

Installing your Total Package 2

Step 1 – SETUP

When you first start the program, it will automatically be in 'SETUP' mode. This will activate your login information and prepare your copy of Total Package 2 to function.



- Click the 'Set Up' button in the middle of the login page
- You will be asked if you want to create a new database



- Click 'Yes' to create a new database
- Click 'No' if this is a new user on an existing networked installation
- You will be notified the file has been created
 - Click 'OK'
 - 'C:\RAEProjects.mdb' has been entered in the 'My Data Location'
- Network installation
 - The database should be accessible for all on the network.
 - Minimize the Total Package screen
 - Move 'RAEProjects.mdb' to a network location
 - Restore the Total Package screen
 - Using the 'Browse' button, locate the file in its new location, and Open it. Your 'My Data Location' should now point to the new location.

Step 2 – Get Login Information



- Click 'No' to create your Company/Login information.
- A Web page will open, providing an opportunity to fill in the information. You will be automatically granted a limited usage of the software.

Add Company to Total Package

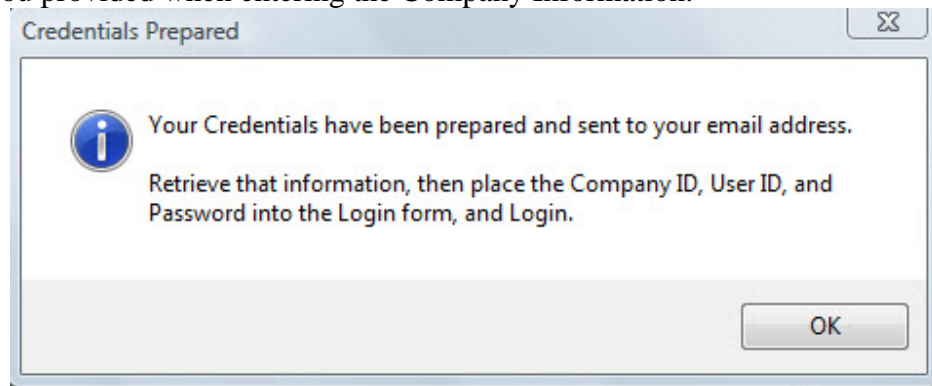
Company Name	Your Company Name
Address1	123 Any St
Address2	Address2
City, State Zip	City, State Zip
Company Phone	123-456-7890
Company Fax	Fax Number
Administrator Full Name	First Last
Administrator Email	me@company.com
<input type="button" value="Add Company"/>	

- Please provide legitimate information in all boxes.
 - This information will assist RAE personnel in the processing of your extended usage permissions. Also, the information here will be displayed on all of your quotes and ratings.
 - The administrator email address will be used for all future correspondence, including your user login information.
- After entering your information, click the 'Add Company' button to save.
- Click the button to close the web page.
- The AdminForm will be displayed.
 - This form will be displayed whenever a web application is launched by the Total Package 2.
 - It is imperative that all admin web activity is completed before the Total Package 2 continues.



- Click the button.

- Note any changes made via the web after clicking this button will not be saved in the Total Package 2.
- Your user information has been registered at RAE Corporation via the web. For security reasons, the required Company ID, User ID and Password will be sent to you via email using the Administrator email address you provided when entering the Company Information.



Step 3 - Administer Your Information

Use the Company ID, Administrative User ID and password to login.



A web screen will open and display your current users.

**Total Package 2
Users for 900000011**

User Name	User ID	Password	Phone	Cell Phone	Email	Action Level	Edit
xx	USER522.9913	ADMINPW47.0941			don@austinware.com	Temporary User	Edit

Use this screen to add and/or change users. You may change the User ID and password to whatever you want. The User ID and password will be used to login to the Total Package 2 and when you upload an order, etc. Note: User IDs and passwords must be unique. The admin user cannot place orders.

- Adding a New User
 - Click the 'Add New' button.
 - Enter the User Name, User ID, Password, etc.
 - Click 'Update.'

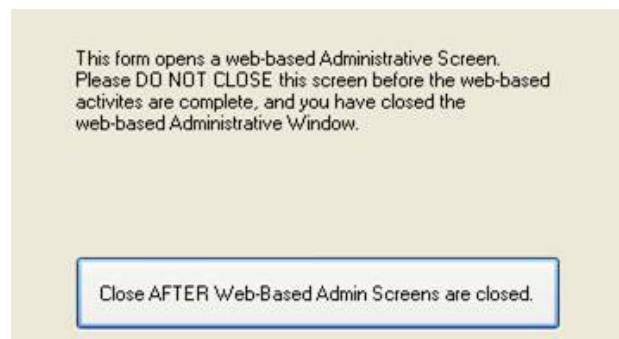
Total Package 2 Add/Edit Users for 900000011

User Name	Don Austin
User ID	DonID
Password	DonPwd
Phone	My Phone
Cell Phone	My Cell
Email	My email
Action Level	200
<input type="button" value="Update"/>	

Your action level will be 200. This will grant you the temporary working copy of the Total Package 2.

After you update, you will see a confirmation screen. After you press the button there, you will return to your list of personnel.

When all personnel are entered, use the “x” in the upper right-hand to leave the user’s page. You will then re-enter Total Package 2.



Whenever a web application is launched from the Total Package 2, a screen will appear asking you to make sure the web pages are closed. It is imperative that all your web activity (relating to Total Package) is completed before the program continues. It will take a snapshot of the information on the web, and any changes made after you ‘Close AFTER...’ will not be recorded in the Total Package 2.



Your conversion is now complete, login using your **user id** and **password (NOT the administrative ones)** and resume using the Total Package 2.