

IMPORTANT - PLEASE READ!

RangeMaster Pro II

QUICK START INSTRUCTIONS

SETTING MONITOR RESOLUTION

For RangeMaster Pro II to display properly, you will need to set your monitor resolution to 800 x 600 or greater.

1. Click the Start button > Control Panel > Appearance and Themes > Change the screen resolution
2. Set the Screen resolution to 800x 600 or greater
3. Click Ok

INSTALLATION INSTRUCTIONS

1. From the Demo/Downloads page of our website (www.cornerstoneapplications.com/demodownloads.html), click the Download button for RangeMaster Pro II Demo.
2. Complete the request form and click the Submit button.
3. From the Download Now page, click the link to begin downloading.
4. From the File Download window click the Run button.
5. From the WinZip Self-Extractor window displays, click Setup
6. When the "Welcome to RangeMaster Pro II Installation" window displays, click Install Software. This will install all RangeMaster Pro II files except the data file which is installed in step 10.
7. When the "Select Installation Folder" window displays, click Next to install in the default directory. Note! If you wish to install in a different directory enter the desired path in the "Folder" box or browse to select the appropriate folder.
8. When the "Confirm Installation" window displays, click Next.
9. When the "Installation Complete" window displays, click Close.
10. This will return you to the Installation window. Click Install Database.
11. When the "RangeMaster Pro data file location" window displays, click Save to install in the default directory. Note! If you wish to install in a different directory (e.g. on a file server) enter the desired path in the "Folder" box or browse to select the appropriate folder. *When installing on a PC running Windows Vista or Windows 7, we only support installation in either the default directory or on a server. These operating systems restrict placement of data files and improper placement can cause errors.*
12. When the "Installation Complete" window displays, click Ok
13. This will return you to the Installation window. Click Exit.
14. Click the Windows Start button > All Programs > RangeMaster Pro II.
If you are running under Windows 7 and experience either of the following, please perform the Windows 7 steps below.
 - *You are unable to preview reports.*
 - *You receive the following error message: "339 – Component 'msadodc.ocx' or one of its dependencies not correctly registered: a file is missing or invalid."*
15. You will be asked to enter a user name and password. Enter the user name "Admin". Passwords have not been setup prior to installation so leave the password blank. Click Ok. (See "Security" in the RangeMaster Pro II Help for more on user names and passwords.)
16. When the "Demo Limitations" window appears, click Ok.
17. When the "License Agreement" window appears and you have read the license agreement, click I Accept then click the Run Demo button.

Windows 7 steps: (See step 13 above.)

1. Log on to the PC as the administrator, go to the Control Panel > User Accounts and Family Safety > User Accounts > Change User Account Control Settings.
2. Temporarily change the setting from its current setting to "Never notify." Click OK.
3. Restart the PC.
4. Click the Start button > All Programs.
5. Right click the RangeMaster Pro II shortcut.
6. Click Properties.

7. In the properties window, click the Compatibility tab.
8. Under Compatibility mode, check "Run this program in compatibility mode for:" and select Windows Vista (Service Pack 2) from the dropdown.
9. Click Ok.
10. Again, log on to the PC as the administrator, go to the Control Panel > User Accounts and Family Safety > User Accounts > Change User Account Control Settings.
11. Change the setting from "Never notify" to its original setting. Click OK.

INITIAL DATA ENTRY INSTRUCTIONS

Defining our terms

Menu bar: The menu bar is located at the top of each window and displays all of the commands and their short keys.

File Edit View Security Help

Tool bar: The toolbar is located beneath the menu bar and is used to quickly access the most commonly used commands.



Help: Help topics relevant to the current window are available by pressing the Help button on the toolbar. System wide help is available by pressing F1 or selecting Help from the menu bar.

1. To start RangeMaster Pro II, click the Windows Start button > All Programs > RangeMaster Pro II. You will be asked to enter a user name and password. Enter the user name "Admin". No passwords have been created so leave the password blank. (See "Security" in the RangeMaster Pro II Help for more on user names and passwords.)
2. If you are a new user to RangeMaster Pro, you need to begin by entering information in the Lists. Lists contain the information that will appear in the drop down fields on the data entry windows.
 - a. Click the Lists button on the toolbar.
 - b. Groups of lists appear on the left side of the window. The individual lists for the selected group appears on the right side.
 - c. Click the desired list button to display its list.
 - d. Enter at least a sampling of items in each list that is relevant to your agency.
 - e. Close the List Menu.

If you are an existing user of RangeMaster Pro version 1 and you would like to import your data file, click File from the Menu bar > Import > Import RangeMaster Pro Version 1 data.

 - f. Print the report produced by the import process. If you need to reproduce this report later you can do so from the File menu > Import > Preview RangeMaster Pro Version 1 Import Report.
 - g. If you want to update the lists in Table Maintenance, remember that they are now called Lists instead of Lookup Tables and can be accessed from the toolbar.
3. To enter an officer, click the Add button on the toolbar. Enter the desired information. Required fields are denoted by an * next to the field name. Once the required fields are completed, you can continue to enter information on the other data tabs in the same manner.