



Installing Version 7 Ensite Pro



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Read This First!

Notes: Make sure you release all batches (or complete Day-End steps) before loading software. Also G/L file conversions may take 30+ minutes. Installing software is a dedicated procedure. All other users should be logged off the system.

1. Version 7 contains the new graphical General Ledger (G/L) application, which requires many file conversions. For journal files to be converted they must be set up in the proper parameter screens. For example:
 - G/L files from previous years should be listed in the (LJ1) General Ledger Archive Parameters screen
 - A/R journal files must be set up in the (LA4) A/R Journals Parameters screen
 - A/P journal files must be set up in the (LC1) A/P Journals Parameters screen
 - P/O Entry journal files must be set up in the (LF2) P/O Journals Parameters screen.

Before installing version 7, make sure any journal files that you want accessed are set up in Accounts Receivable (A/R), Accounts Payable (A/P), and Purchase Order Entry (P/O). If you do not set up these journal files, they will not be converted and will no longer be accessible after the installation.

2. Version 7 requires A/P file conversions if your journal files are not in the (LC1) screen. Make sure you run the conversion program for A/P journal files. See the heading **Converting A/P Journals Files**.
3. Read the section on **Network Considerations** *before* installing Ensite Pro.
4. General Ledger is now fully integrated into our Graphical software. All of the features that were previously text-based are now graphical! See the heading **Setting Up G/L in Version 7**.
5. If you are on Microsoft Windows® 2000 and you are installing the client and server, you **MUST** install Service Pack 3 before installing the DDMS Ensite Pro software.

Note: To see which service pack you are currently using, from your desktop, double-click **My Computer**. Click **Help** then select **About Windows**. Information about your operating system and service pack are displayed in this window. When finished, click **OK**.

The time needed to download depends on your internet connection. When downloading, you have the option of installing the file now or downloading it to install later. This program must be installed on your server. If your internet connection is not on your server, you must choose to download the files and install later. Otherwise, select whichever option is best for you.

Use the following instructions to download the program from the web site:

- 1 Go to <http://www.microsoft.com/windows2000/downloads>
- 2 Click **Service Packs**.
- 3 To download, click **Windows 2000 Service Pack 4**. Follow the prompts on your screen.

Note: If you have questions on system options and installing these Microsoft products, please see your system administrator or call Microsoft.



6. This CD contains Microsoft® .Net Framework, version 1.1. Ensite Pro needs this program to run new features and future functionality.
7. When installing this software on your server, it automatically installs the Microsoft .NET Framework.
8. After updating the server, you should have a new folder: DDMS\Services\Assemblies. *Before* updating the clients, this folder must be shared for all users with read-only permissions. (To do this, go to Explorer and navigate to the DDMS folder. Double-click the Services folder. Highlight the Assemblies folder. Then right-click and select Sharing and Security. In the Sharing tab, click Share This Folder. Click OK.)
9. Due to the new .NET functionality, you will need to use this CD to install the client software on each of your client machines. (Subsequent software updates will automatically update the Client software.)
10. Some applications now use a SQL database engine, which may affect your backup scripts. We've included these instructions in this package. You can also find them at <http://www.ddms.com/Resources/Support/faq/utilities/711SqlBak.pdf> and is also included in your package. (This may affect you backup scripts.)

www.ddms.com

Where to find Documentation for this Release

The Version 7 General Release software includes comprehensive online help in Ensite Pro. You can click the Help button at the top of each window or press F1 at any time to view a help menu for the application you are working in. Now, you can also access the latest online help files on our web site at <http://www.ddms.com/support/doc/ver7help.htm>

In addition to coverage of each graphical feature, the online help now includes all the features that currently remain in text-based screens. You'll find every parameter explained in the online help, for example, and every communications screen.

The only software features not covered in online help are text-based screens that have been replaced with graphical applications. You can manage your inventory database in the Inventory window or the (E) screen, for example. In this case, online help covers the Inventory window, but not the (E) screen. Older text-based screens are well documented in the Standard Books and in *What's New in Versions 3 & 4*, which is on CD-Rom.

And remember when using the online help program, context-sensitive help is always at your fingertips. Simply place your cursor in the box that you want a definition for, then press F1.

For the latest documentation, go to www.ddms.com:

- 1 Click **Support**.
- 2 Select **Doc**, then click **Version 7 Doc**.
- 3 Select the *What's New In Version 7* handout. This handout contains a brief description of all the new features in Version 7.

To see the software changes for this version, go to www.ddms.com and use the following instructions:

- 1 Click **Support**.
- 2 Then select **Program Updates**.

Checking the Website for Conversion Information

- 1 Go to www.ddms.com.
- 2 Click **Support**.
- 3 Click **S/W Updates** and choose the heading **Information About Version 7**.
- 4 Click the topic **Version 7 Conversion Issues**.

Checking the Website for Release Information

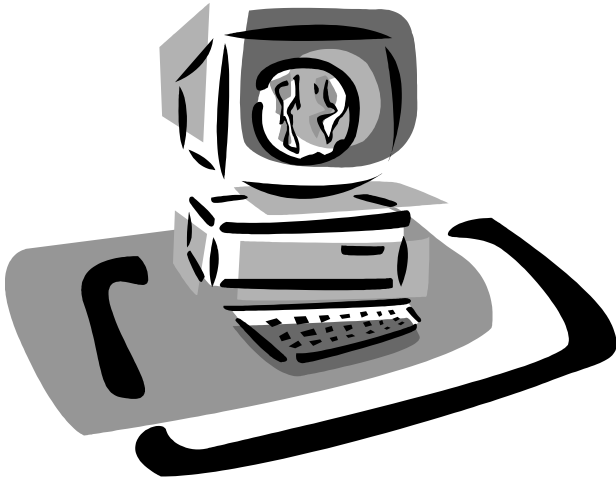
You can check the DDMS website for information about this release before installing software.

- 1 Click the **Support** link then click **Release Notes**. View release notes *before* your installation.



- 2 Click the **Support** link then click **S/W Updates**. View software updates *before* your installation.
- 3 Click the **Ensite Pro Graphical Software Updates** link for a progress report on the Ensite Pro software.





Internet Purchasing & PSNs

Internet purchasing opens a new world of interactive possibilities. It connects dealers to wholesalers via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections.

You can use Internet purchasing to batch transmit purchase orders and receive acknowledgments from vendors. The always-on connection is both faster and more reliable than dial-up modem transmissions. Internet purchasing is also free. There are no setup fees or transaction charges.

Not only is Internet purchasing free, it's easy, too. Just load the latest DDMS software, set up a few identifiers, passwords and go. Your dial-up programs remain in place, should you ever want to use them. Once you've set up your system for Internet purchasing, it's invisible. There is no learning curve, no instructions to follow — just process P/Os as normal. The software takes care of the rest.

P/Os are transmitted from your DDMS system over the Internet to ECI's private communication network (PCN). The PCN acts a translator and traffic cop. It converts the order to the right file format, and then sends it to the vendor. Whether your vendor uses XML, EDI, flat-file, or something else, they receive your order in their preferred format, ensuring seamless and speedy transactions.

Wholesalers and manufacturers can also use Internet purchasing and the PCN to create their own private supply networks (PSNs). A PSN allows a vendor to offer customized, value-added services to DDMS customers. The features available through a PSN are determined solely by the sponsoring vendor and programmed to its specifications.

To use Internet purchasing, go to www.ddms.com/support/doc/psn.htm

Loading Version 7 Software on Windows 2000

- 1 Make sure you have received everything. See **Package Checklist** below.

Note: If you are not using Ensite Pro, go to **Step 5**.

- 2 Check your system requirements for servers. See the heading **Minimum Software Requirements for Windows 2000 Servers**.
- 3 Check your system requirements for clients. See the heading **Requirements for Client Workstation PCs**.
- 4 If you are loading Ensite Pro for the first time, network considerations for Ensite Pro. See the heading **Network Considerations**.
- 5 Back up your DDMS Files. See the heading **Loading DDMS TBL Software and Version 7**.

Note: Before installing version 7, make sure any journal files that you want accessed are set up in Accounts Receivable (A/R), Accounts Payable (A/P), and Purchase Order Entry (P/O). If you do not set up these journal files, they will not be converted and will no longer be accessible after the installation. Refer back to **Read This First**.

- 6 Load the TBL and Version 7 software. See the heading **Loading DDMS TBL Software and Version 7**.

Note: Make sure you read the **Network Considerations** before installing Ensite Pro.

- 7 If you are installing software on a server, go to the heading **Installing Ensite Pro Server Software**.
- 8 Your software must be authorized. For automatic internet authorization, see the heading **Automatically Authorizing Your Package**. For dial-up authorization, see the heading **Dial-Up Authorization**. For manual authorization, see the heading **Manually Authorizing Your Package**.
- 9 Print and review the Software Update Report. See the heading **Printing the Software Update Report**.
- 10 Run the ;SPCFLDS Program. You do not need to run the ;SPCFLDS program if you have previously installed Ensite Pro. See the heading **Running the ;SPCFLDS Program**.



Installing Version 7 Ensite Pro

- 11 Version 7 requires A/P file conversions if your journal files are not in the (LC1) screen. You must convert your A/P Journal files *after* you load the Version 7 update. See the heading **Converting A/P Journals Files**.

Note: This may affect your proc files. See **Proc Changes May Be Necessary**.

- 12 Set up general ledger. After loading version 7 software, you must set up general ledger if you use it. See **Setting Up G/L in Version 7**.
- 13 If you are installing Ensite Pro software on a client, go to the heading **Installing Ensite Pro Graphical Client on a Workstation**. When upgrading from Version 6 to Version 7, you must install the Client software from the CD.

Note: When you load your update, you will notice that you have the option to update AutoComm. Do not install AutoComm on your DDMS server. Doing so could result in a disruption to your wholesaler communications. You will need to load AutoComm on a separate PC along with Symantec(tm) WinFax Pro 10.0 or 10.03. AutoComm serves as the interface between your DDMS system and WinFax Pro.



Package Checklist

- *Installing Version 7 Ensite Pro* (this document)
- Version 7 DDMS Ensite Pro software CD-ROM

Minimum Software Requirements for Windows 2000 Server

- DDMS Text Based Language (TBL), latest version
- DDMS applications, latest version
- IBM Compatible PC that complies with the Windows 2000 compatibility list
- Microsoft Windows 2000 Server with Service Pack 4
- Dual Pentium 1 GHz
- 512 megabytes of RAM (1-35 users)
- 9.1 GB SCSI hard drive
- Network Card Adapter

Note: The latest versions of DDMS TBL and the DDMS applications are included on the Ensite Pro CD.

Requirements for Client Workstation PCs

You can use a PC as a graphical Ensite Pro client if it meets the following minimum requirements:

- Pentium II 400 mhz
- 60 megabytes of free space on the hard drive
- 256 megabytes of RAM for Windows 2000, and XP Professional or 128 megabytes of RAM for Windows 98 Second Edition/ME

Each client PC must have Windows® 98 Second Edition/NT (with Service Pack 6)/2000 Professional (with Service Pack 4)/ME/XP Professional installed (with Service Pack 1).

Remember to always check our web site at www.ddms.com for the latest in system requirements.

Network Considerations

Before you can use Ensite Pro, each user must be properly set up on your network.

Note: This section does not contain complete, step-by-step instructions; detailed network instruction is beyond the scope of this document. You need your network administrator's help to check each of the considerations discussed here. Other options might include hiring a network consultant.

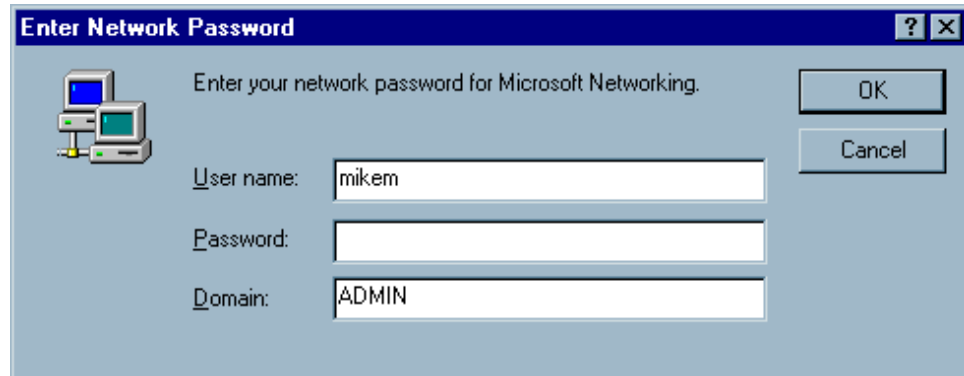
How You Log onto Your PC Matters

Even if your network worked well with text-based DDMS software, it may need to be modified for Ensite Pro, since the graphical software interacts more with the network. The text-based software uses Telnet to run applications from a PC. With Telnet, the PC's user information does not matter, because the network does not check it.

Ensite Pro works with Microsoft Transaction Server which checks the network user name and password to see if a particular user has permission to access this software. If you already have a user name and password set up for logging into TBL, you should use the same login and password here.

Installing Version 7 Ensight Pro

When you start a PC that's properly set up on a network, you should see a Login dialog box like this:



Notice that this dialog box is titled Enter Network Password, and it includes a network icon (two computers linked together). The last box in this dialog box, Domain, only appears if you have domains set up on your network. (Domains are optional; you do not need to set them up to use Ensight Pro.)

There is another Login dialog box that may appear instead. It does not include the word network, and does not have the network icon. If this alternate dialog box appears, your PC has not been properly configured for your network.

If the Enter Network Password window does appear, you must specify a user name and password that are set up for normal user rights.

Note: The network will not check your user name and password when you log on, unless you have domains set up. If you click Cancel instead of entering a password, for example, your PC functions normally -- you'll even be able to see network drives and printers. However, you will not be able to use network features or Ensight Pro.

A Simple Test

To see if your user name and password are correctly set up on your network, do the following:

- 1 Go to your Ensight Pro server, and click **Start**.
- 2 Click **Programs**, and then click **Windows Explorer**.
- 3 Navigate to your C: drive. If necessary, click the **plus sign (+)** to the left of the C: icon, so that you can see the folders it contains.
- 4 Right-click a folder, and select **Sharing ...** from the menu.

Note: After doing this test, make sure to turn Sharing off.

- 5 Click the **Sharing** tab then select **Share This Folder**.
- 6 Click **OK**.
- 7 Now go to your Client, and start **Windows Explorer**. Navigate to Network Neighborhood*servername*\C drive.
- 8 Attempt to open the folder you shared on the Ensite Pro server by double-clicking it.

If you can view the contents of the folder, your PC is correctly set up to use network resources, and you'll be able to use Ensite Pro.

If you see a window that prompts for a password to *servername*\IPC\$ (where *servername* is the name of your Ensite Pro server), then you do not have permission to access that server. You will not be able to access Ensite Pro from your PC until this issue is resolved.

- 9 If you're properly set up to use network resources, go to **Checking your Protocols**.

If you're not properly set up to use network resources, your network administrator should check the following:

If your network has a primary domain controller:

- Make the Ensite Pro server a member server in the primary domain.
- Log the Ensite Pro server into the primary domain using a domain admin account.
- Set up each person who will use Ensite Pro as a user with a domain account.
- Make sure that users log on to their client machines using these domain accounts.

If your network does not have a primary domain controller:

- When you log onto this kind of network, it accepts any login name and password you enter; it does not check to see if the name and password have user rights. However, if you attempt to access network resources, such as your Ensite Pro software, the network will then check, and if your login information does not have the appropriate rights, you'll receive an error message.
- Check to see whether the user misspelled her user name or password when logging in.
- Make sure that the user's PC has Client for Microsoft Networks installed, and that it is installed correctly.

Installing Version 7 Ensight Pro


- If the user does not have a valid user account with normal user rights, set up an account. Have the user log off, and then log on using the new name and account.
- See if the user mistook the Windows logon for the network logon. If a computer has two different user names and passwords set up, one for Windows and one for the network, you'll see two logon prompts when the machine boots. The name and password that are set up on the Ensight Pro server must be entered in the Enter Network Password dialog box.

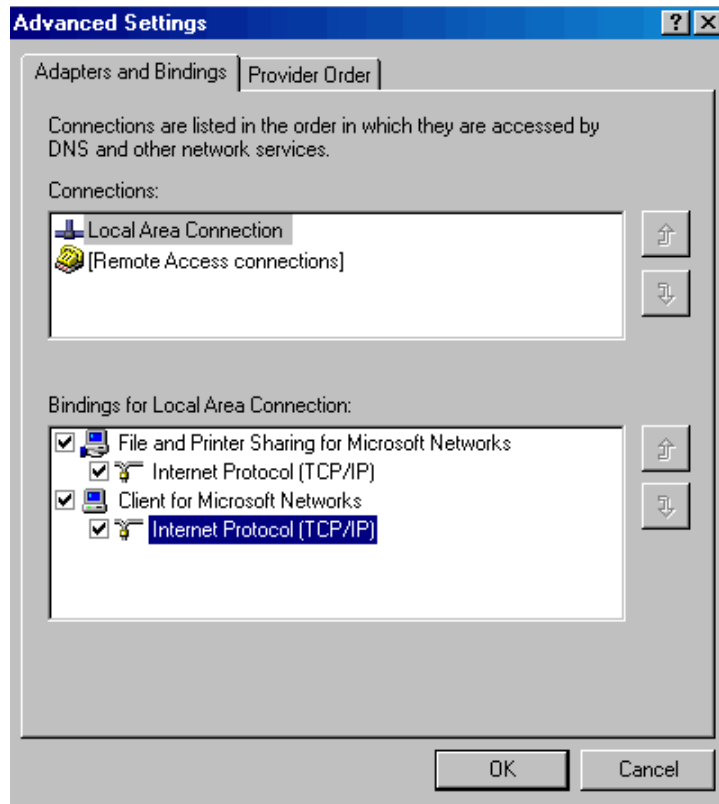
10 Follow steps 2-6 to turn Sharing off. In the Sharing tab, click **Do Not Share This Folder**.

Checking Your Protocols

Ensight Pro makes use of the TCP/IP protocol. This protocol must be the first one your Ensight Pro server tries to use. (If the NetBEUI protocol is the first one the server tries to use, it can cause problems with Ensight Pro.)

To see if TCP/IP is installed as the first protocol, follow these steps:

- 1 Go to the Ensite Pro server, click Start, then Settings, then Network and Dial Up Connections.
- 2 Highlight Click Local Area Connection.
- 3 Click Advanced (on the toolbar at the top of the window).
- 4 Click Advanced Settings.
- 5 The Advanced Settings dialog box opens. Click the Adapters and Bindings tab.
- 6 In the Bindings for Local Area Connection box, highlight Internet Protocol (TCP/IP) under Client for Microsoft Networks. See figure below.
- 7 Click  to move the TCP/IP protocol to first place.
- 8 Click OK.



Loading DDMS TBL Software and Version 7

These instructions briefly explain how to load your new software. Follow these instructions:

- 1 Close all applications running, including any anti-virus software or other applications that are part of your start-up.
- 2 Insert the CD in the CD-ROM drive.
- 3 The Installation Window appears. If the TBL Server is running, click **Stop TBL Server**.

Backing Up Files

- 4 Insert a tape into the tape drive and click **Backup DDMS Files**.
- 5 Select your operating system, Microsoft Windows 2000 for example, and follow the prompts on your screen.
- 6 When the Backup window appears, click the **Backup** tab.
- 7 Click the D:\DDMS folder (or wherever your software is installed) to back up your DDMS files.

Note: These instructions assume that your drive is partitioned into two drives: C: and D:. If it's not partitioned or is assigned another letter, substitute that letter here. If your drive is E:, for example, select E: to backup.

- 8 Click the **Start Backup** button. The system backs up the drives you selected.

Note: Before you update the TBL software, you should compare your current version with the version on the CD-ROM. If your version is newer, do not update the TBL software. Go to **Step 15**.

To check your version number, maximize the TBL Server window. Click **Help** then **About TBLServer**. After verifying your version number, click **OK**.

Updating TBL/NT Software

- 9 When the backup is complete, click **Update TBL/NT Software**. (Updating TBL software will install TBLNetComm and UtilExt. The system will also update the Java runtime environment if it is required and TBL Server.)
- 10 Click **Read Update Information**. When you finish reading this information, close this text box.
- 11 Click **Install Software Update**.

- 12 When the update is complete, click **Finish**.
- 13 When the second installation screen appears, click **Back** to return to the first installation screen.
- 14 At this point, you *must* reboot your system before continuing. Restart your system as you normally would. When you reboot, TBL Server restarts. **Make sure you close TBL Server before continuing with the installation.**

Updating DDMS Software

- 15 From the first installation screen, click **Update DDMS Software**.
- 16 Read the text box that appears, then click **Next**.
- 17 The Enter the Authorization Key box opens. Enter the authorization key that you received with this software update. (Your new authorization key code is printed on the CD case label. If you previously entered this authorization key, it should be display on screen.) You can enter this number with or without the dashes. Click **Next**.

Note: If you previously entered this authorization key, it should be display on screen. Click **Next**.

- 18 The Choose Destination Location window appears. This defaults to the D:\DDMS folder (or wherever your software is installed). Click **Next** to accept the default.
- 19 The progress bar appears as the software installs. When the Setup Complete window appears, click **Finish**.
- 20 The files were copied to your drive and now the system launches the conversion program.
- 21 The TBL Server Window opens and is minimized.
- 22 When the update is complete, type **C** to continue. Several windows appear while the system finalizes the authorization process. Go to **Printing the Software Update Report**.

Printing the Software Update Report

Use the following instructions to print the software update report:

- 1 The Printer prompt appears. To print the conversion information, press Enter to accept the default printer or enter a different printer number. After the report prints, carefully review it to see that each file was successfully updated.

Note: If the report lists an error message, this indicates that an error occurred when the file was updated. To protect the integrity of your data, your software will be unauthorized until you contact the ECP² Customer Support Department for assistance.

- 2 Click **Finish** to complete the update.
 - 3 When the update is complete, click **Restart System**.
 - 4 Click **Yes, Reboot** to restart your system.
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Notes: If your DDMS server has a continuous connection to the Internet, see the heading **Automatically Authorizing Your Package**.

If you have a dial-up connection, see the heading **Dial-Up Authorization**.

If you have no internet connection at all, see the heading **Manually Authorizing Your Package**.

Automatically Authorizing Your Package

If your DDMS server has a continuous connection to the Internet (such as always-on DSL, Cable, T1, Frame Relay, some ISDN connections, etc.), the software update will authorize itself automatically. After you install the software update and reboot the server, the system will connect to the Internet and authorize your new product package. To verify that your package authorized correctly, see the heading **Confirming Your Authorization**.

Confirming Your Authorization

If you have a continuous Internet connection or a dial-up connection, you can verify that your package authorized properly.

Note: If your package did not authorize correctly or if your package did not authorize at all, go to www.ddms.com/products/pkgs/pkgauth.htm and fill out the form requesting manual authorization.

- 1 Go to the (Z) System Utilities screen select the [B4] Execute Program function.
- 2 At the Enter File Name prompt, type ;SPC:GATE and press Tab.
- 3 In the Enter Unit # field, type 04.
- 4 The Licensed DDMS Products screen appears. Your package authorization information should appear at the top of the screen. For example, if you have package A, Package A Authorized should appear at the top of the screen.
- 5 Press Esc twice to return to the Master Menu.

Dial-Up Authorization

If your server has a dial-up connection (such as 56K or ISDN modem), you can still take advantage of Internet authorization — the only difference is that you start the process manually. Install the software update, reboot your system, and then connect to the Internet. (You do not have to connect to any particular site. You simply need to establish an Internet connection.) Use the following steps for authorization:

- 1 Make sure you are connected to the Internet.
- 2 From Windows®, click Start then Programs.
- 3 Select DDMS then Package Authorization. The system will complete your authorization process. To confirm that your package authorized successfully, refer back to the heading **Confirming Your Authorization**.

Manually Authorizing Your Package

If your DDMS server is not connected to the Internet at all, please install the software update and reboot the server. Then go to www.ddms.com/products/pkgauth.htm and fill out the form requesting manual authorization or fax a request to (682) 831-9909.

After you've filled out the form or faxed in your request, an ECI² Technician will contact you to complete the process. All authorizations will be handled during normal business hours (8:00 am to 5:00 pm, CST), Monday through Friday. An ECI² Technician will call you regarding your new package authorization within 24 hours.

Running the ;SPCFLDS program

Do not run the ;SPCFLDS program if you have previously installed Ensite Pro on your server.

Note: *Do not* run the ;SPCFLDS program if you have previously installed Ensite Pro on your server.

The DDMS text-based software that you currently work with uses a dBase file system. That dBase file system also offers features and functionality that the text-based software didn't need. The Ensite Pro software takes full advantage of these additional features. The ;SPCFLDS program will modify all the necessary database files to make these features available to the Ensite Pro Interface. After your databases have been modified, they will still be compatible with the DDMS text-based software.

Note: *Do not* run the ;SPCFLDS program if you have previously installed Ensite Pro on your server.

Installing Version 7 Ensite Pro

The ;SPCFLDS program will modify all of your active database files. Depending on the size of your files and the amount of history you wish to convert, this program could take anywhere from 30 minutes to two hours. In addition to current files, the program will read your parameters and automatically convert old sales and purchase order journals. If you want to minimize installation time, these file names can be temporarily removed from the parameters screens. These old files can be converted individually at a later time. However, the history queries in the Ensite Pro Interface will not be able to read these files until they have been converted.

Use the following instructions:

- 1 In the TBL Server window, click the Utilities menu and click Stop.

Note: This program will not run if you do not perform **Step 1**.

- 2 From the DDMS Master Menu, go to the (Z) System Utilities screen and select the [B4] Execute Program function.
- 3 In the Enter File Name field, type ;SPCFLDS and press Enter.
- 4 The system will run the ;SPCFLDS program.

Installing Ensite Pro Server Software

Note: Make sure you read the **Network Considerations** before installing Ensite Pro.

If you are installing Ensite Pro for the first time, make sure you have run the ;SPCFLDS Program.

When you begin the installation, the system checks to see if the required Microsoft programs have been installed. If the installation does not detect these applications, you get an error message indicating which programs need to be installed. The installation stops so that you can install these programs. To install Ensite Pro:

- 1 Close all applications running, including any anti-virus software or other applications that are part of your start-up.
- 2 When the installation window appears, click **Update Ensite/Ensite Pro**.
- 3 In the Ensite Pro Software Update window, click **Install Server Software**.
- 4 The Ensite Pro Server Install window appears. Click **Next** to continue.
- 5 Follow the prompts on your screen. DDMS recommends that you accept the defaults.
- 6 Wait for the Install Shield button to clear from the task bar.

- 7 When finished, click the **Back** button and restart your system.
- 8 When the system reboots, double-click the **Ensite Pro Graphical Client** icon on your desktop.
- 9 If you are installing Ensight Pro for the first time, the Enter the Name of Your MTS Server prompt appears. Enter the name of your DDMS server or its IP address and click **OK**.

Note: If you don't know the name of your DDMS server, right-click the **My Computer** icon on the server's desktop. Select **Properties** then click the **Identification** tab. The name of your DDMS server appears in the Computer Name field.

Some networks have problems recognizing the server name. In this case, you can specify the server's static IP address instead.

- 10 When installation is complete, you must share the DDMS/Client/Support folder. To do this:
 - In Windows Explorer, navigate to the DDMS/Client/Support folder.
 - Right-click the folder, and select **Sharing ...** from the menu.
 - Click the **Sharing** tab then select **Share This Folder**.
 - Click **Permissions** and select **Read** access only.
 - Click **OK**.

Converting A/P Journals Files

Version 7 requires A/P file conversions if your journal files are not in the (LC1) screen. Use the following instructions to make sure your A/P journal files have been converted:

- 1 Go to the (Z) screen and select the [B4] Execute Program function.
- 2 In the Enter File Name field, type ;SPCAPJ7 and press Tab.
- 3 In the Unit # field, enter the volume serial where AP-MASTER is located. For example, if your A/P files are stored on Unit #4, type 04.

Note: You can find your AP-MASTER file's location in the (LØ) Global Master Parameters screen.

- 4 In the Journal A/P Name field, enter the journal file name.
- 5 In the Vol field, enter the volume serial for the journal.
- 6 When the program finishes converting the journal file, go to the heading **Proc Files Changes May Be Necessary**.

Proc Files Changes May Be Necessary

A proc file is simply a recorded set of keystrokes that run a selected program or report just as if you were manually entering the keystrokes yourself. Proc files can be valuable tools to automate certain repetitive procedures. In fact, many of you use proc files on a daily basis to handle routine procedures like your day-end backup and reports.

DDMS is continually adding new functions and capabilities at the request of our customers. Sometimes it is necessary to add new fields and prompts to existing files and programs to implement these enhancements that have been requested.

If you use proc files to run any of these programs that have changed, you may need to modify the keystrokes in those proc files to allow for the additional new prompts and fields.

To help determine if your proc files need to be changed, please review all the documents included in this installation package. If your proc files include any of the screens or programs that are mentioned in these documents, you need to print out the proc files and confirm that the keystrokes are correct.

Note: If you don't know how to change your proc files, you can fax them to DDMS at (682) 831-9909, or contact the proc's author (for example, an independent consultant.)

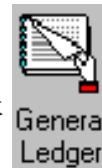
After you have reviewed these documents and made any necessary changes to your proc files, you should also carefully review the results or reports produced by your proc files the next couple times they are run to insure they produce the desired results.

Setting Up G/L in Version 7

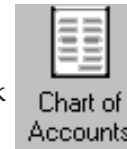
After installing Version 7 software, you must set up general ledger before you can use it. Even if you are going to use text-based G/L instead of graphical G/L, there are some steps that you must take.

In the Chart of Accounts Master window, you must set up categories for your general ledger accounts.

- 1 From the Ensite Pro Master Menu, double-click



- 2 From the General Ledger Menu, double-click



- 3 Use the Account # box to select the G/L account that you want to change. Enter the number or query. (If you need more information on this window, press F1.)
- 4 Use the drop down arrow in the Category box to assign a category to this account.
- 5 When finished, click .

Installing Ensite Pro Graphical Client on a Workstation

You can install Ensite Pro Graphical Client on your Windows® 98 Second Edition/NT (with Service Pack 6)/2000 Professional (with Service Pack 4)/ME/XP Professional workstation.

When upgrading from Version 6 to Version 7, you must install the Client software from the CD.

Note: You must do this when you load Ensite Pro when changing versions, for example, changing from Version 6 to Version 7. When you update the server with subsequent versions, for example, updating from 7.3.10 to 7.3.12, the system automatically updates the workstations. However, if this fails to happen for any reason (because there are several versions released between the software you have and the new one you're loading, for example), you can use the procedure below.

Follow these steps to install the Ensite Pro Graphical Client:

- 1 Close all applications running, including any anti-virus software or other applications that are part of your start-up.
- 2 Insert the Ensite Pro Interface CD into the CD-ROM drive on your workstation.
- 3 When the installation window appears, click **Update Ensite/Ensite Pro**.
- 4 In the Ensite Software Update window, click **Install Client Software**.
- 5 The Ensite Pro Server Install window appears. Click **Next** to continue.
- 6 Follow the prompts on your screen. DDMS recommends that you accept the defaults.

Installing Version 7 Ensight Pro

- 7 Wait for the Install Shield button to clear from the task bar.
- 8 When finished, click the **Back** button and restart your system.
- 9 When the system reboots, open the Ensight Pro program by double-clicking the **Ensight Pro** icon on your desktop. If you are installing the software for the first time, the Enter the Name of Your MTS Server prompt appears. Enter the name of your DDMS server or its IP address and click **OK**.

Note: If you don't know the name of your DDMS server, go to the server and right-click the **My Computer** icon. Select **Properties** then click the **Identification** tab. The name of your DDMS server appears in the Computer Name field.

Some networks have problems recognizing the server name. In this case, you can specify the server's static IP address instead.
