



Steps for Upgrading your T.O.M. to 5.3.1

The following is a step by step set of instructions telling you how to install T.O.M. 5.3.1 and convert your T.O.M. 4.4.1 (or earlier) data to a T.O.M. 5.3.1 format database.

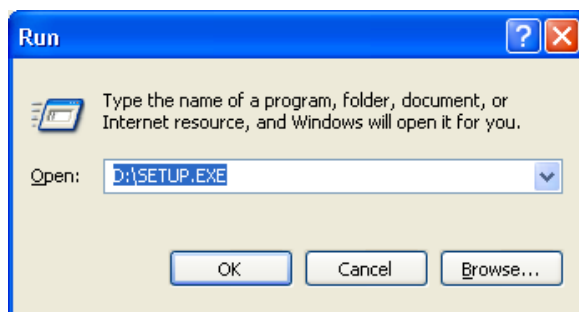
NOTE: T.O.M. 5.x Setup requires that you have Administrator Rights to your workstation to run this program. If you do NOT have Administrator Rights the Setup program will NOT run. Please have your local administrator logon to your workstation with their User ID before running this setup program

NOTE: Before beginning this installation you should make a backup of your T.O.M. database! Also if you have customized any of T.O.M.'s reports using Microsoft Access 97 you should make a copy of your TRIPRPT.MDB file before installing T.O.M. 5.3.1. This report database WILL BE REPLACED. After you have installed T.O.M. 5.3.1 you can then copy your custom reports from your backup copy of your TRIPRPT.MDB file to the new one installed with T.O.M. 5.3.1 and use MS Access 2000 to convert it.

1. Insert either your *T.O.M. 5.3.1 CD* into your CD. At this point the T.O.M. 5.3.1 Setup Routine should automatically launch. IF IT DOES NOT continue to step 2. IF IT DOES continue to step 5.
2. Click the 'Start' button.
3. Click the 'Run' option.
4. Enter the following in the command line:

d:setup

(where 'd' refers to the CD drive containing T.O.M. 5.3.1 CD - See *Figure 1. 1*)



5. After a few moments the “License Agreement” screen will display (**Figure 1. 2**). If you like take a few moments to review T.O.M.’s license agreement. To continue from here click the button marked I Agree.

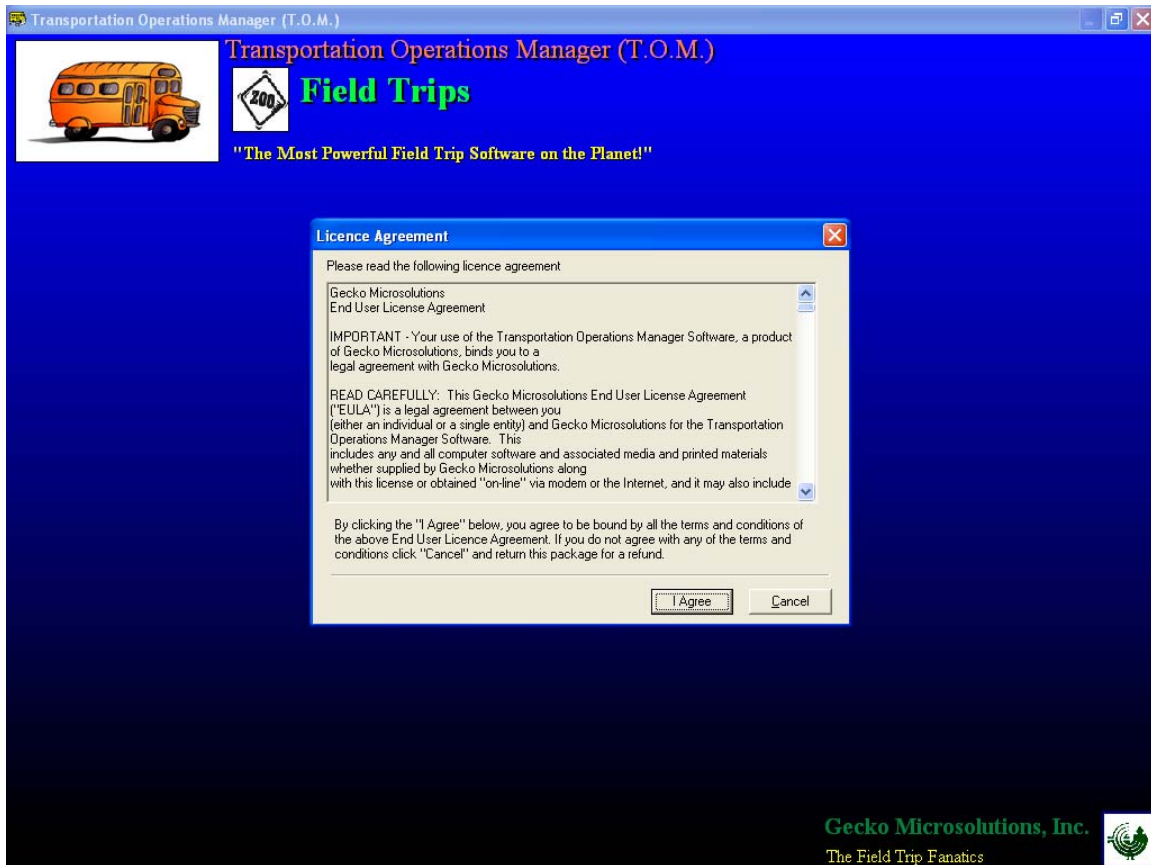


Figure 1. 2- The “License Agreement” Screen

Click I Agree to continue.

- Next a screen will be the Welcome to the T.O.M. 5.3.1 Installation Screen (*Figure 1. 3*). To continue click the Next button.

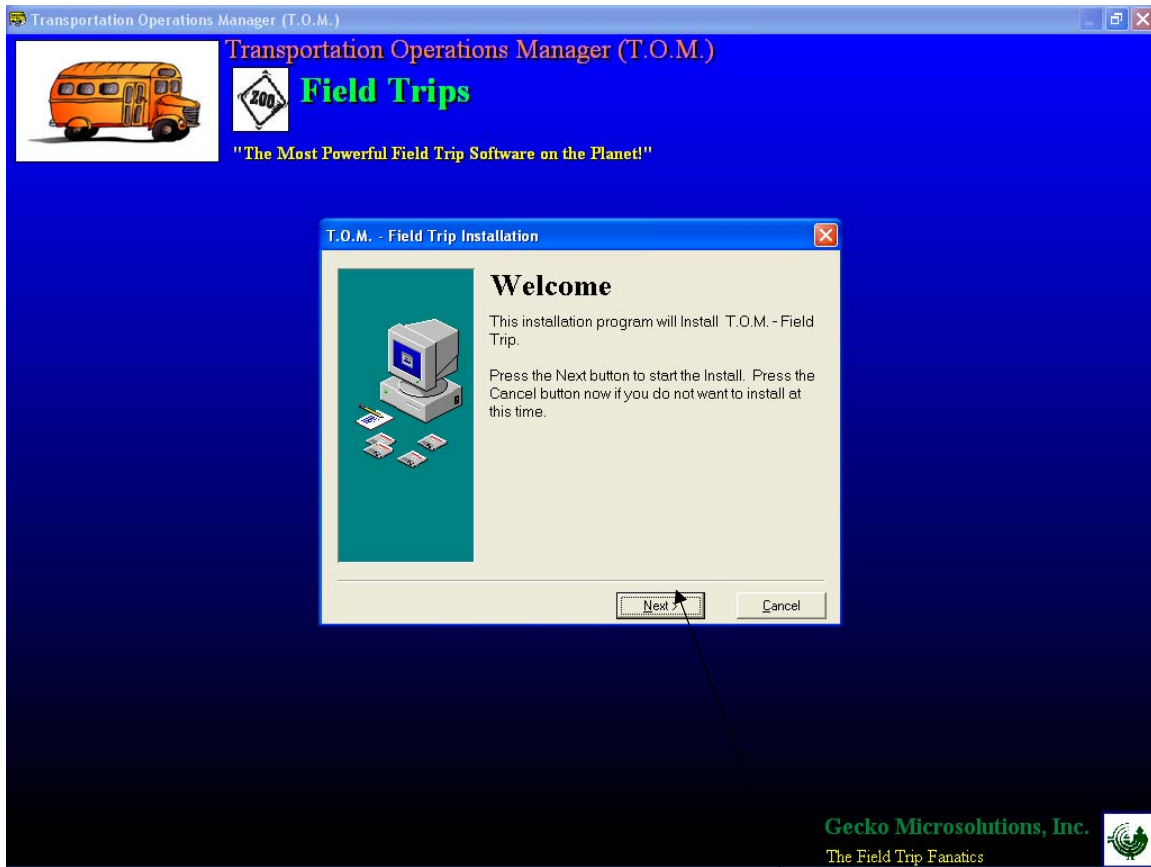


Figure 1. 3 – Setup Welcome Screen

7. Next the 'Select Which Type of Installation You Wish to Perform' Screen appears (*Figure 1. 4*). You will click the 'Upgrade to T.O.M. 5.3.1' button.

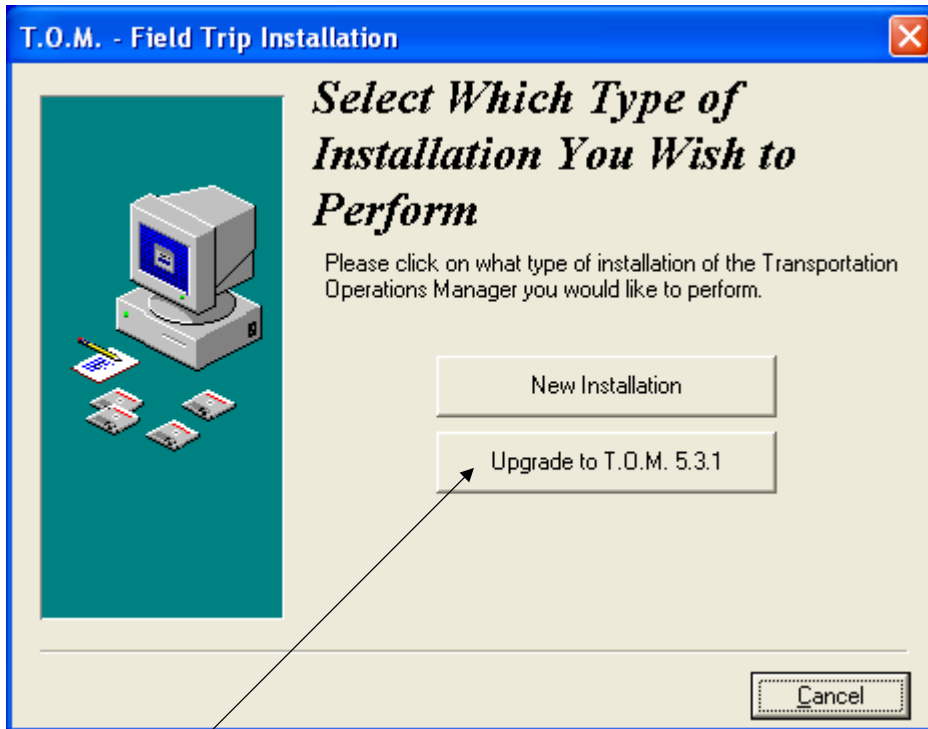


Figure 1. 4- The 'Select Which Type of Installation You Wish to Perform' Screen

Click the 'Upgrade to T.O.M. 5.3.1' button to continue

- 8 Next the “Select Which Version of T.O.M. to Upgrade” Screen will display (**Figure 1. 5**). Normally, you would select the “Standard” button and click it. Latter you may choose the “School” button if you are installing the T.O.M. 5.3.1 upgrade to a school site.

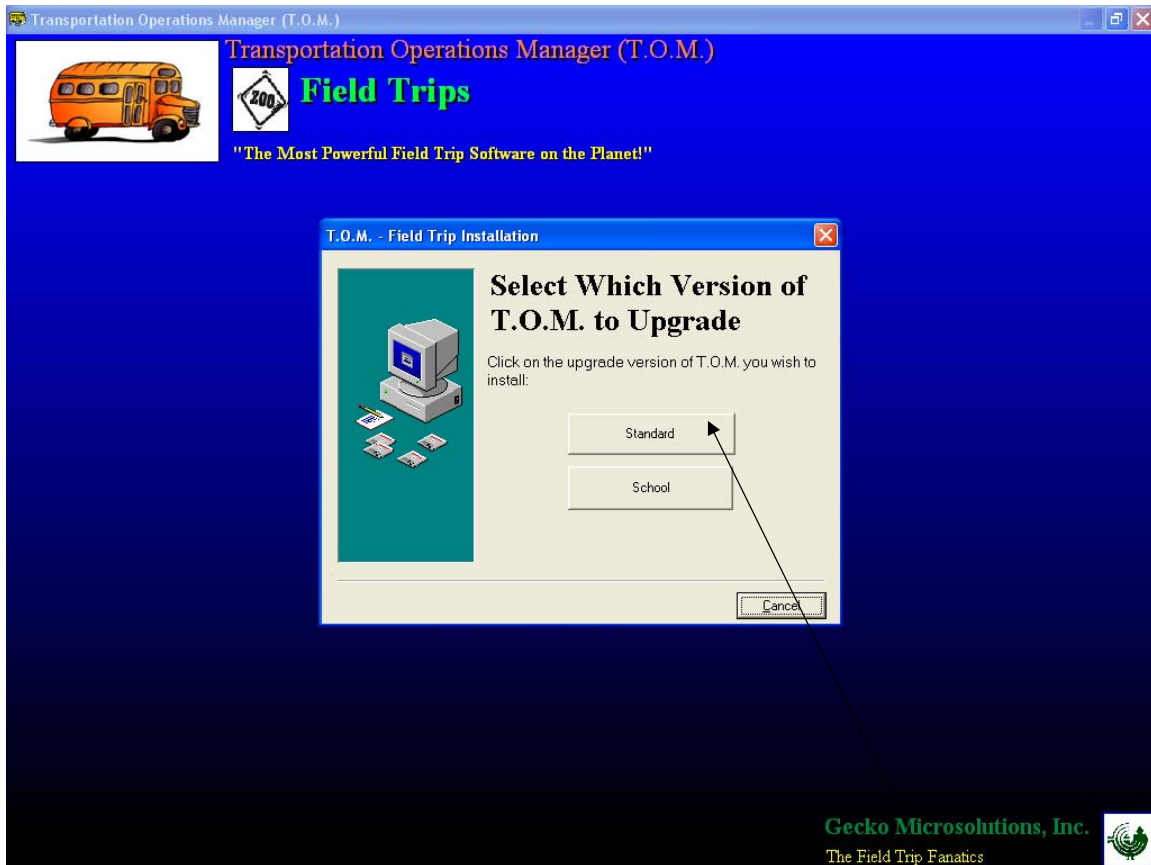


Figure 1. 5- The ‘Which Version of T.O.M. to Upgrade’ Screen

Click the
Standard button
to continue.

9. Next the Custom Report screen will display (). This screen warns you that if you have used Microsoft Access 97 to customize any of your T.O.M. reports then you must copy those customizations before installing T.O.M. 5.3.1. If you have customized any of your T.O.M. reports using Microsoft Access 97 then you know that your changes are held in a Microsoft Access 97 database called TRIPRPT.MDB. This file must be replaced with the installation of T.O.M. 5.3.1. To protect you report customizations you must copy the file TRIPRPT.MDB to another location than where your T.O.M. software is located. After T.O.M. 5.3.1 is installed then you can use Microsoft Access 2000 to convert your old TRIPRPT.MDB database and then copy your report customizations to the new updated TRIPRPT.MDB installed with T.O.M. 5.3.1. After you have read and understand this warning press the 'NEXT' button.

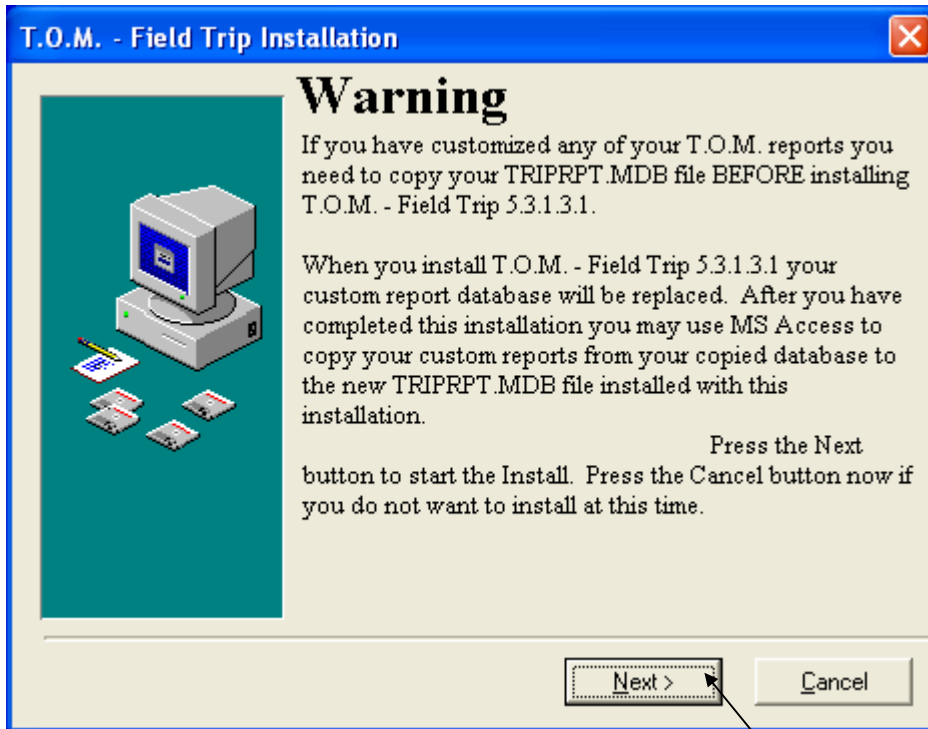


Figure 1. 6 – The Warning, Copy Your Report Changes Screen

Click the Next button to continue.

10. Next the “Select Destination Directory” will display (**Figure 1. 7**). Normally, the setup program will try and determine which directory you have already installed T.O.M. on and use that directory (usually it will be ‘c:\trip’. If the setup program cannot determine what directory that T.O.M. was already installed to it will default with the path ‘c:\trip’.

T.O.M. Manuals Are Now Online!

You can now have a copy of your T.O.M. manuals installed on your computer. When you need to access these books you can do so by going to your T.O.M. Shortcut menu in your Windows Programs list. Online documentation is very convenient and useful.

To have your T.O.M. Manuals installed online on your computer simply click on the check box titled “Install Online T.O.M. Manuals”. If you uncheck this box no manuals will be installed on your computer.

NOTE: Installing the documentation will require approximately 80MB of free hard disk space. *Also Installing the T.O.M. Manuals will cause your setup program to take much longer to run – be patient it’s three manuals (about 600 pages).*

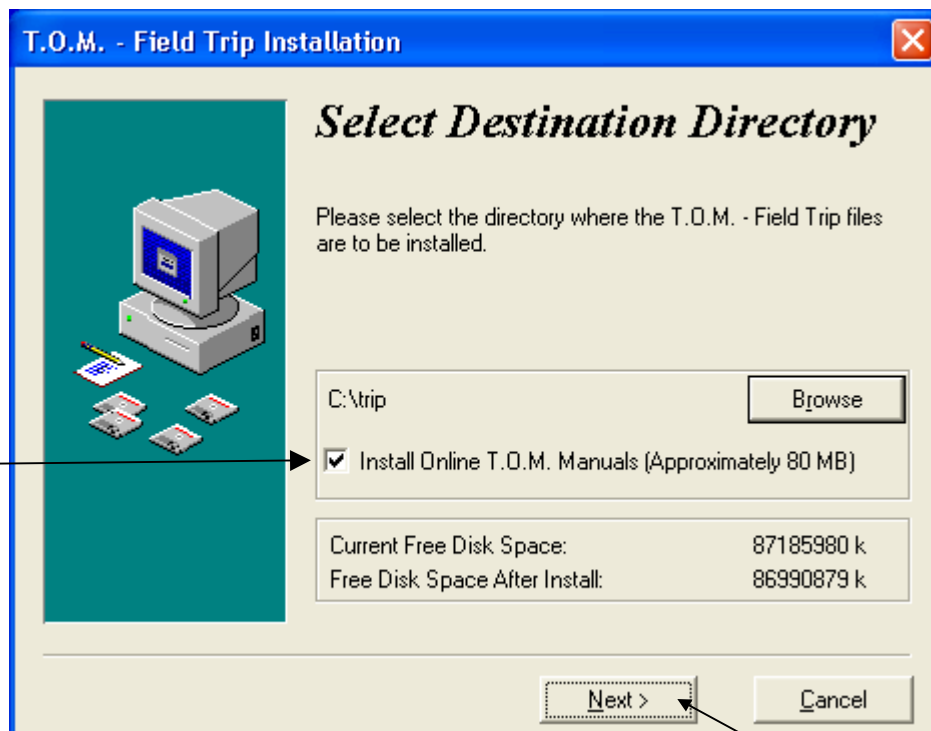


Figure 1. 7- Select Destination Directory Screen

Check to have the T.O.M. Manuals installed online to your computer.

Click the Next button to continue.

11. Next, the 'Ready to Install' screen appears asking if you are ready to begin installing the T.O.M. Software (**Figure 1. 8**). Click the 'Next' button to begin the installation process.

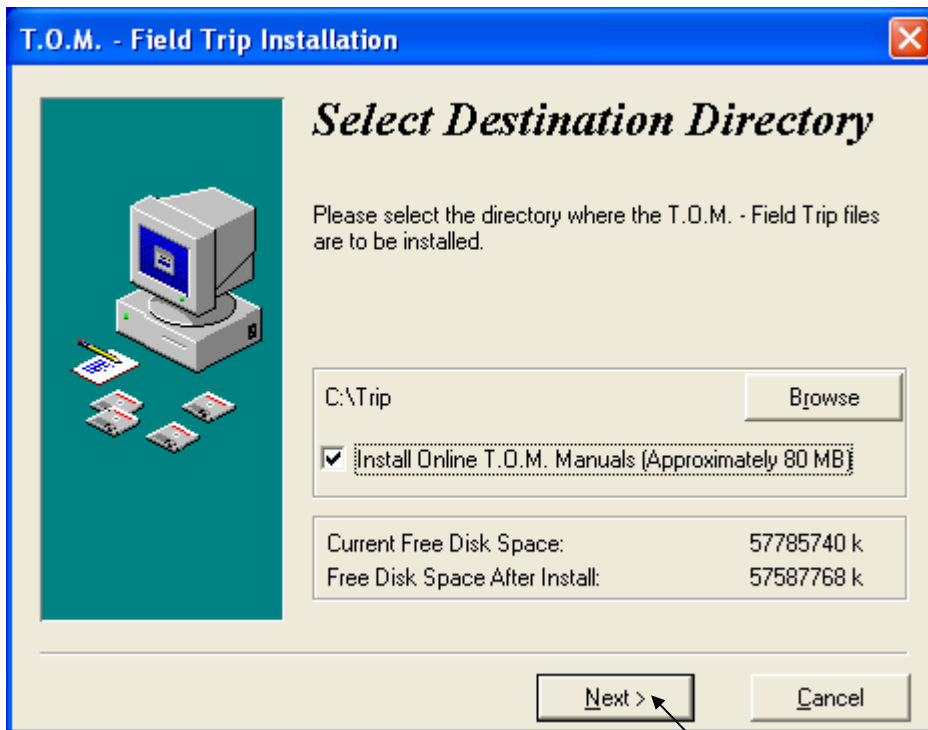


Figure 1. 8- The 'Ready to Install' Screen

Click the Next button to begin installing the T.O.M. Software.

**If you are installing T.O.M. 5.3.1 for the first time then
continue if not then continue to step 13**

12. The install program will then check to see if you have converted your older T.O.M. database to T.O.M. 5.3.1 if you have not the setup program will run the database conversion program which will display the Convert to T.O.M. 5.3.1 Database screen (**Figure 1. 9**). On this screen you would click the Convert button and all of your T.O.M. data will be converted to a T.O.M. 5.3.1 database.

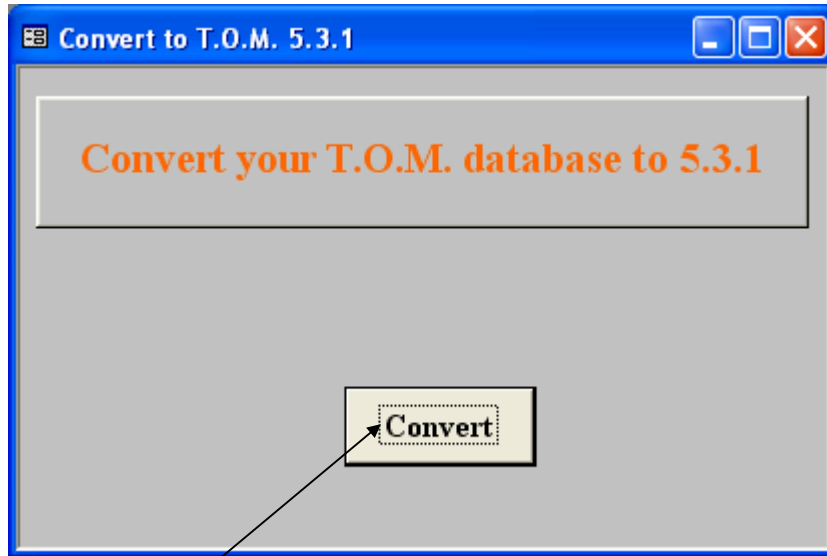


Figure 1. 9- The 'Convert to T.O.M. 5.3.1' Screen

Click Convert button to have your
older T.O.M. database converted
to T.O.M. 5.3.1

13. After awhile the conversion program will complete and the Data Conversion Complete Screen displays (**Figure 1. 10**). This screen reminds you to immediately make a backup of your newly converted database. Click the OK button to continue.

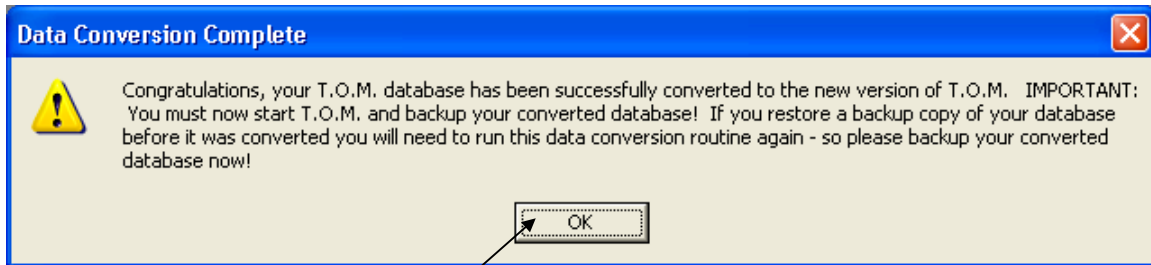


Figure 1. 10- 'Conversion Complete' Screen

Click the OK
button to
continue.

Attaching to Your T.O.M. Database

- 14 The setup program will now automatically launch the Attach to T.O.M. Database utility which will display the Attach to T.O.M. screen (**Figure 1. 11**). As most of you know this utility allows you to tell your new T.O.M. software where the T.O.M. database that it will work with is. In an effort to make your lives easier this utility not only automatically launches after the setup is complete but it attempts to automatically attach to the last place you had your T.O.M. database (hence the new check box “Use Old Path”). You should now only have to click the attach button and the attach utility will do the rest for you. If the attach utility has a problem attaching to your database then uncheck this check box and specifically tell T.O.M. where your database is by clicking the Attach button again and having the attach file dialog box appear asking you to point to the valid path.

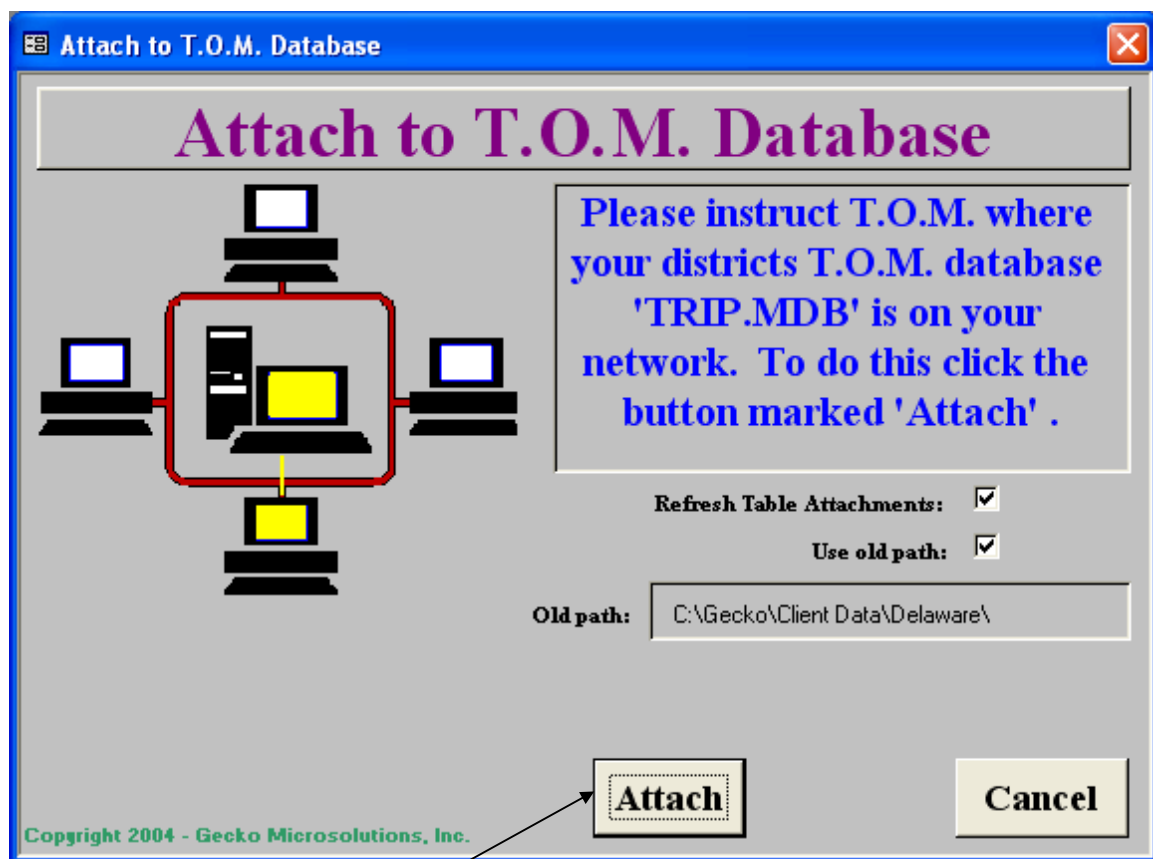


Figure 1. 11- Running The 'Attach to T.O.M. Database' Utility

Click the OK
button to
continue.

- 15 After awhile the 'Workstation Attached' screen displays (**Figure 1. 12**). Congratulations! You have now successfully installed T.O.M. 5.3.1 and attached to the database. Simply click the OK button and you are free to run T.O.M.. NOTE: The setup program may require that you reboot your computer to fully register all of the system files you have installed. After you have rebooted your computer you are free to run T.O.M. 5.3.1.

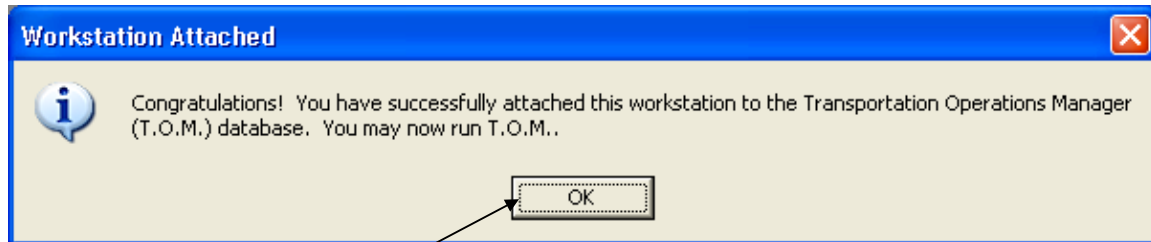


Figure 1. 12- The 'Workstation Attached' Screen

Click the OK
button to
continue.