

Chapter 1

Installing Your T.O.M. 4.0 Software

The T.O.M. 4.0 installation program lets you install the T.O.M. 4.0 software and/or the T.O.M. database files on a standalone computer, a networked workstation or a network drive.

- The simple installation program makes it easy for you to make the right choices for your individual situation.
- You can install the T.O.M. database files on any valid drive, not necessarily on the same drive as your software.
- If you wish, you can copy the installation program to a file server so that you can run the installation program directly from the server and quickly install T.O.M. on all your workstations. No more “hoofing” the CD around to each workstation for installation!
- If you are upgrading your existing T.O.M. software, see the separate instructions that came with your upgrade for details.
- **Your T.O.M. 4.0 CD includes the comprehensive T.O.M. 4.0 Tutorial, which is automatically installed on your computer when you install the T.O.M. software. You can view the tutorial any time while you’re running T.O.M. by opening the Help menu, and clicking the Tutorial option. It’s a great way to learn about “the most powerful field trip software on the planet!”**
- When you have completed installing your T.O.M. software see Chapter 2 – “Setting Up and T.O.M. and Running T.O.M. For the First Time” later in this manual for a check list of things to do to get T.O.M. up and running as quickly a possible.

Running the T.O.M. Installation Program

1. Insert your T.O.M. 4.0 CD into your CD drive.
2. Click the Start button on the Windows taskbar, and choose the Run option. The Run screen is displayed (Figure 1-1).
3. Type `d:\setup` in the Open field (Figure 1-1), where *d* is the CD drive containing the T.O.M. 4.0 CD. Click the OK button.

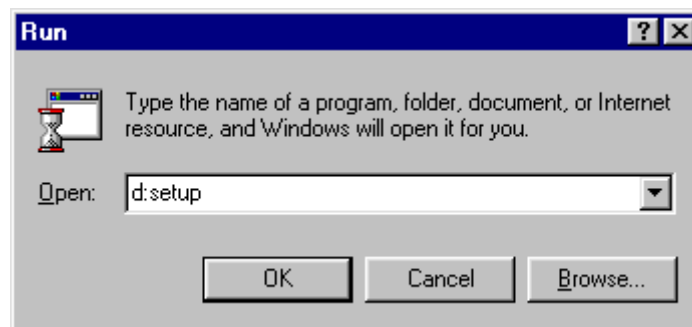


Figure 1-1. Starting the T.O.M. 4.0 Setup Program

4. The License Acceptance screen is displayed first (Figure 1-2). You may read the License agreement, if you wish. Use the scroll bar to see the entire agreement. You must accept the License agreement to continue with the setup program. Click the I Agree button to continue.



NOTE: A hard copy of this license agreement is also found in the front of both the *T.O.M. Getting Started Manual* and the *T.O.M. User Guide*. Also a separate hard copy of the License agreement is packed loose with the software shipment.

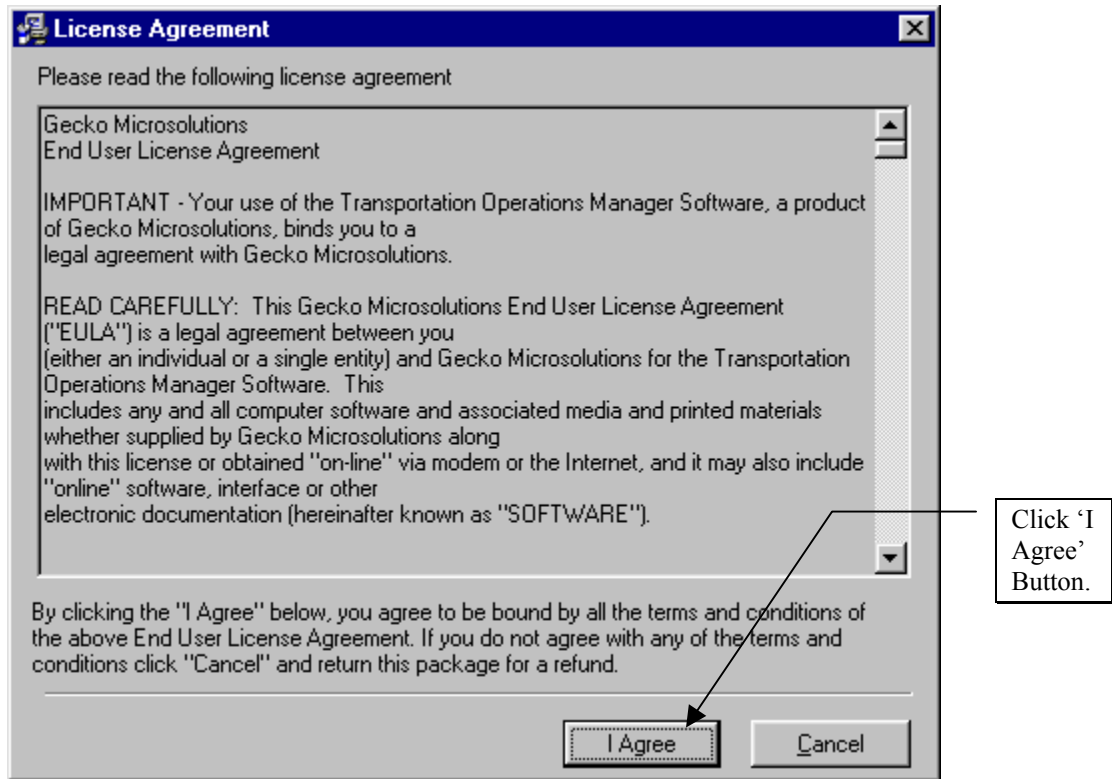


Figure 1-2. The License Agreement Screen



5. The Welcome screen (Figure 1-3). This is an introductory screen basically telling the user they are about to install the T.O.M. software. Click the Next button to continue.



Figure 1-3. The Welcome Screen



6. The Select Which Type of Installation You Wish to Perform Screen displays. If you are installing T.O.M. for the first time click the New Installation button (Figure 1-4).

NOTE: If you are upgrading your existing T.O.M. software, see the separate instructions that came with your upgrade for details.

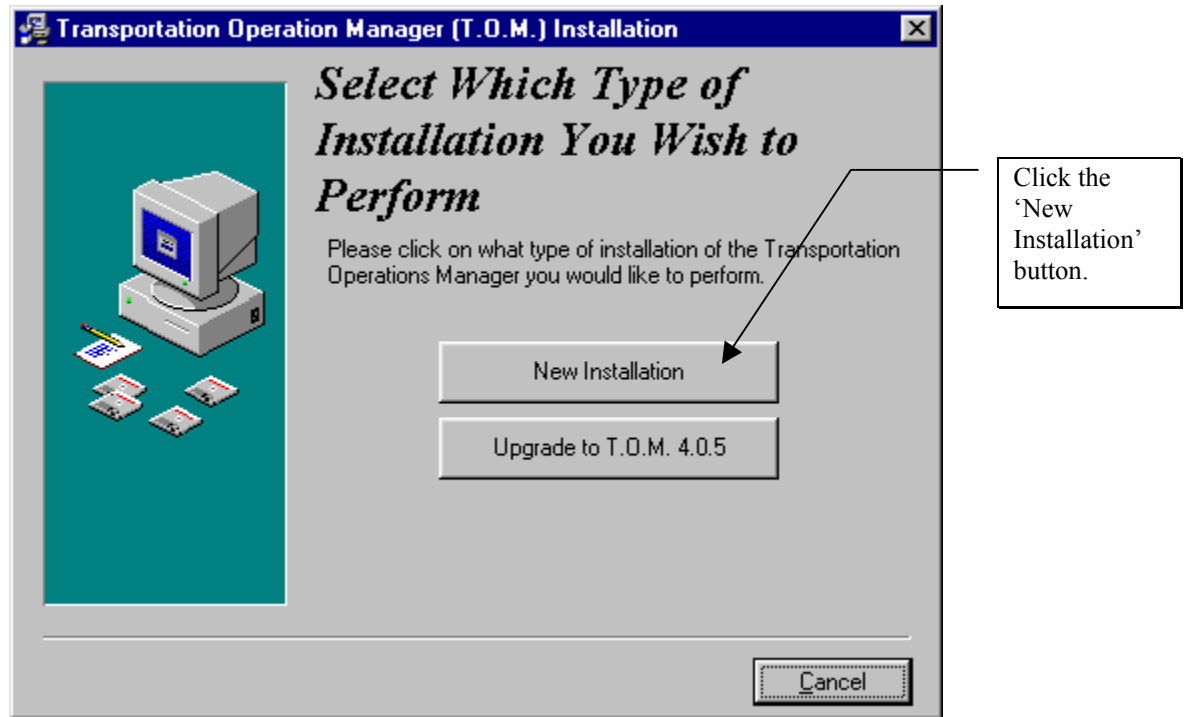


Figure 1-4. The Type of Installation Screen



7. The Version Selection screen (Figure 1-5) gives you a choice of four different versions of the software to install. Click the button for the version you wish to install, as described below:

- *Standalone*: Both the full T.O.M. software and the empty T.O.M. database files will be installed on a single P.C. that will be the exclusive user of the T.O.M. software.
- *Network – Workstation*: The T.O.M. software will run over a network (where the T.O.M. database files will reside on a file server and the T.O.M. software will reside on each P.C. workstation designated to run the T.O.M. software). Because of this setup you must perform two different types of installations to run T.O.M. on a network. First, you will have to install the empty database files on a file server. Second, you will have to install the software on at least one P.C. workstation. Here you will be installing the T.O.M. software on a workstation.

NOTE: If you are installing T.O.M. on a network then you should run the **Network – New Database** setup first to install a blank set of T.O.M. database files to your file server. This should be done BEFORE you run the first **Network – Workstation** setup because the workstation setup requires that you *point to* the T.O.M. database files that the software will use. If there are no T.O.M. database files on your server you will have nothing to point to.

- *Network – New Database*: The empty T.O.M. database files are installed on a file server. This process only needs to be performed once. Then when you install the T.O.M. software on each workstation you will attach to these T.O.M. database files.
- *School*: The special school version of T.O.M. is installed. Like the Network – Workstation software version no database files are installed with this choice. Rather, after the software is installed you attach to the T.O.M. database files on the file server.

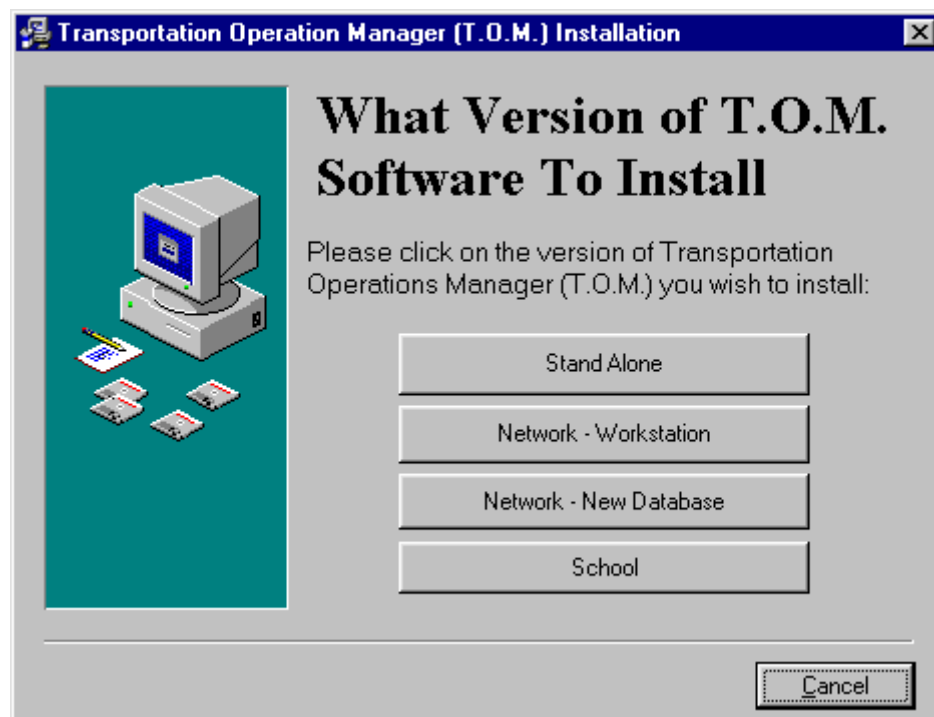


Figure 1-5. The Version Selection Screen



8. The destination directory defaults to C:\Trip (Figure 1-6). If this where you wish to install T.O.M., click the Next button to continue. **NOTE:** If you wish to change the destination directory, see the *T.O.M. Tip* on the next page.

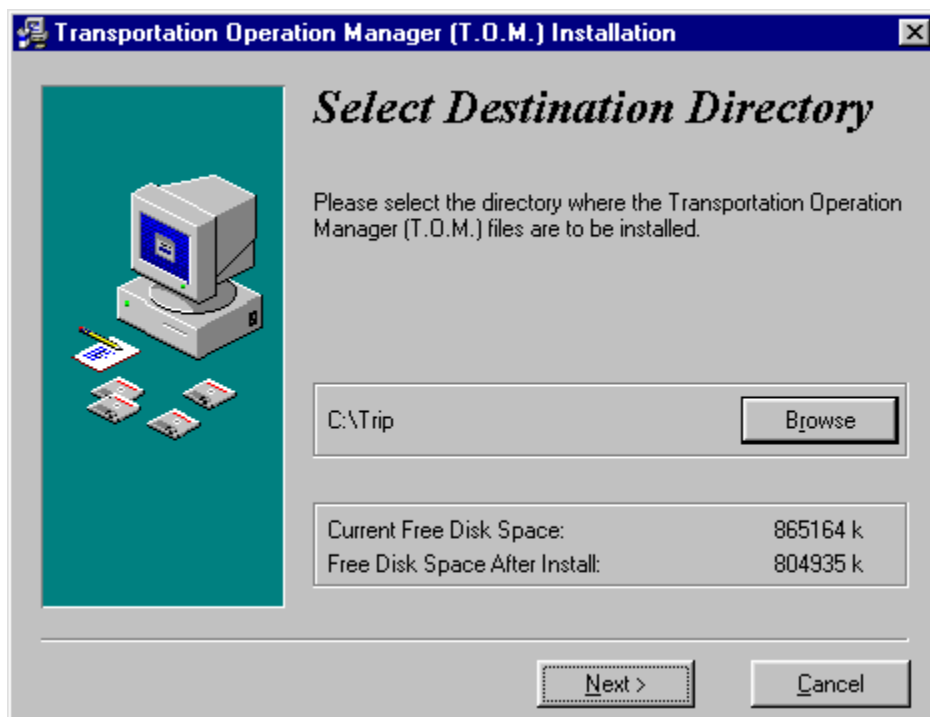


Figure 1-6. The Select Destination Directory Screen

**① T.O.M Tip****Changing the Destination Directory**

If you wish to change the destination directory, click the Browse button on the Select Destination Directory screen (Figure 1-6). The Browse screen is displayed (Figure 1-7). Navigate to the drive and directory where you wish to install the T.O.M. software and/or database files and select it. (Browse to your network drive if you are installing on a network.)

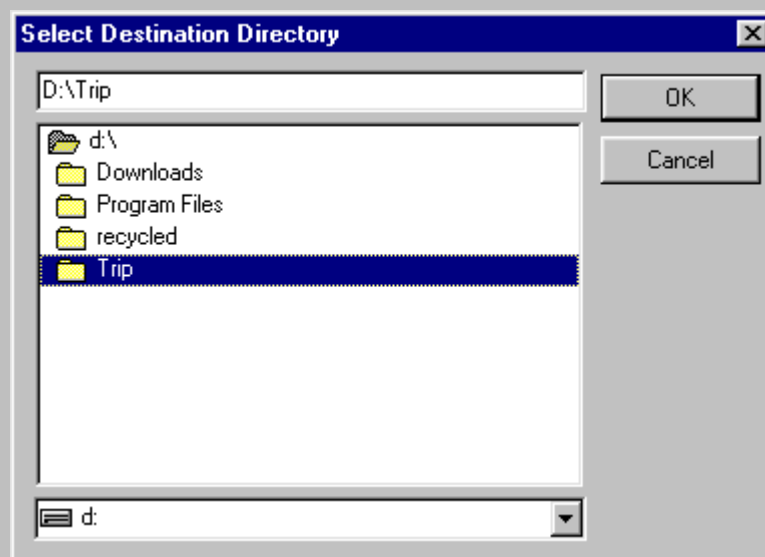


Figure 1-7. The Browse Destination Directory Screen

Click the OK button. The path you selected should be displayed on the Select Destination Directory screen (Figure 1-6).



9. If the Installation Details are correct as displayed on the Ready to Install screen (Figure 1-8) click the Next button to start the installation. T.O.M. will install T.O.M. 4.0 on your computer according to the installation options you chose.

NOTE: If you need to change the Installation Details click the Back button and change them before continuing. Then click the Next button to start the installation.

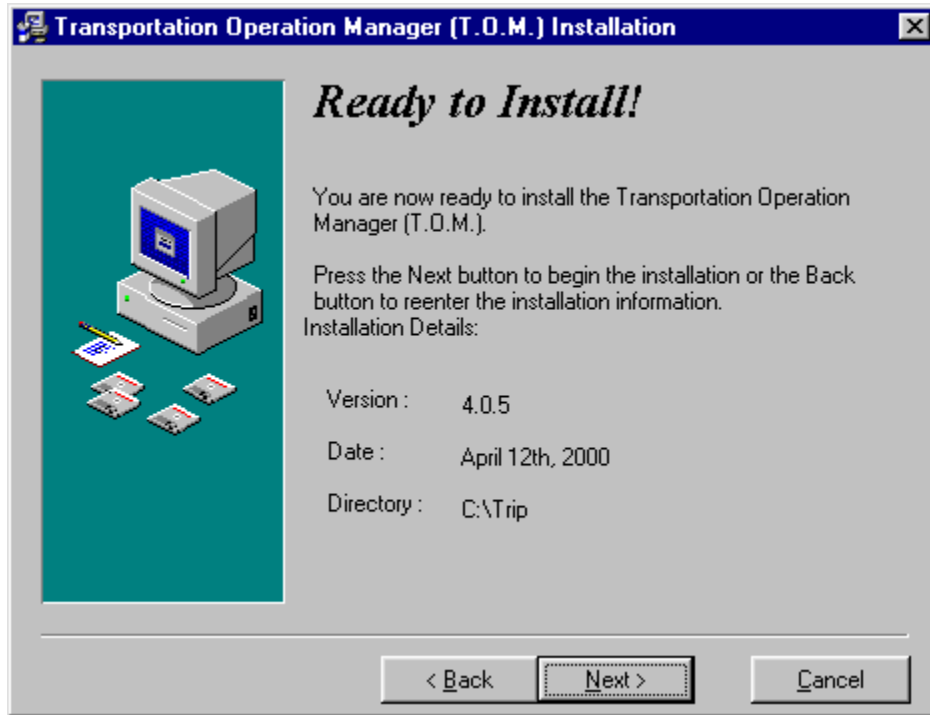


Figure 1-8. The Ready to Install Screen

IMPORTANT! Some installations require that you attach to your T.O.M. database before the installation is complete. If you see the Attach to T.O.M. Database screen (Figure 1-11), follow the instructions in *Attaching to Your T.O.M. Database* later in this chapter before you continue to step 10.



10. When T.O.M. has successfully completed the installation, the screen in Figure 1-9 is displayed. Check the View What's New with T.O.M. 4.0 Notes checkbox if you wish to view these notes when you exit the Setup program. Otherwise, leave it unchecked. Click the Finish button.



Figure 1-9. The Installation Complete Screen

11. Click the OK button to restart your computer and complete the installation.

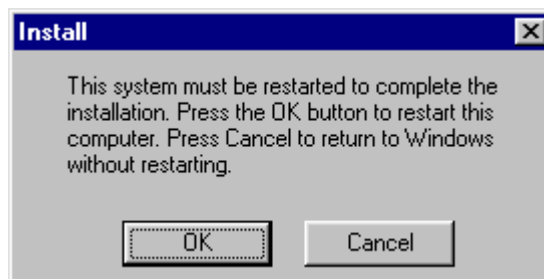


Figure 1-10. The Restart Windows Screen

NOTE: You can click the Cancel button if you wish to exit Setup without restarting the computer. However, you will need to restart your computer at some point before you run the T.O.M. software.

Congratulations! You have successfully installed T.O.M. 4.0.



Attaching to Your T.O.M. Database

The purpose of the Attach to T.O.M. database is to tell your T.O.M. software where your T.O.M. database files are. Because you can run T.O.M. on any drive on your P.C. and your T.O.M. database files can be on a separate P.C.'s hard drive you must first tell T.O.M. where the T.O.M. database files are located before you can run your T.O.M. software. Now and then you may also need to *remind* T.O.M. where the T.O.M. database files are located. (This is especially true when you run T.O.M. over a network and a mapped drive to your file server gets dropped for some reason.)

If you have an existing database, the Attach to T.O.M. Database screen is displayed (Figure 1-11) during the installation process. Follow the steps in this section before continuing with the installation.

1. Setup will attempt to find the last location of your T.O.M. database so you don't have to manually locate it. Make sure the Use old path checkbox is checked and click the Attach button. T.O.M. attaches the database and rebuilds the table attachments if you have the Refresh Table Attachments checkbox checked.

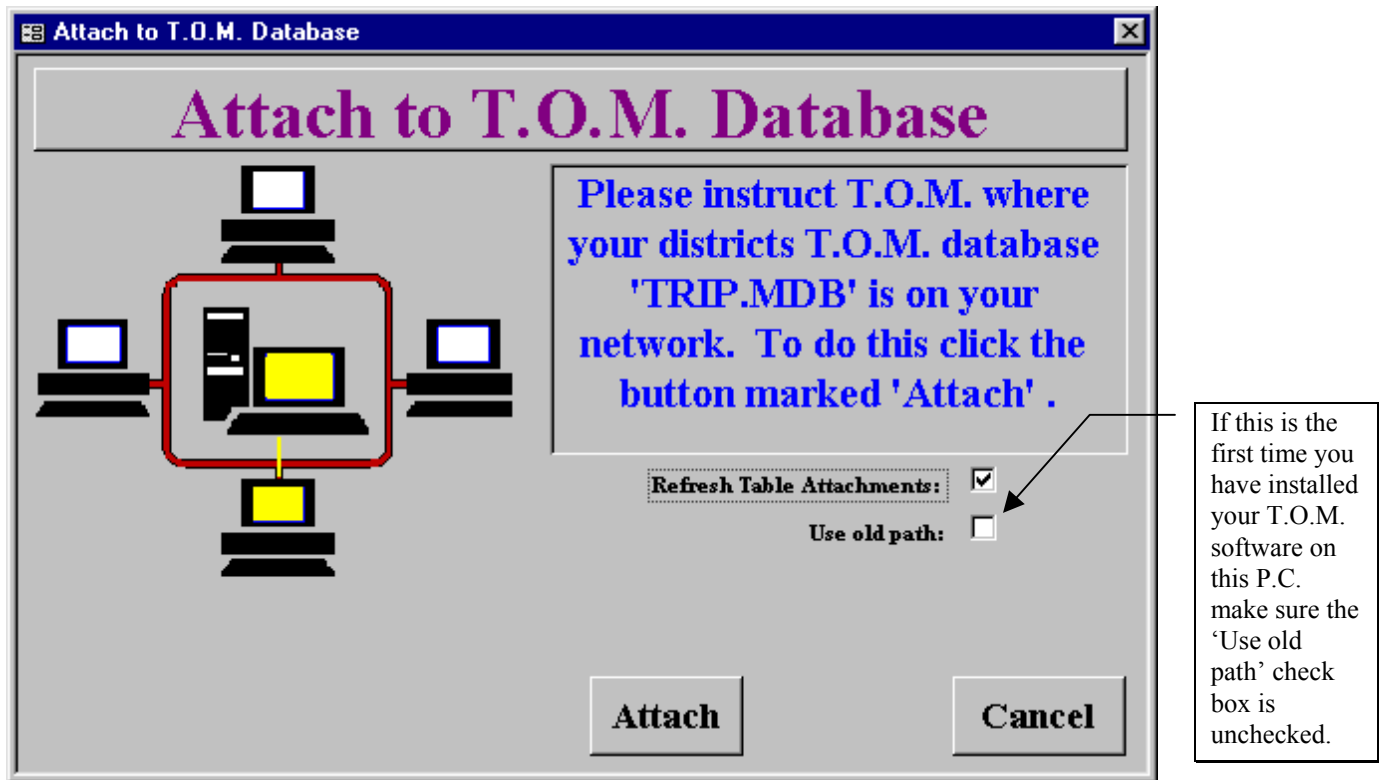


Figure 1-11. The Attach T.O.M. Database Screen

However, if you are attaching the database from a location other than the old one or if T.O.M. has trouble finding the database, you will need to browse to the database location. To do this, uncheck the Use old path checkbox and click the Attach button. The Browse screen is displayed (Figure 1-12).

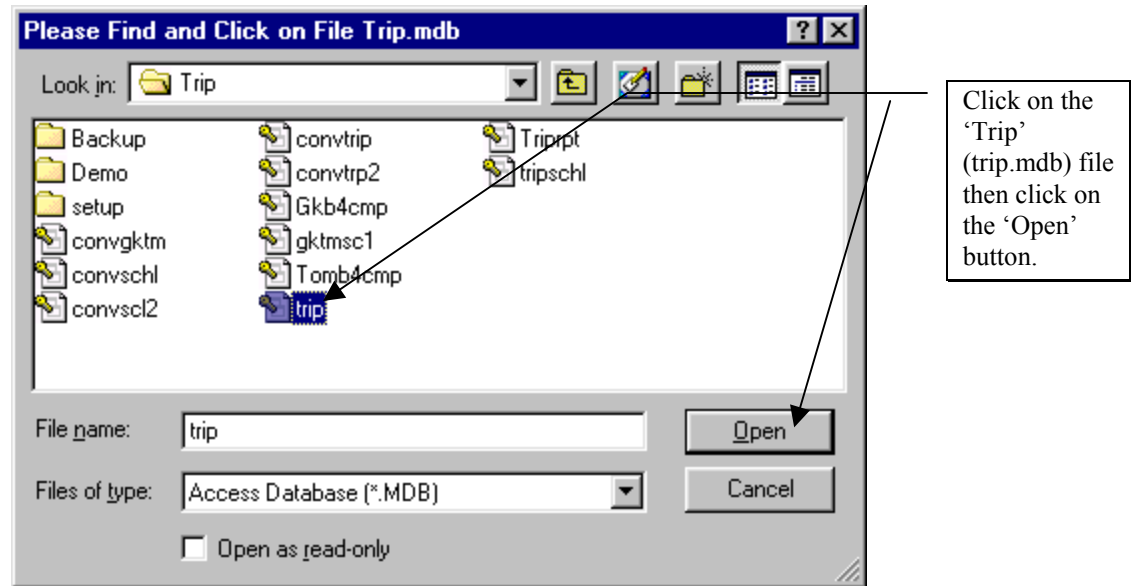


Figure 1-12. The Browse for T.O.M. Database Screen

This particular screen will ask you to locate the file 'TRIP.MDB'. This is your T.O.M. database. If you installed your T.O.M. software as a stand alone P.C. then this file will be in the same drive and directory as your T.O.M. software. If installed your T.O.M. software as a multiple user network version of T.O.M. then your T.O.M. database will be located on a hard drive on your network server probably within the directory '\TRIP'.

The Windows File Screen lets you select what hard drive to look within. This drive may either be a hard drive on the P.C. that you are running the 'Attach to T.O.M. Database' Utility or a hard drive from another P.C. that is on your network that is being shared to the other P.C.'s on the network. If you are running T.O.M. on a multiple user network then your file server's hard drive(s) will be shared with other P.C.'s on the network.

Once you have selected what drive to look in you may then select the subdirectory (or folder) to look in on that hard drive. Typically your T.O.M. database is located in a subdirectory called '\TRIP'.

Once you have selected what drive and subdirectory to look in you should see a short list of files on the left hand side of your Windows File Screen. One of those files in the list should be the file 'TRIP.MDB'. Click once on that file. 'TRIP.MDB' should appear in the line that is above the list of files.

Navigate to the drive and directory where the 'TRIP.MDB' database is located and select it by clicking on it. Then click the Open button and T.O.M. attaches the database and rebuilds the table attachments if you have the Refresh Table Attachments checkbox checked (Figure 1-11).



2. When the database has been successfully attached, the message show in Figure 1-13 is displayed. Click OK to continue.



Figure 1-13. The Workstation Attached Screen

3. Return to step 10 in *Running the T.O.M. Installation Program* to complete the installation process.



Running Your T.O.M. Setup from a File Server

If you have to perform multiple installations, you may find it more convenient to copy T.O.M.'s installation files to a file server and then run the T.O.M. setup from the file server. This way the T.O.M. CD does not have to be sent to each workstation to run the installation program. T.O.M. has made this very easy for you to do by providing two different types of setup programs that you can run from a file server: the Standalone version and the School version.

Installing using the Standard T.O.M. Setup program from a File Server vs the CD.

4. Copy *SETUP.EXE* and the Demo folder from the root directory of the T.O.M. 4.0 Installation CD to the file server where you wish to run the installation routine.
5. From this file server location, double-click on *SETUP.EXE*.
6. Follow the installation steps in *Running the T.O.M. Installation Program* at the beginning of this chapter.
7. Choose the Standalone version in step 7.
8. Browse to the workstation and select the path where you wish to install the software.
9. Complete the installation.
10. Attach the workstation to the T.O.M. database on your network to allow the workstation to work from the appropriate database. See *Attaching to Your T.O.M. Database* described previously in this chapter for details.

Installing using the special T.O.M. School Version setup program from a File Server vs the CD.

1. Copy *SCHOOL.EXE* and the Demo folder from the root directory of the T.O.M. 4.0 Installation CD to the file server where you wish to run the installation routine.
2. From this file server location, double-click on *SCHOOL.EXE*.
3. Follow the installation steps in *Running the T.O.M. Installation Program* at the beginning of this chapter.
4. Choose the School version in step 7.
5. Browse to the workstation and select the path where you wish to install the software.
6. Complete the installation.
7. Attach the workstation to the T.O.M. database on your network to allow the workstation to work from the appropriate database. See *Attaching to Your T.O.M. Database* described previously in this chapter for details.

