

 **TRA-SER<sup>®</sup> 1.7**

# Installation Guide

**PLEASE CONTACT  
SUPPORT ON  
1800 622 267  
FOR INSTALLATION  
ASSISTANCE**

***Please ensure that you exit out of any other programs before beginning this installation.***

***(Note: if you use the sleep, screen saver or suspend function on your computer, please turn it off before continuing).***

*To turn off your screen saver, Click on the Start button at the bottom left hand corner of your screen. Then click on Settings, Control Panel. Double click on Display and go to the Screen Saver tab in the Display Properties Window. Click on the down arrow just beside Screen Saver and select None. Click on the Apply button and OK.*



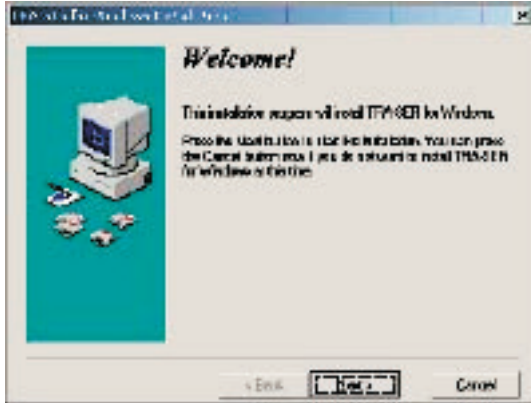
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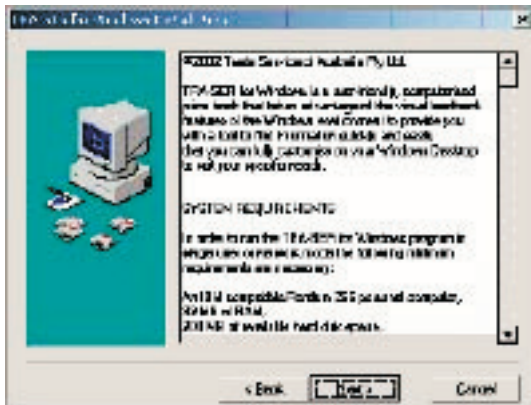
# 1. SINGLE COMPUTER INSTALLATION

Locate the file *setup.exe* on the CD Using My Computer or Windows Explorer. Double click on the file to run the installation.

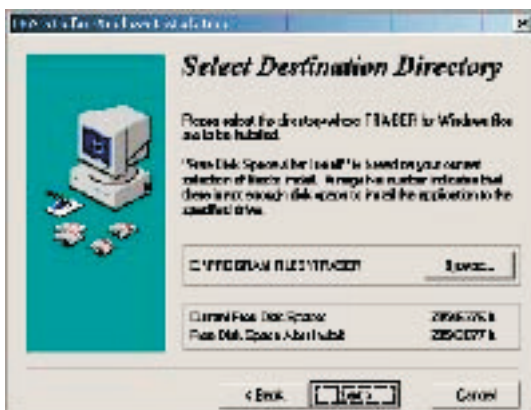
Click **Next** on the **Welcome** screen to continue.



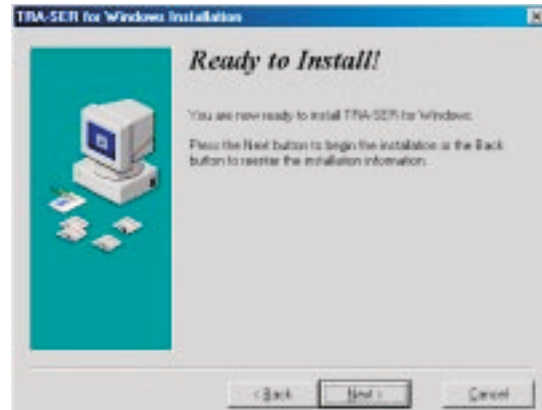
The next screen shows the system requirements for installing and running TRA-SER for Windows. If your system meets these requirements, click **Next**.



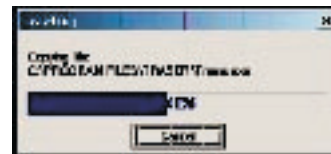
The next screen is the **Select Destination Directory** screen.



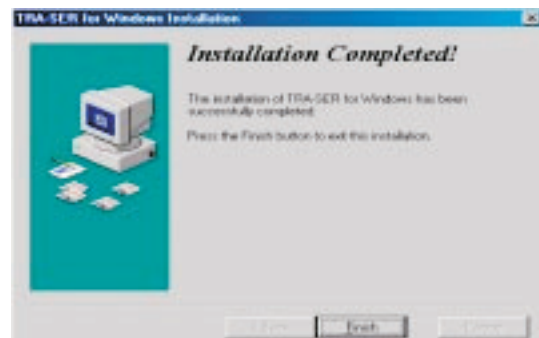
If you don't wish to install in the default directory as it appears on the screen, click the **Browse** button and choose your own directory. After selecting the directory for your TRA-SER installation, click **Next**. Write the full directory name here for later reference.



On the **Ready to Install** screen click **Next** to begin the TRA-SER installation in the selected directory.



When the program has finished installing all files the **Installation Completed** screen will be displayed. Click **Finish** to close the screen and complete the installation of the program files.



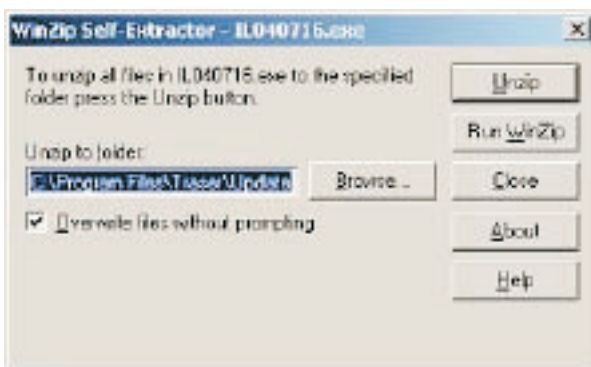
Now you are ready to install the initial load data.

## 2. INSTALL INITIAL LOAD DATA

TRA-SER is installed with an empty database and requires an initial load of data before running the program for the first time.

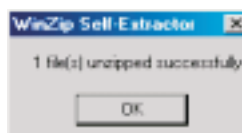
### 2.1 Copy Initial Load to the Update Folder

Using **My Computer** or **Windows Explorer** locate the initial load file on the CD. The file name is on the format **ILxxxxxx.exe**. Double click on the file to start the unzip process to copy the initial load file, **ILxxxxxx.tup**, into your Update folder. The **WinZip Self-Extractor** screen is displayed.



If the installation directory was different to the default when installing TRA-SER, click on the **Browse** button to locate the Update folder under the Traser directory. This directory was recorded in Section 1.

Once you have selected the Update folder, click the **Unzip** button. The file will be extracted to the Update folder. A message will be displayed that the file unzipped successfully. Click **OK** to close the message screen and then click the **Close** button to close the **WinZip Self-Extractor** screen.

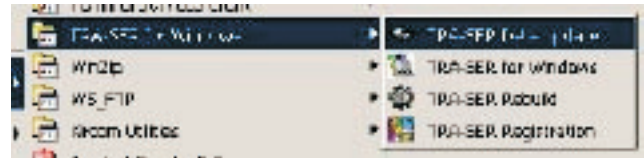


Open Windows Explorer or My Computer and locate the Update folder in the Traser directory. View the contents of the folder to confirm the **ILxxxxxx.tup** file is there.

### 2.2 Update TRA-SER with Initial Load data

The next step is to load the update file into TRA-SER.

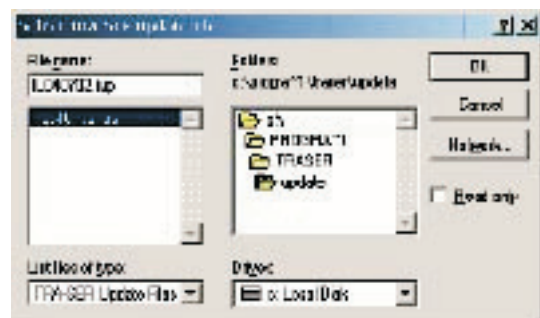
Click on **Start \ Programs \ Tra-ser for Windows \ Tra-ser Data Update** to begin the update process



The **TRA-SER Update** screen is displayed.

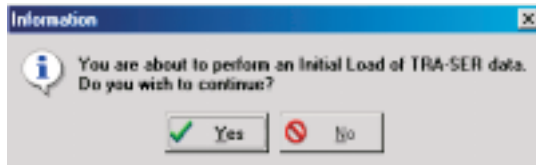


Click the **Update Now** button. The **Select TRA-SER Update File** screen opens to select the initial load file. If the default location does not contain the file, locate the **ILxxxxxx.tup** file in the Update folder in the Traser directory as recorded in Section 1.

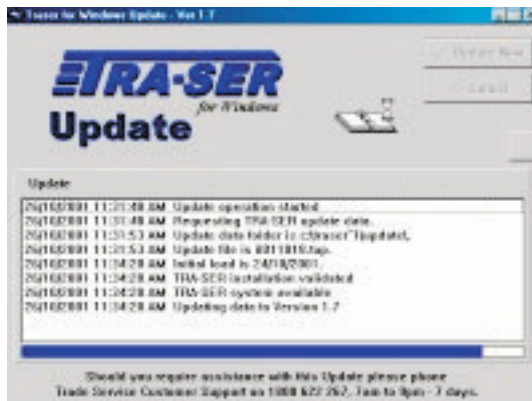


Click on the **ILxxxxxx.tup** file to highlight the file and click **OK**. An Information screen is displayed. Click on the **Yes** button to continue or **No** to cancel the initial load.

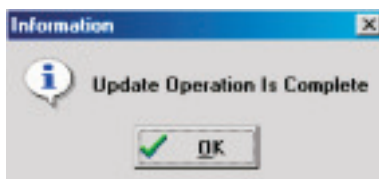
The initial load will take between 20 and 60 minutes to complete depending on the speed of your computer.



Progress of the update is displayed in the **Update** screen.



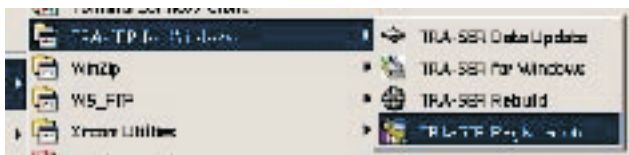
When the operation is completed, click **OK**.



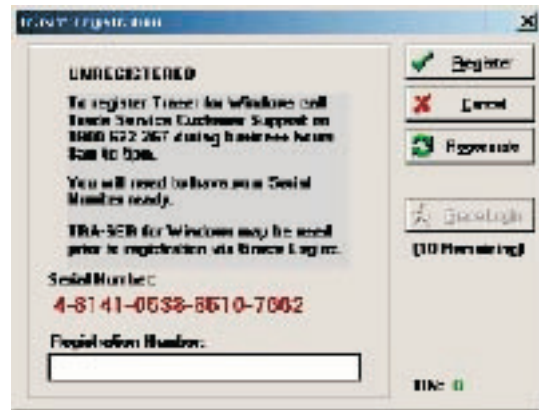
### 3. REGISTERING TRA-SER

Before running TRA-SER for the first time, the program must be registered.

Click on **Start \ Programs \ Tra-ser for Windows \ Tra-ser Registration** to begin the registration process



The **TRA-SER Registration** screen will appear with the serial number specific to the installation of TRA-SER.



To register your copy of TRA-SER, please call the Help Desk on **1800 622 267**. You will need the Serial Number displayed on the screen and the Help Desk will issue a unique registration number for your installation of TRA-SER.

N.B. The Serial Number is generated each time the **Registration** screen is displayed.

To complete the registration process, enter the registration number in the Registration field on the screen and click **Register**.

### 4. LOADING ISSUE UPDATES

To keep the pricing and items current Trade Services issue regular updates either by email or by floppy disk.

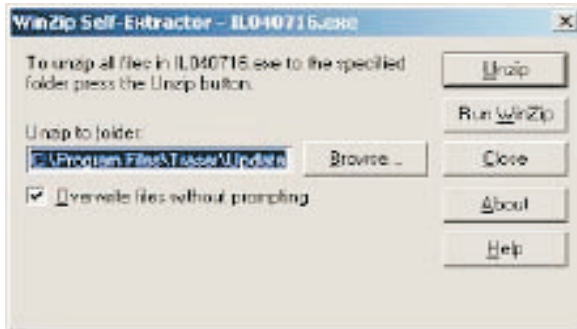
These updates must be installed as soon as you receive them, otherwise the data in TRA-SER becomes outdated. TRA-SER will only allow the updates to be installed in sequence so if an update is missed please contact the Help Desk on **1800 622 267** to have it reissued.

#### 4.1 By Email

An email will be sent to your nominated address with a link to download the update file in one of three formats:

- 1 ISSxxxxxx.exe
- 2 ISSxxxxxx.exz
- 3 ISSxxxxxx.zip

The first two formats are created as WinZip executables and are unzipped via the WinZip Self Extracting process. The **WinZip Self-Extractor** screen has the TRA-SER update folder as default.



**ISSxxxxxx.exe**


Download the file from the website and save it on the desktop. Double click on the file to bring up the **WinZip Self-Extractor** screen and click on the **Unzip** button if the default directory is correct. If you need to change folders, click on the **Browse** button to choose the Update folder in your TRA-SER directory as recorded in Section 1.

**ISSxxxxxx.exz**

*This file is used if security on your computer does not allow files with extension \*.exe to be downloaded.* Download the file from the website and save it on the desktop. Change the file extension to “exe” i.e. **ISSxxxxxx.exe**. Double click on the file to bring up the **WinZip Self-Extractor** screen and click on the **Unzip** button if the default directory is correct. If you need to change folders, click on the **Browse** button to choose the Update folder in your TRA-SER directory as recorded in Section 1.

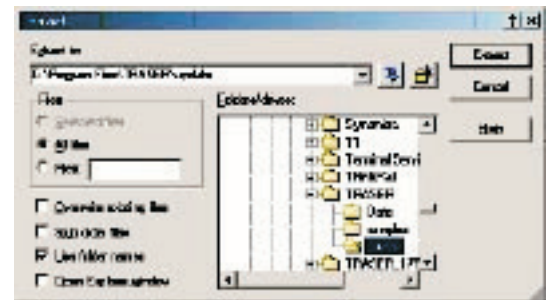
**ISSxxxxxx.zip**

If you are familiar with using WinZip, then download this file and save it to your desktop. Double click on the file to launch the WinZip application. The **WinZip** application screen is displayed with the update file listed.

Note: Do not double click on the file, use the Extract button. 



Click on the **Extract** button and choose the destination directory for the file. The default is C:\Program Files\Traser\Update. If you have installed in another directory please refer to the directory recorded in Section 1.



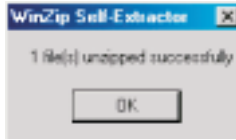
**4.2 By Disk**

Using **My Computer** or **Windows Explorer** locate the initial load file on the A: drive. The file name is on the format **ISSxxxxxx.exe**. Double click on the file to start the unzip process to copy the update file, **ISSxxxxxx.tup**, into your Update folder. The **WinZip Self-Extractor** screen is displayed.



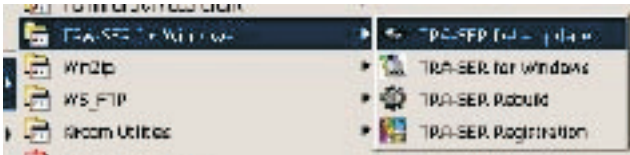
If the installation directory was different to the default when installing TRA-SER, click on the **Browse** button to locate the Update folder under the Traser directory. This directory was recorded in Section 1.

Once you have selected the Update folder, click the **Unzip** button. The file will be extracted to the Update folder. A message will be displayed that the file unzipped successfully. Click **OK** to close the message screen and then click the **Close** button to close the **WinZip Self-Extractor** screen.



### 4.3 Loading Issue Updates

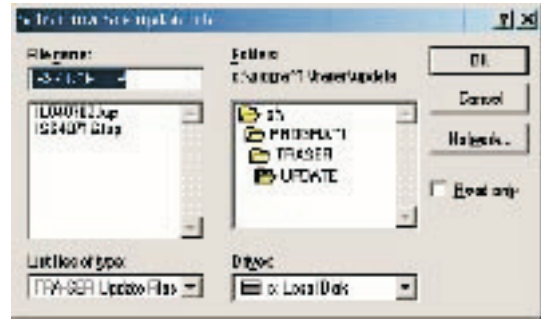
Now the issue update file is in the Update folder, click on **Start \ Programs \ Tra-ser for Windows \ Tra-ser Update** to begin the update process



The TRA-SER Update screen is displayed.

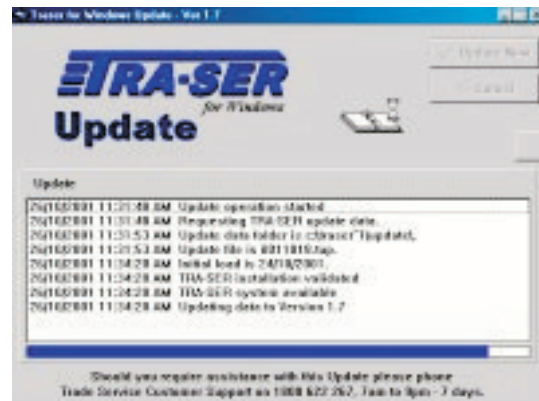


Click the **Update Now** button. The **Select TRA-SER Update File** screen opens to select the initial load file. If the default location does not contain the file, locate the **ISSxxxxxx.tup** file in the Update folder in the Traser directory as recorded in Section 1.

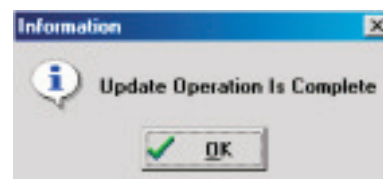


Identify the update file you wish to load, based on the date of the issue, e.g. the update for 16 July 2004 would be **ISS040716.tup**. Click on the **ISSxxxxxx.tup** file to highlight the file and click **OK** to begin the updating TRA-SER.

Progress of the update is displayed in the **Update** screen.



When the operation is completed, click **OK**.



Congratulations, you have now updated TRA-SER with the most recent updates.

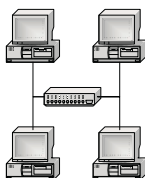
## 5. NETWORK INSTALLATION

### 5.1 What type of Network?

These instructions will describe installing TRA-SER on a typical network. You will need to identify whether the network is a Peer-to-Peer or a Client/Server network.

#### Peer-to-Peer

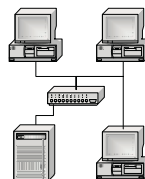
Each computer is an equal (or peer) to all other computers on the network. No central computer stores files or enforces security on the network. Each computer can share files and attached peripherals such as printers, plotters, scanners and CD ROM's with all other computers on the network. Each user must act as administrator over their own PC. There may be one computer in a peer-to-peer network that is referred to as the server and this computer should have the initial installation of TRA-SER on it.



#### Client /Server

This type of network has a dedicated computer as a server and all computers connect to the server via a hub.

TRA-SER will be installed on the server in a directory that is accessible by all users who will use TRA-SER.



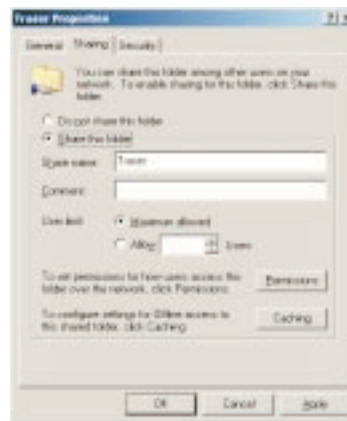
### 5.2 Installing TRA-SER on the server computer.

To run TRA-SER on a network it must first be installed on the server or main computer. Also the directory must be shared for all computers on the network that will be running TRA-SER.

Install the program on the server using the instructions in Section 1- Single Computer Installation. Once installed then return to this section and continue from 5.2

### Sharing the TRA-SER folder.

To share the TRA-SER folder select the folder in **My Computer** or **Windows Explorer**. Right click on the TRA-SER folder and choose **Sharing**. The following screen appears and make sure the **Share this folder** option is selected and the **Share Name:** is **Traser**.



Click OK to close the screen and the Traser folder should appear with a hand underneath the folder icon to indicate it is a shared folder.

### 5.3 Installing on networked computers

To ensure TRA-SER on each computer can access the data on the server a shared drive must be mapped on each computer that uses TRA-SER.

#### Mapping a drive.

Using Windows Explorer go to Tools, Map Network Drive and a screen similar to the following screen will be displayed.



If you are not sure how to map a drive, please contact your systems administrator.

Once the drive is mapped locate the wrkstn.exe. in the TRA-SER directory and double click to install TRA-SER on the workstation. When the installation is complete TRA-SER is ready to use.