

Chapter 1

Installing the Software

Congratulations on purchasing the most flexible and user friendly Transportation Employee Management software available on the market!

Are you using the T.O.M. Field Trip Administration software?

Whenever possible, Transportation Operations Manager (T.O.M.) products try to share information. For example, if your organization is using another T.O.M. software product and has entered all your vehicles in a database for that software, other T.O.M. software products that need vehicle information will share that same database. By doing this, T.O.M. offers the big advantage of allowing you to change information in one application and having all other T.O.M. applications see that change.

The T.O.M. Employee Management Software uses many of the same database files as the T.O.M. Field Trip Administration software. If you are already using this software, it is important that you:

1. Ensure that the T.O.M. Field Trip software is version 5.3.0 or higher AND
2. The T.O.M. Employee Management software is made aware that you are already using the T.O.M. Field Trip software.

The screens you see during the installation process depend on what the Employee Management software detects on your system during the installation process.

For example, if it detects the T.O.M. Field Trip Administration software on your system, the installation process you follow will be slightly different than if you didn't have that software. This is because that software and the Employee Management system share the same databases. Therefore, the installation process is slightly different depending upon your organization's configuration..

Installation Possibilities

After you insert the installation CD, the Employee Management system inspects your system to determine whether you have the T.O.M. Field Trip Administration software installed.

The sections below explain the different installation possibilities:

- If you have the T.O.M. Field Trip Administration software installed
- If you do not have the T.O.M. Field Administration Trip software installed OR the workstation you are installing the T.O.M. Employee Management software on does not have the T.O.M. Field Trip Administration software installed on it.

If you have the T.O.M. Field Trip Administration software installed

- *If you are using the software:*



If you have not already done so, you need to upgrade to T.O.M. Field Trips v. 5.3 or above. Otherwise, you will not be able to install the Employee Management system. It is very important that you upgrade the Field Trips software first because it and the Employee Management software use the same databases and the upgrade converts your existing T.O.M. database files to a format REQUIRED for the T.O.M. Employee Management Software.

- ***If you are not using the software:***

You will see a screen that allows you to confirm that your organization is not using the software.

If you do not have the T.O.M. Field Administration Trip software installed OR the workstation you are installing the T.O.M. Employee Management software on does not have the T.O.M. Field Trip Administration software installed on it.

If the Installation Process does not detect the T.O.M. Field Trip Administration software on the workstation that you are installing the Employee Management software, it will ask you to confirm that your organization is not using the T.O.M. Field Trip Administration software.

Why does it do this? It does this because the Field Trip Administration software and the Employee Management software share the same database files. It is important the T.O.M. Employee Management software installation process ensures that you are not running the Field Trip software on other workstation. Therefore, this setup program takes the extra step of asking you to confirm that you are NOT using the Field Trip Administration software.

This option not only installs the software; it also installs the databases required to support employee management, including installing the field trip databases as well as employee management databases.

Installing the Software

These instructions assume that your workstation meets the hardware requirements recommended for the T.O.M. Employee Management software. *If you are not sure that the workstation meets these requirements please visit the Gecko Microsolutions Website: www.geckoms.com.*

The installation process is explained in the following sections:

- Step 1: Starting the installation
- Step 2: Specifying Whether You Are Using the Field Trips Administration Software
- Step 3: Selecting the Components and Installation Directories
- Step 4: Finishing the Installation

If you have the T.O.M. Field Trip Administration software and have upgraded it to version 5.3 or above, you will complete steps 1, 3, and 4.

If you do not have the T.O.M. Field Trip Administration software OR you do have it but do NOT have it installed on the workstation you are installing the T.O.M. Employee Management software, you need to complete steps 1 through 4.

Step 1: Starting the installation

The general installation process follows these steps:



1. Close any Windows programs you having running.
2. Insert the T.O.M. Employee Management into your CD drive.



Nothing happened when I inserted the CD into my CD drive.

Figure 1-1

① T.O.M Tip

However, if it does not, you can manually run this routine by clicking Start/Run and at the Run Program screen type `x : SetupEmpMgmt . exe` (where x is the drive letter of your CD drive).

Figure 1-1 shows the first installation screen:

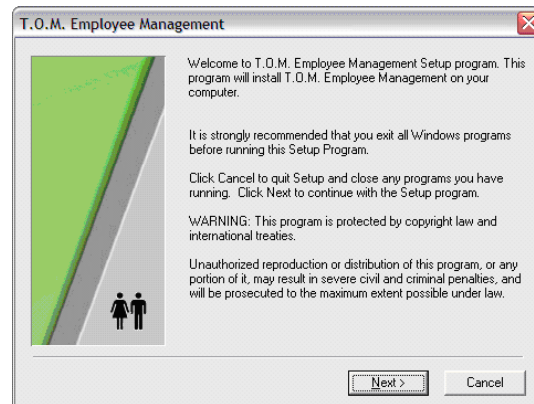


Figure 1-1. Beginning the installation process

3. Click the Next button. Figure 1-2 shows the License Agreement screen:

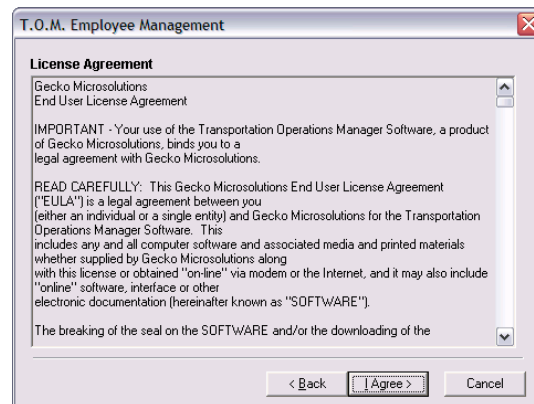


Figure 1-2. The License Agreement screen

4. If you agree with all the terms and conditions of the T.O.M. Employee Management License Agreement, then click the I Agree button.

Step 2: Specifying Whether You Are Using the Field Trips Administration Software



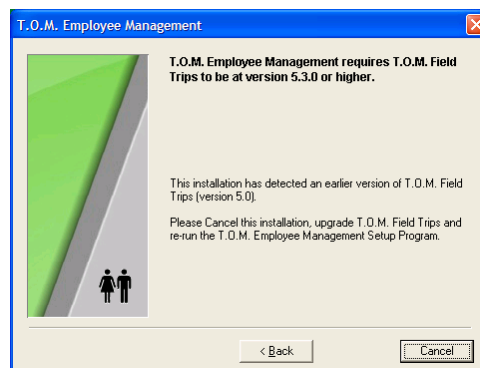
I use the T.O.M. Field Trip Administration software and already upgraded it to version 5.3.

① **T.O.M Tip**

If your organization is using the T.O.M. Field Trip Administration software AND if the workstation you are installing the T.O.M. Employee Management software has the T.O.M. Field Trip software AND if that Field Trip software is version 5.3.0 or greater, then skip this section and continue to Step 3: Selecting the Components and Installation Directories

After you click the I Agree button on the License Agreement screen, you will see one of several screens:

- If the installation process finds the T.O.M. Field Trips Administration software installed on your workstation and that it has not been upgraded to version 5.3 or above, you will see the following screen (Figure 1-3):



Click the Cancel button to exit the installation process. Upgrade the T.O.M. Field Trip software, and then restart installing the Employee Management system.

Figure 1-3. What you see if you have an older version of the T.O.M. Field Trips Administration software

- Click the Cancel button, and then upgrade the Field Trip Administration software to version 5.3 or above. After that, you should restart the installation for the Employee Management software.
- If the installation process does NOT detect the T.O.M. Field Trips Administration software on your workstation, you will see the following screen (Figure 1-4):

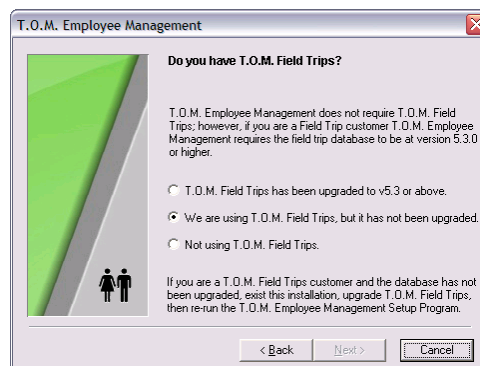


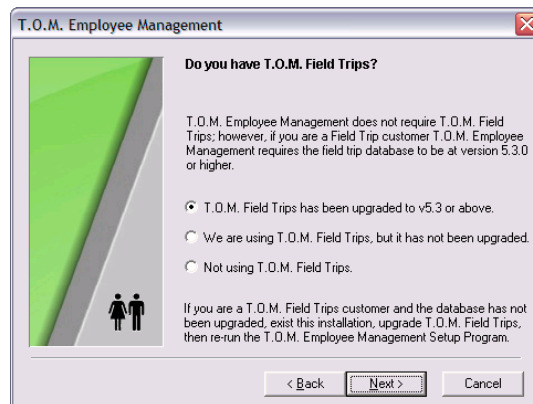
Figure 1-4. What you see if you do NOT have the T.O.M. Field Trips Administration software

- » **T.O.M. Field Trips has been upgraded to v 5.3 or above.** Select this option if your organization using the Field Trip software and have upgraded to version 5.3 or above.



- » **We are using T.O.M. field Trips, but it has not been upgraded.** (When this option is selected, the *Next* button is grayed out because you cannot continue the installation.) If you are using the T.O.M. Field Trip software ~~or~~ on your network AND you have not upgraded it to version 5.3 or above, click the Cancel button to stop the installation process and upgrade the T.O.M. Field Trips Administration software. Then, begin to reinstall the Employee Management software and select the T.O.M. Field Trips has been upgraded to v 5.3 or above option.
- » **Not using T.O.M. Field Trips.** Indicates that either have the T.O.M. Field Trips software and are NOT using or that you do not have that software.

If you select the first or third option, click the Next button (Figure 1-5):



If you select option 2, click Cancel to exit the installation process.

If you select option 1 or 3, click the Next button.

Figure 1-5. Specifying whether you are using T.O.M. Field Trips software

Step 3: Selecting the Components and Installation Directories

In this part of the installation, you will select the components of the T.O.M. Employee Management software you want to install.

- The T.O.M. Employee Management system allows you to add and track employee information.
- The T.O.M. Employee Check-IN software helps you keep track of employees as they check in for their shifts. You are not required to install the Check-In software at the same time that you install the T.O.M. Employee Management system. You can install that component at a later date.

You will also be specifying where you want to install the selected component(s) and where you want to install the databases. If you are using the T.O.M. Field Trip software, you need to decide whether you want to install the additional Employee Management databases in the same location as the field trip databases or at a different location. If you want to, you can change the installation location for the databases.



1. Select the components you want to install. Figure 1-6 shows that both components have been selected:

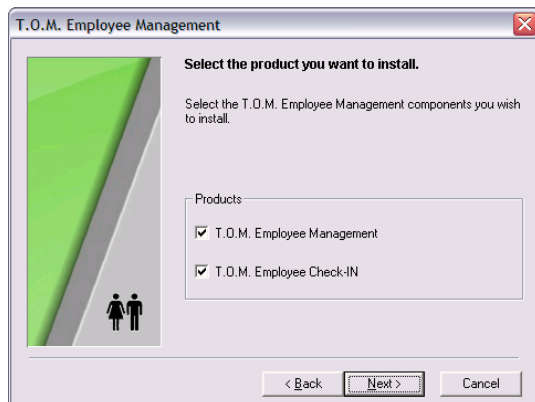


Figure 1-6. Selecting the components you want to install

2. Click the Next button. Figure 1-7 shows the T.O.M. Employee Management software Destination Location screen:

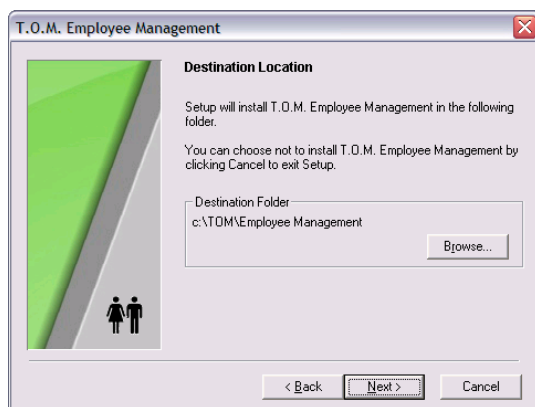


Figure 1-7. Specifying where you want to install the software

Click the Browse button if the location you want to install the selected components is different from the Destination Folder displayed on this screen. Select the location where you want to install the software, and click the OK button.

Figure 1-8 shows changing the location to c:\Program Files:

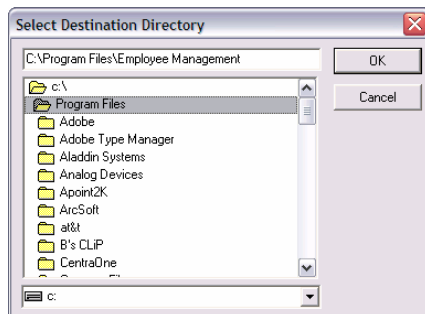


Figure 1-8. Changing the installation folder



- Click the Next button. Figure 1-9 shows the Database Location screen, which allows you to specify where you want the additional Employee Management database to be installed.

NOTE: In general, Gecko Microsolutions recommends that this database be installed in the same physical location as the T.O.M. Field Trip database files if you are already using the T.O.M. Field Trip Administration software.

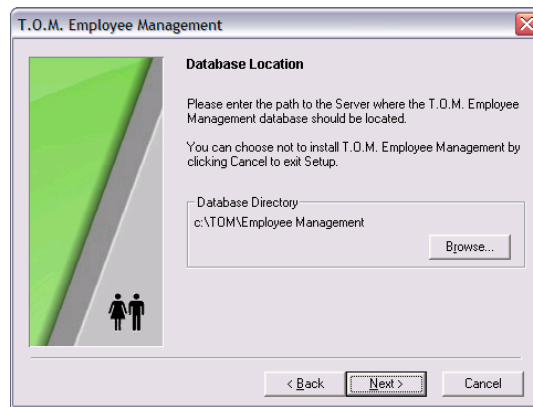


Figure 1-9. Specifying where you want to install the databases

- Click the Browse button if the location you want to install the databases is different from the Database Directory displayed on this screen. Select the location where you want to install the databases, and click the OK button. (See Figure 1-8 to see how the Destination screen looks).
- Click the Next button.

Step 4: Finishing the Installation

In this part of the installation, the selected components and databases will be installed. You will also “attach” the software to the databases. This is an important part of the installation because this process establishes links in the databases.



❶ T.O.M Tip

What if I put the databases in the wrong place or the database location changes in the future?

You can easily change the link between the software and the databases by selecting Start>All Programs>T.O.M. Employee Management>Attach to T.O.M. databases. This option allows you to attach the application to the location where the databases are stored. This utility is described in the next section.



Figure 1-10 shows the next installation screen:

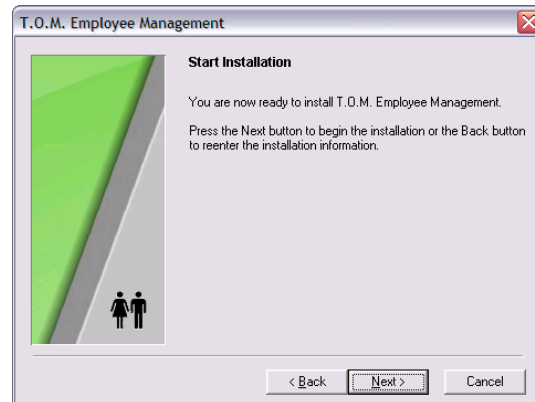


Figure 1-10. Starting the installation

1. Click the Next button to begin installation. A progress bar similar to Figure 1-11 displays:

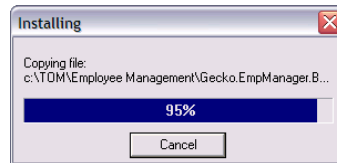


Figure 1-11. Installation bar progress report

After the software and databases have been installed, you need to attach the T.O.M. Employee Management software to your databases. *Figure 1-12* shows the screen where you can attach the software to the databases:

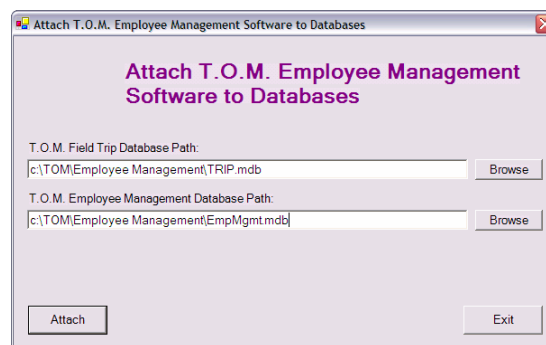


Figure 1-12. Attaching to the database

2. Either:
 - Click the Attach button if the displayed file paths correctly indicate where you installed the databases.

OR

 - Click the Browse button if you installed the databases in another location. Navigate to where you installed the databases, and click the Open button. Figure 1-13 shows selecting a folder called SharedDatabases. After you click Open, click the Attach button.

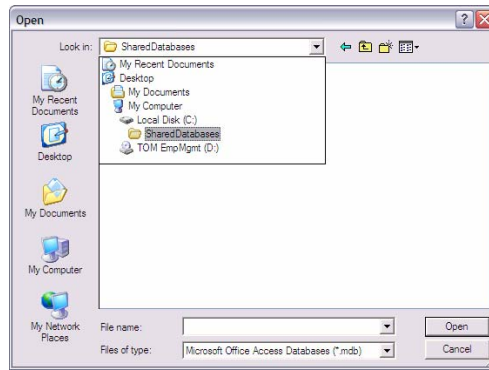


Figure 1-13. Browsing to another location to attach the databases

Figure 1-14 shows the last installation screen:

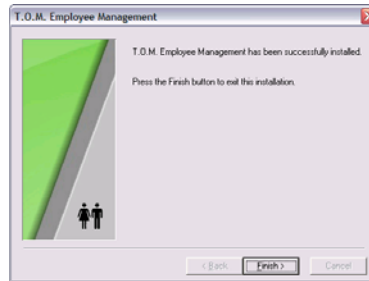


Figure 1-14. Finishing the installation

3. Click the Finish button to complete the installation process.

Now what?

If you selected both components for installation, Figure 1-15 shows these two icons on your desktop.

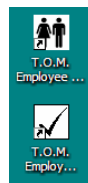


Figure 1-15. Desktop icons

NOTE: If you only installed the *Employee Management* system, you will not see the check mark icon for the *Employee Check-IN* software.

You should continue to Chapter 2 to learn more about setting up these applications.



Running the Attach Utility After Installing the T.O.M. Employee Management Software

During the installation process, you attached the software to the databases by selecting where you installed the databases. This is an important part of the installation process because it establishes important links in the database.

However, if the databases are moved to another location or your T.O.M. Employee Management software at a workstation experiences some kind of problem “talking” to the database files, you may want to rerun the Attach Utility. You can easily change the link between the software and the databases by running the Attachment utility.

1. Select Start>All Programs>T.O.M. Employee Management>Attach to T.O.M. database (Figure 1-16):

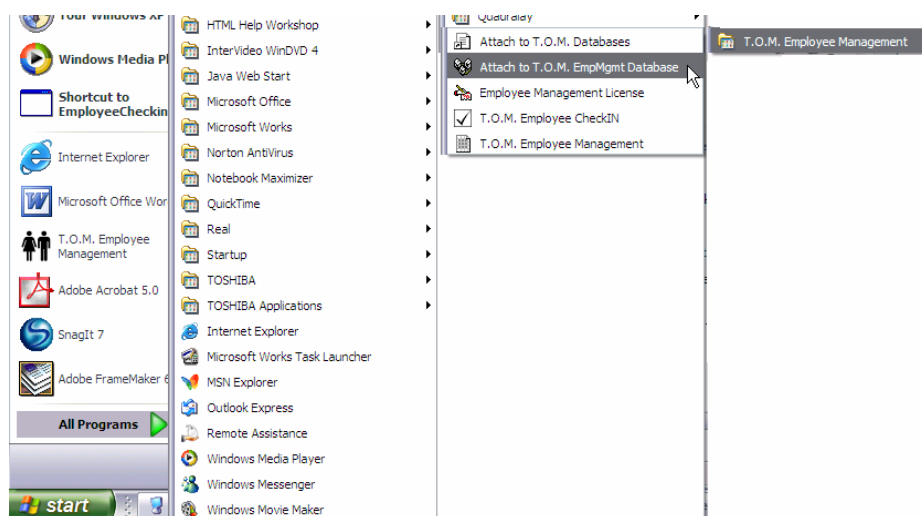


Figure 1-16. Running the Attach Utility



Figure 1-17 displays the Attach screen:

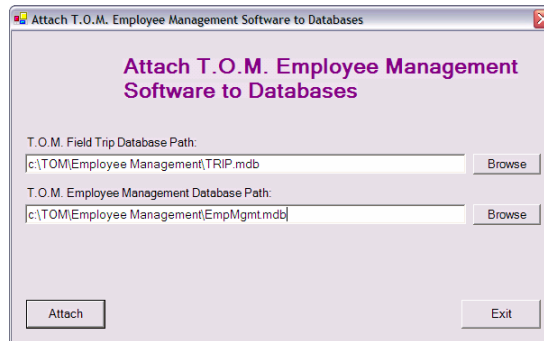


Figure 1-17. Attaching to the database

2. Either:

- Click the Attach button if the displayed file paths indicate where you installed the databases.

OR

- Click the Browse button if you installed the databases in another location. Navigate to where you installed the databases, and click the Open button.

NOTE: The Field Trip Database path must point to the database file *TRIP.MDB*. The Employee Management Database path must point to the database file *EMPMGMT.MDB*.

Figure 1-18 shows selecting a folder called SharedDatabases:

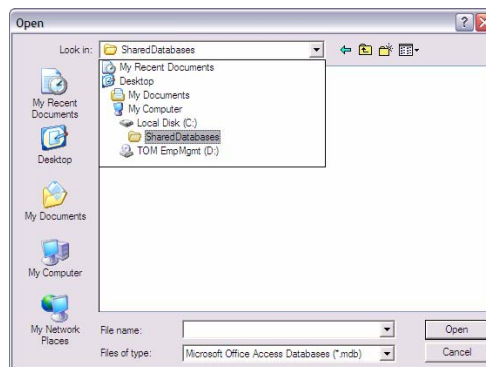


Figure 1-18. Browsing to another location to attach the databases

Then, click the Attach button.