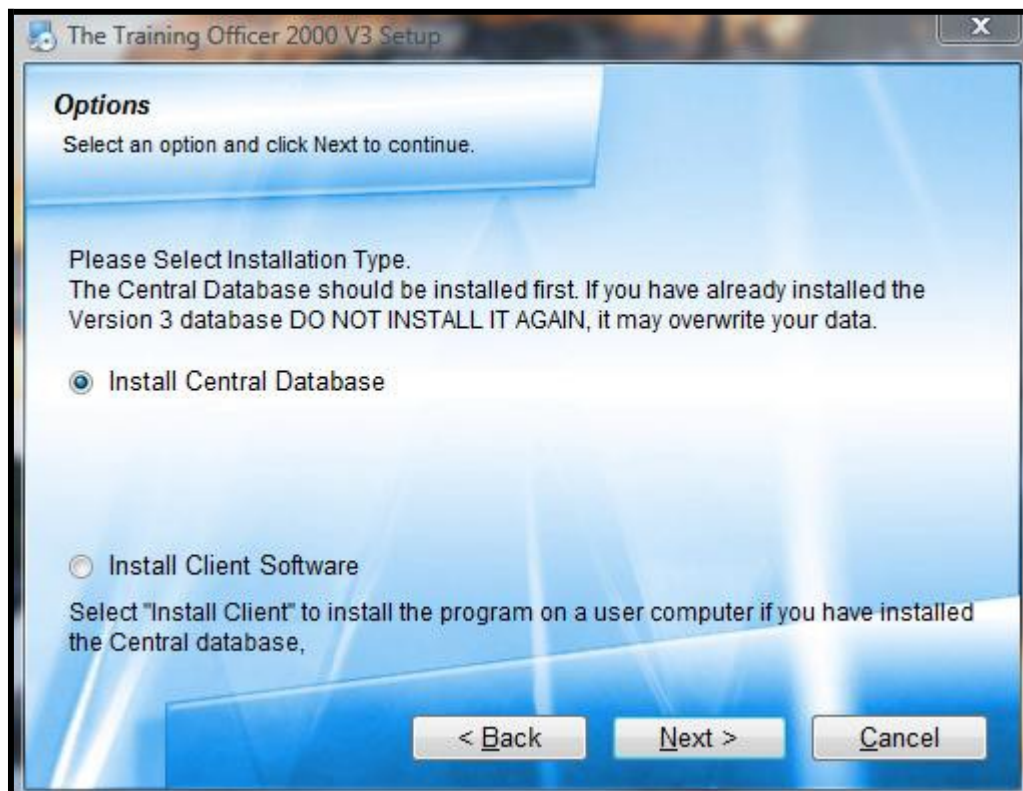
To Get Started:

The Training Officer 2000 V3 software is a networkable program which has two parts. The first and most important is the **Central Database**. This is what should be installed only **1 time** to your server. The second is the **Client**; this gets installed on every single workstation you plan on using the software from. Each individual workstation then connects and communicates with the database on the server. So, you'll need to be sitting at a workstation which can navigate to a space on the server to place the database into.

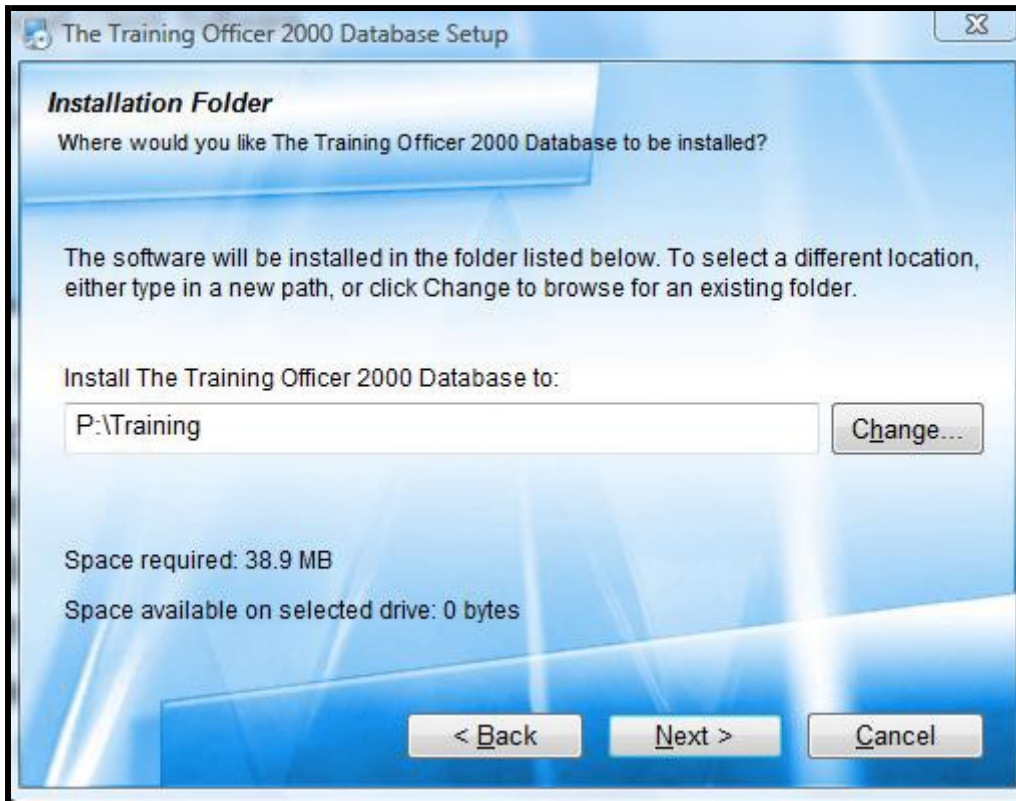
You're not actually installing any software onto the server, the term installing as it pertains to the Central Database is simply placing the database files onto a designated area of the server, and nothing is being installed to the operating system of the server.

1. Begin by selecting the first work station you will be running the software from.
2. Run the “Setup.exe” file, if you downloaded the software, or place the CD in the CD drive.

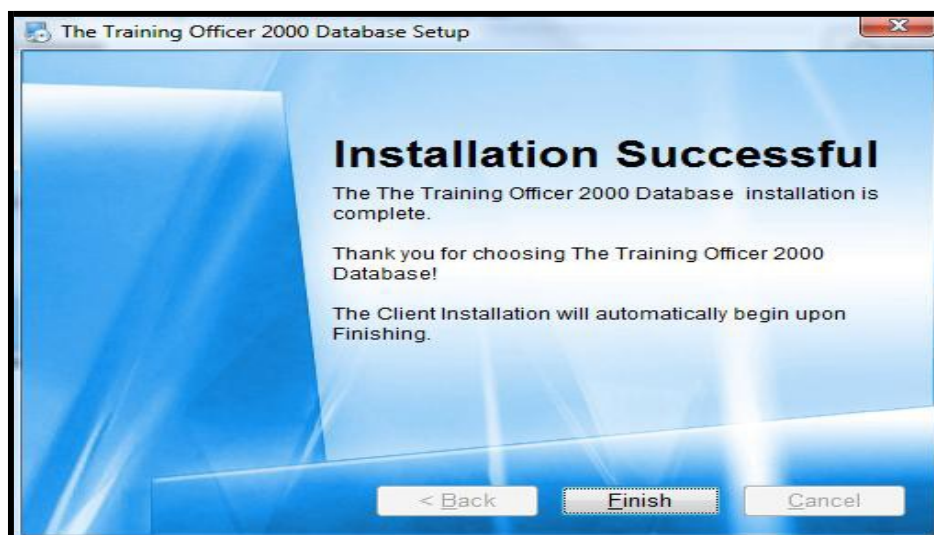
3. The software installer will launch and ask you to close other programs, and then click “next” to continue. The software will then ask you if you want to install the Central Database. The software will not work without the Central Database, so you’ll need to install it at least one time. If this is the first time you’re installing it, then select “Next”. **Do not install the Central Database more than once because every time you do, it wipes out all of your data.** (see figure below)



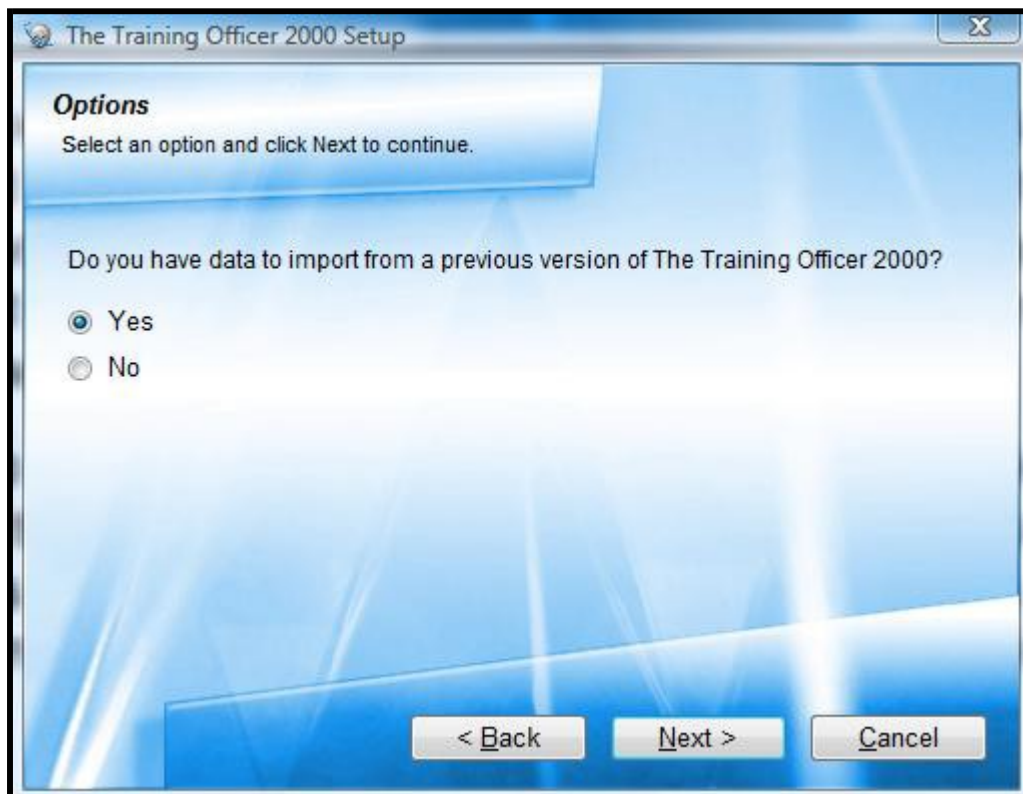
4. You will then be prompted to confirm that you are in fact installing the Central Database and be asked to acknowledge the licensing agreement. You will then be asked to specify the location you would like to place the database files. By default, the program selects the “Program Files” directory on your local hard drive, but we do not recommend you install this here unless you have a reliable way to back up the data. (see figure below)



5. Click next and the installer will tell you that you've successfully installed the Central Database. When you click "Finish" the installer will automatically launch the client installer. You should already be sitting at your first workstation, so this client installer will now install the software to the local machine you're working on. (see figure below)



6. Agree to the licensing terms and then the installer will ask you to confirm the location of the installation. By default, the installer chooses the C:\Program Files\to2k. We recommend you leave it that way to make technical support easier should the need arise.
7. Upon completing the client install, the last screen will ask you if you have data to import from a previous version of Training Officer 2000. If you are upgrading and want to import your data from V2, click “Next” as the “Yes” button is selected by default. You only have to do this once (refer to the “Upgrading from Version 2” document). If you’re a new client and are not upgrading but starting from scratch, click the “No” button, then “Next”. **(see figure below)**

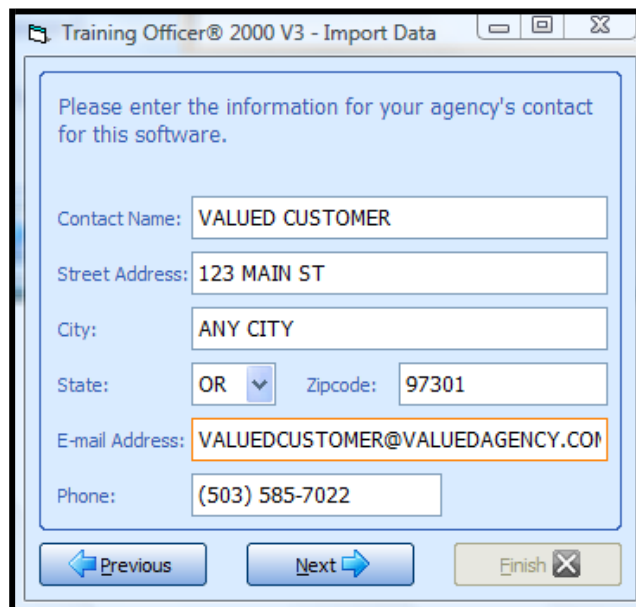


8. If you selected “No”, you’ll be taken to the final screen which gives you the option of launching the new program and opening the help files. When you launch the program for the first time, it will ask you for a password. By default, the password is **password** but you can and should change this in the options module as soon as possible. If you forget your password, contact Sierra Pacific Software to unlock or reset your password.



The screenshot shows a window titled "Training Officer® 2000 V3 - Import Data". The main text reads: "Please enter a password for Training Officer® 2000. You may enter the same password you used in the old system, or select a new one. Your password may be up to 16 alpha-numeric characters long." Below this text are two input fields: "Password:" and "Retype Password:". At the bottom of the window are three buttons: "Previous" (with a left arrow), "Next" (with a right arrow), and "Finish" (with a close icon).

9. Upon completion of the database install, you will be asked a few questions to get your new Version 3 up and running. You’ll be asked to fill out your agency’s information and select a password. You can use the same password from the old system or create your own unique one.



The screenshot shows a window titled "Training Officer® 2000 V3 - Import Data". The main text reads: "Please enter the information for your agency's contact for this software." Below this text are several input fields: "Contact Name:" (VALUED CUSTOMER), "Street Address:" (123 MAIN ST), "City:" (ANY CITY), "State:" (OR with a dropdown arrow), "Zipcode:" (97301), "E-mail Address:" (VALUEDCUSTOMER@VALUEDAGENCY.COM), and "Phone:" ((503) 585-7022). At the bottom of the window are three buttons: "Previous" (with a left arrow), "Next" (with a right arrow), and "Finish" (with a close icon).

10. You have now successfully completed the installation of the Central database and 1 client workstation. To install the software on another workstation, remove the CD (if you are using a CD) or from the new workstation, navigate to the database folder on your server and run the to2k_client_setup.exe file. This will launch the client installation program. Repeat this installation of the client for each workstation you desire. If using the CD, be sure to select "Install Client Software" instead of the Central Database or you will overwrite all of your data.

Support:

Sierra Pacific Software, LLC

Web: www.trainingofficer2000.com

Email: support@trainingofficer2000.com

Phone: 503-610-3371