

# eShare Setup Instructions



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## **Purpose**

This document describes the setup and installation instructions for the OPSoftware eShare product line. These are standalone products designed to install on your workstation computer and communicate with your DDMS database through the network.

## **Before You Begin**

Make sure you have completed the Common Setup Instructions before performing these steps. If you do not complete the Common Setup Instructions on the computer you are using, then eShare will not work properly!

Make sure the ePower CD is in your CD drive.

## **Installing the Products**

Choose Start – Run and then browse. Browse to your CD drive and double click the eShare folder. Double click one of the folders containing the following products:

### ***Janitor:***

Contract Janitor provides a very fast contract delete. This program will delete a single or multiple contracts.

### ***JEdit:***

JEdit allows you to change the sales rep and order taker in your journal files. You can change the current journal file or previous journal files.

### ***Optimizer:***

The optimizer is a specialized program that creates indexes on your DDMS tables that make them operate faster. It is tuned for our applications only, not DDMS in general. The setup of Optimizer is different than Janitor and JEdit. Optimizer Setup instructions are contained in a separate document.

## **Starting Setup:**

Double click the SETUP.EXE program and then choose OK to start the setup.

### ***System Files Out of Date:***

If setup complains that your system files are out of date, then choose OK to let setup update your system files to the latest versions from Microsoft. You will need to re-boot your computer and start setup again to continue.

### ***Install the Program:***

Choose the location to install the program and then click the large button to begin the installation. Follow the on screen instructions to complete the installation.

### ***Do You Want to Keep Newer File:***

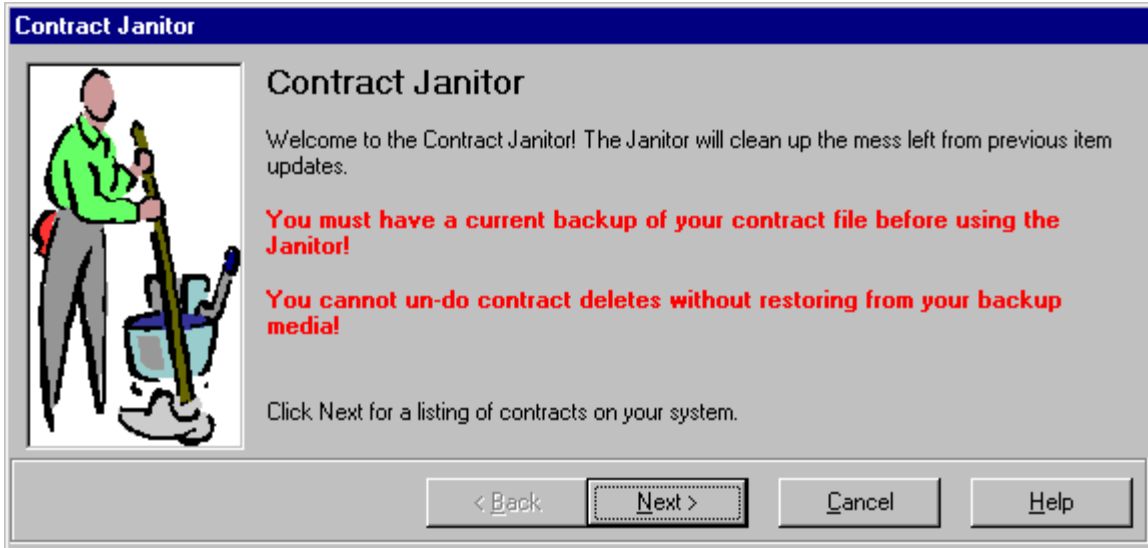
If setup reports that a file being copied is newer and do you want to keep the newer file, always choose yes. **Never replace a newer file with one from an installation program!**

## Using the Software

After the installation completes, choose Start – Programs – OPSoftware and select the program you want to use.

### **Using Janitor:**

When Janitor starts, the following screen is displayed:



Pay careful attention to the warning message that you can not un-do contract deletes without restoring from your backup media. Make sure you have a current backup of your contract file before using contract janitor.

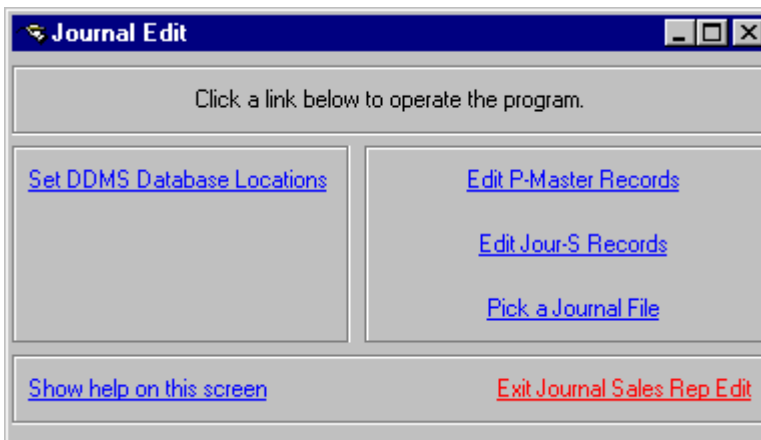
Click the next button to display a list of contracts. Be patient while contract janitor builds the list of contracts contained in your DDMS contract file.

Click the contract you want to delete. You can select multiple contracts on the list by holding down the CTRL key while you click the contracts.

You will receive a final warning screen before the contracts are deleted.

### **Using JEdit:**

When your start JEdit the following screen appears:



Click one of the links in the right panel. You can edit the current order file (P-MASTER), the current journal file (JOUR-S) or select any previous journal file.

Once a file is selected, the following screen is shown:

The screenshot shows a dialog box titled "Select a Ticket" with a dark blue header. Below the header, there are two links: "Edit this ticket" in blue and "Return to Main Screen" in red. At the bottom, there is a "Ticket Number:" label followed by a text input field, and a "Dash:" label followed by a checkbox.

Enter the ticket number you want to edit and the dash if other than zero. Then click the Edit this ticket link to make changes to the ticket.

The screenshot shows a dialog box titled "Journal Ticket Edit" with a dark blue header. Below the header, there are two links: "Save Changes" in blue and "Exit Without Saving" in red. The main area contains the following information: "Ticket Number: 851731-1" and "File: jour-s". Below this, it shows "Sales Rep: 2011 CLEEK, ANITA" and "Order Taker: 1066 COOPER, CINDY". At the bottom, there are two rows: "New Sales Rep:" with a text input field and a blue link "Select Sales Rep From List", and "New Order Taker:" with a text input field and a blue link "Select Order Taker From List".

Enter the new sales rep or order taker for this ticket. You can click the Select Sales Rep or Order Taker From List to display a list of all sales reps and order takers on your DDMS.

Click the save changes link to update the file with your changes.