EMIT

SmartLog X^3™

TEAM Basic Software

Installation and Operation Instructions

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DESCRIPTION

TEAM Basic Software manages personnel and test data for personal ESD grounding devices.

Test and personnel data may be viewed/reported locally, via a network Web page, and emailed automatically on a scheduled or on-demand basis. Robust and easy to use sort/filter capabilities are built in to all reporting controls.

TEAM uses date/time stamps on all user requirement changes to comply with quality control and record keeping requirements. This ensures archived tests are always linked to historically accurate personnel data, test requirements.

TEAM automatically maintains backups in a redundant network storage area.

SmartLog X^3 Data Loggers operate semi-autonomously to ensure continuous operation even while network or server outages occur.

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SYSTEM REQUIREMENTS

- Microsoft Windows 2000, 2003, XP Pro, Vista Business (XP or Vista Recommended)
- 100MB available disk space (500MB Recommended)
- 64MB RAM (500MB RAM Recommended)
- One available USB port
- One com port (or virtual com port)
- 800 x 600 display resolution (1024 x 768 Recommended)
- One or more SmartLog X^3 devices

PACKAGING

The SmartLog X^3 will include a black corrugated box (50730, 50732, 50734 only) containing the TEAM Basic Software. PLEASE DON'T DISCARD OR MISPLACE THIS BOX.
- TEAM Basic Software Installation CD
- 1 USB License Key

SOFTWARE INSTALLATION

1. Insert the TEAM Basic Installation CD into the CD-ROM drive of the computer and follow the following on-screen prompts:

- System Requirements
- License Agreement
- Install TEAM Basic
- View / Print Manual
- Check for Update

Note: If you cannot locate the TEAM Basic Installation CD, it is available for download off the DescoEMIT.com website.

2. Once installation is complete, insert the USB License Key into an available USB Port of the host computer. The system should recognize the new hardware and will automatically install.

3. Once the hardware is installed, start the TEAM Basic Program by double clicking the shortcut icon on your desktop or selecting TEAM Basic from the windows start menu.

DO NO REMOVE OR MISPLACE the USB License Key. It must remain connected to the computer in order to run and access the TEAM software. If misplaced or lost, please contact the EMIT factory.
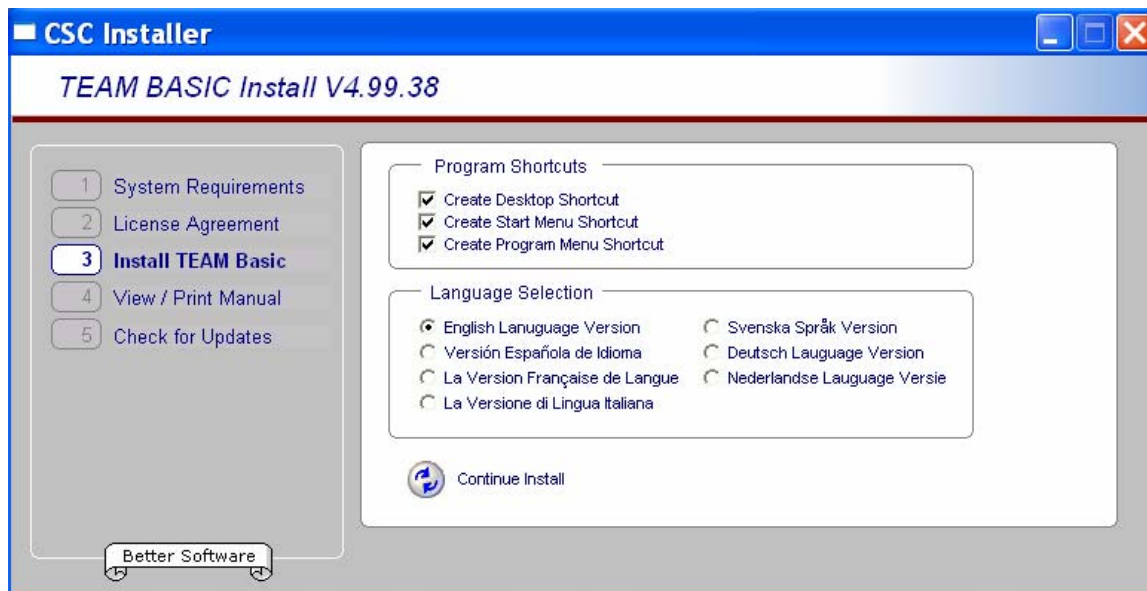
It's recommended a Desktop Shortcut be added during install for quick access to TEAM.

TEAM Basic has been designed exclusively for use with the EMIT SmartLog X^3. Please contact EMIT or your local sales representative for a current list of compatible hardware. TEAM Basic is comprised of a windows data management collection program, MS Access database, and an email client (for use with an SMTP email server).

Recommendations

Windows ID
- Full Windows Adminstrator ID Priviledges Recommended.
- TEAM should always be run under the same Windows Id, as some Windows ID schemes create seperate file areas for each ID.
- The ID must be able to create/read/modify/delete ID.
- The ID must be able to create/read/modify/delete files in the (C:\Program Files\TEAM Basic) folder and all sub folders.

Virus and other Scanning and Update programs.
- If a Virus, Update or other scanning program needs to lock files in the C:\Program Files\TEAM Basic folder, TEAM should be shut down prior to the scan or update program.

Firewalls
- If you use the TEAM Network Status Monitor Feature or the Scheduled Backup feature firewalls should be configured to allow TEAM to create/read/modify/delete files in the chosen network folders.
- If you use Virtual Com Ports to communicate with Smartlog Testers over a local area network, firewalls should not prevent TEAM or the virtual com port software from sending and receiving data over the network.

Email ID
- If your company uses an integrated Windows/Network/Email login we recomend a specific ESD email ID be created for email sent from TEAM.
- To use the TEAM scheduled emial features, your Email server must be able to accept incomming SMTP email messages from TEAM

Backups
- Backups should always be made to a network storage or removable storage device.
- This is to ensure the TEAM system may restore on a new computer in the event of catastrophic failure of the primary TEAM Server.

Moving TEAM Software
- Please review the section titled 'Moving TEAM Software' and make this document available to your system administrators so they are prepared to restore the TEAM Software and Data in case your server fails or needs to be upgraded.

User Edit

The User Edit Tab is used to add, delete, edit and report on all users in the TEAM Basic Database.

The first task when setting up TEAM is to import a list of users.
- To import a user list from a file,
  - Select the User Edit tab.

  - Click the Import Users icon.
    The Import Users window will be displayed.
  - Select the default test requirements, department and shift for the users you are about to import.
    Note: Each user's test requirement may be modified individually after the import.
    Note: Department and shift are optional.
  - Select a file to import.
    The format for the import file is displayed in the center of the import window.
    After selecting the import file, the list us users will be displayed.
    Note: User information may be edited before importing.
    Note: One or more users may be excluded from import by checking the Do Not Import box.
  - Click Import.

Add User

Delete User

Import
User List

Undo Changes

Filter List

Sort List

Email List

Print List

Page Layout
Preferences

Save Changes
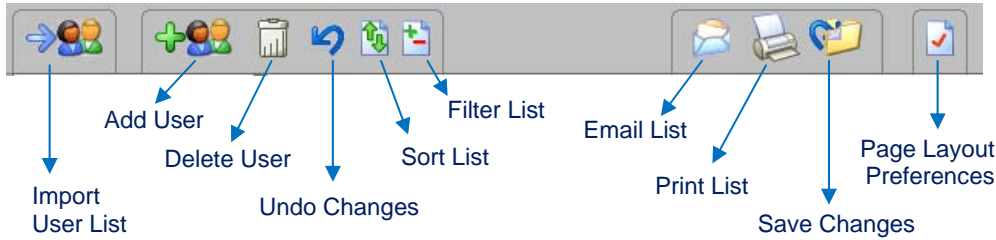
Add A User

You may also add users one at a time using the Add user function.

- Click the Add Users icon.
     The New ID window will be displayed.
- Enter the user's First and Last name. (Middle Initial is optional)
- Choose the user's test requirements and user type.

NOTE: The Wrist Strap or Footwear function only requires the user to test and pass on one of the desired tests. Two separate tests will need to be performed if the user is required on both. To test the wrist strap, the wrist strap must be connected to the tester. To test the footwear, the user must stand on the foot plate and remove any wrist strap connection to the tester.

- Click Save

Delete User(s)
- Check one or more users to delete.
- Click the Delete User icon.

Edit User(s)
- Check one or more users to change.
- Adjust the Foot, Wrist and or Retest Frequency then click the corresponding Apply icon.
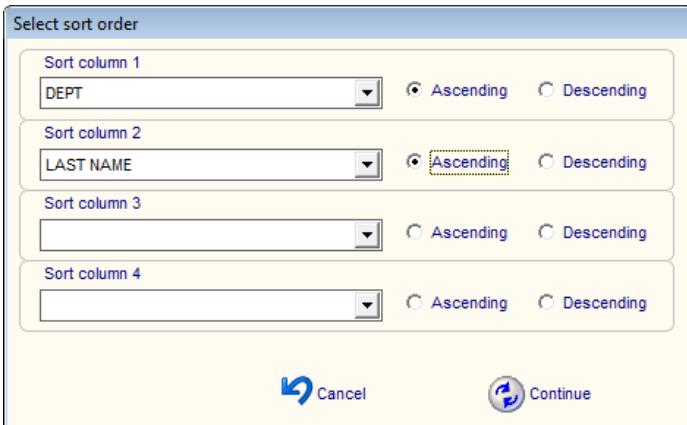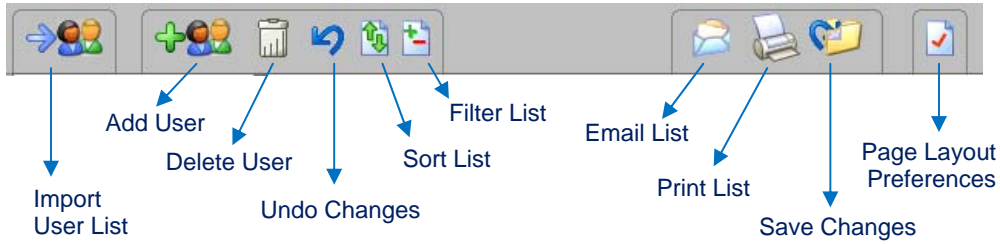- Click the Save Icon
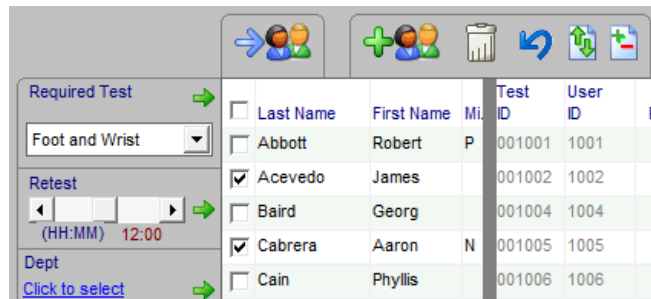
To change Dept, Shift, Note One, Note Two, Certification or Periodic Test, use the same procedure

Note: The Test Time Limit is a global setting and applies to all users.
The test time limit adjusts the amount of time a user is allowed to perform a set of tests.

Sort / Filter
The sort control allows the list to be sorted by up to 4 columns
 in ascending or descing order.

Import User List
Add User
Delete User
Undo Changes
Sort List
Filter List
Email List
Print List
Save Changes
Page Layout Preferences

Filter

The fitler Control allows the list to be limited by one or more column values.
To filter the list,

- Click the Fitler icon
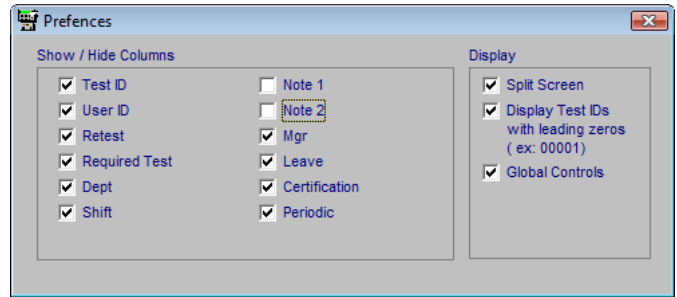- Select the Comuln to Filter
- Select the Values to include.

In this example, only users with specific Certification Expire Dates will be shown.
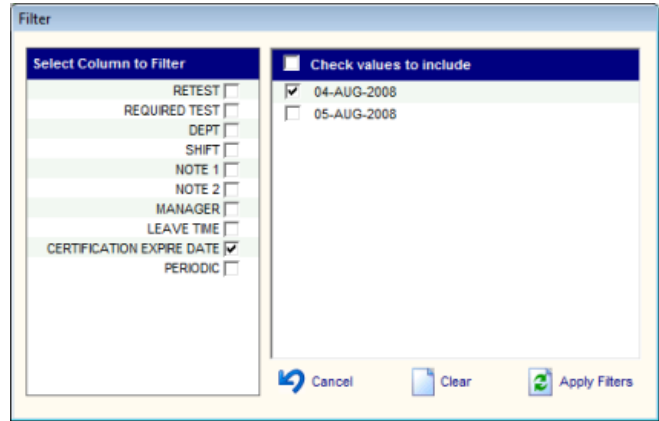
Preferences

To access the User Preferences Window,

- Click the preferences icon

Show / Hide Columns
In this example un-used to columns (Note 1 and Note 2) are not checked, so they will not be displayed on the user edit tab.

Split Screen
The Split screen option allows the list to be split into to vertical panes and each side to be scrolled left and right independantly.

Leading Zeros
This check box changes the way test IDs are displayed.
Example; The ID 123 may be displayed as 000123 or 123.

Global Controls
The control pane to the left of the user list may be toggeled on or off to allow more data viewing area.

User Status

This tab shows the ESD Testing status of all users.
All data may be displayed, printed and emailed or saved to a file.

To display the ESD testing status of all users,
- Select the User Status tab.
- Choose the date/time of status to be displayed, or check box to use current time.

- Click the Get user status Icon.
ESD Testing status for all users who were valid on the data/time selected will be displayed.
The User Status display shows the user's overall status at the date/time selected, as well as the individual tests that were performed to achieve the overall status.

To Show or Hide the individual test detail,
- Click one once on the user line or user the Show/Hide all icons
To save the User status Log to a File,

- Click the save icon
A series of windows will be displayed allowing columns to be included or excluded and the the report format
an location to be selected.
The Sort, Filter, Email, Print and Preferences controls operate like those on the User Edit tab.

Network User Status Monitor
To enable,
- Check the box titled 'Network User Status Monitor'
- Select the network location to which web page will be published

Test Log

The Test Log tab allows all test data from a date/time range to be displayed, printed, emailed or saved to a file.

To display the test data for a selected date/time range,

    - Select the date/time range of test data to be displayed, or check box to use current time.

    - Click the Retrieve test log icon.

    All test data for the selected date/time range will be displayed.
    The test log shows the date/time of each test, result, name/ID of the person performing the test,
    the type of test (Footware or Wrist), the test result (PASS, FAIL High, FAIL Low)
    and the test machine on which the test was performed.

The Sort, Filter, Email, Print and Preferences controls operate like those on the User Edit tab.

Attendance Log

The Attendance Log tab shows all users for a given month and indicates if the person tested on each day, did not test or was on leave time.

(T) a test was performed
(-) no test was performed.
(L) the user was on scheduled leave time.

The Email, Print, Save and Preferences controls operate like those on the Test Log tab.

E-Mail

The E-mail tab allows the Email server to be identified and one or more external email addresses to be defined. External email address are address for people not in the TEAM database.
Note: If email has successfully been setup, the words 'EMAILED ENABLED' will be displayed under the Email Server title.
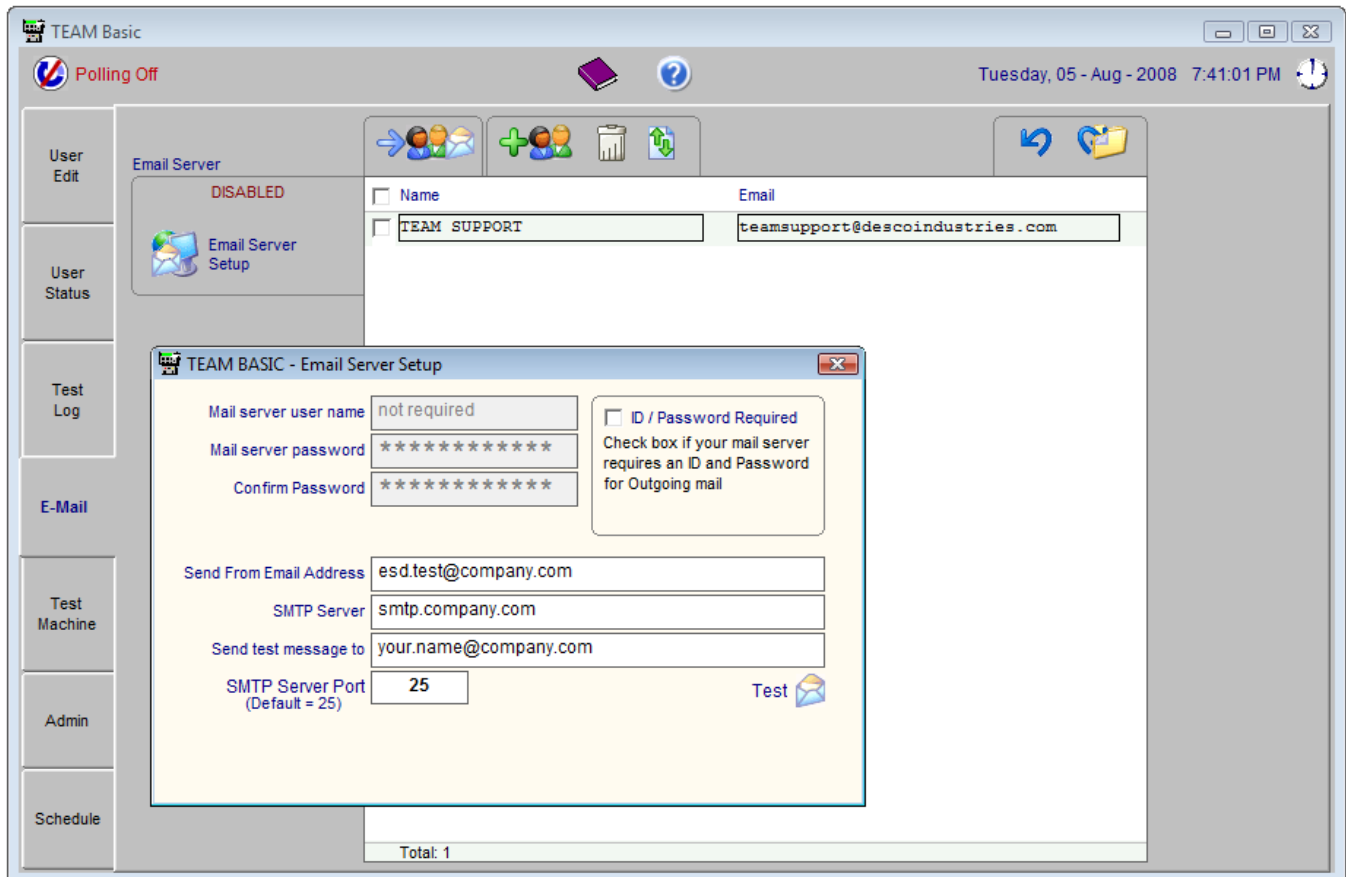
To Setup the Email server,

- Click the Setup or Change Email Server Settings icon.

The Email Settings and Test window will be displayed.
The following settings may be changed on this window:
    Mail server user name
    Mail server password
    Send From Email Address
    SMTP Server (address)
    SMTP server port
Your email server may require a user id and password. If it does, check the ID & Password required box.
Email server settings must be successfully tested before settings are saved.

To test Email Server settings,

- Enter all required settings then click the Send Test icon.
If all settings are correct you will receive a test email to the address you entered in the (Send test message to) field.
If an error is returned from you email server, a red FAIL icon will appear next to the send test icon.
If the test send is successful, all settings will automatically be saved.

Email Server Setup Trouble shooting
We recomend you create a new email ID from which TEAM will send all emails. Example (ESD.TEST@Company.com)

Here is a list of items to verify if you are unable to setup the TEAM / Email Server connection.

1) Administrator ID
    Verify the ID used to log into Windows has 'Administrator' Privileges.
    Here is a program that will show you the System / User Role.
    http://www.cscsoftware.net/TEAM_System_Check_5.00.03_Install.EXE

2) Ping
    Verify the Email server is reachable.
    - Go to Windows Start Menu - Run
    - In the Run command box type the word 'ping' followed by a space and your email server name.
    If there is no reply from the email server please contact your email administrator or network administrator to resolve the problem.

3) SMTP Server Port
    Verify your email server is configured to accept incoming email on Port 25.

4) ID and Password
    Some email server must be logged into before and email may be sent.
    Ask your email administrator if your email server requires an ID and password.
    If it does, check the 'ID / Passord' box on the server setup window and enter the ID and password.

    If your server does not require an ID and Password, un-check this box.

5) Firewall and Virus Programs
    Verify your Firewall and Virus programs are not preventing TEAM from sending emails.

6) Server Configuration
    Your email server must be configured to accept SMTP email messages.
    Ask your Email administrator to verify this.
    Each account on an Email Server can be configured separately.
    One of the settings is whether an ID and Password are required when sending email.

7) Server Connections
    Please ask your Email Administrator what type of connection(s) your email server accepts?'
    If the Email server only accepts secure connections (TLS or SSL) TEAM Basic will not be able to connect.
    Your email administrator can tell you what type of connections are allowed on your server.

    Another way to determine the type of connection is by the email port.
    POP3 - port 110
    IMAP - port 143
    SMTP - port 25
    HTTP - port 80
    Secure SMTP (SSMTP) - port 465
    Secure IMAP (IMAP4-SSL) - port 585
    IMAP4 over SSL (IMAPS) - port 993
    Secure POP3 (SSL-POP) - port 995

Test Machines

This tab allows the following functions to be performed:
    View and change datalogger network ID, test ID and com port settings
    View the current network status for each datalogger
    View and change the datalogger display language

Note: The network status list is only displayed while Polling is on.

To toggle Polling On and OFF, click the Polling icon shown at the top left of the main program window.

Datalogger Network ID Start/End sets the range of data logger network ids that the program will search for and collect data from.

Max Com Port / Wait (sec) sets the com port numbers that will be searched for data loggers and the number of seconds the program will wait for a response from the data logger.
If you are using a virtual com port device, you may need to lengthen then wait seconds due to slow network response time.

ID Start Position / Length sets the portion of the test ID that will be read by the data logger.
If you are using a Proximity datalogger, change these settings to: Start = 4 and Length = 5

Door Relay On Time (seconds) set the amount of time the datalogger will close the door relay after a successful test has been performed.

Note: Changes to these settings are automatically saved and applied to all dataloggers that are currently online.

The Display Language controls, allow the text displayed on the datalogger to be changed.
You may select display values by Language or create custom verbiage.

Administration

This tab allows the following functions to be performed:
- Backup or Restore a Database   Change Program Display Language
- Check Program Version   Change License Key
- Contact Program Vendor   Purge Tests from Database
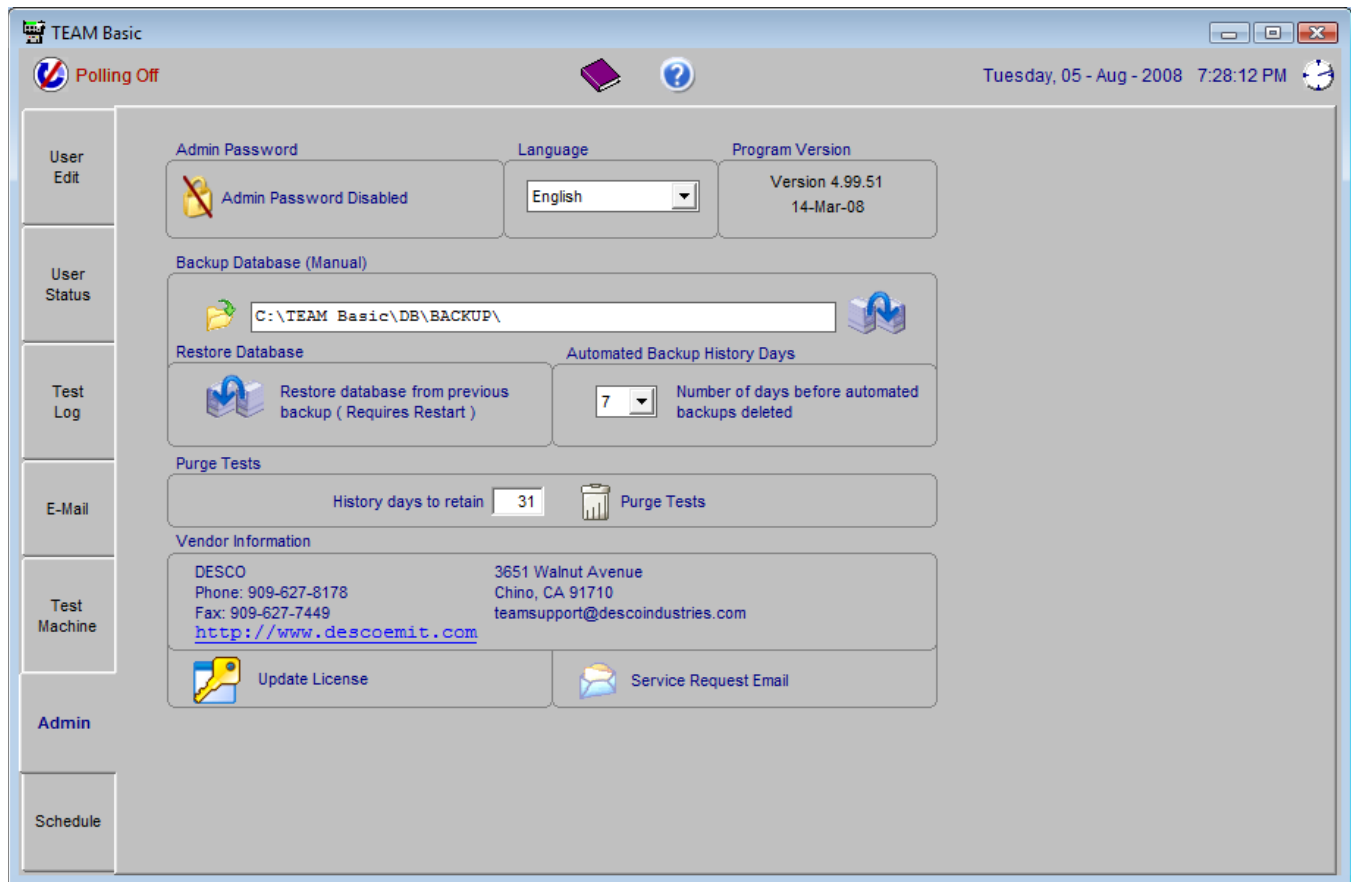
To Manully Backup database,
- Select a backup location by clicking on the Select backup location icon.

    IMPORTANT: Backups should be performed over a network to another PC or to a Remvable Storage Media.

    This will ensure data is saved even if there is a complete failure of the PC running TEAM.

- Click the Backup icon

Purge Tests

    The Purge Test controls allow the database size to maintained at a resonale level.

    More than 100,000 tests will degrade system performance.

    It is reccomended to periodically delete older tests to maintain optimim system performance.

    IMPORTANT: Prior to purging test, perform a manual backup and save for archiving and audting purposes.

Scheduler

This tab allows the scheduling of Automated Email Reports and Automated Backups.

Note: Prior to scheduling report delivery, add one or more email recipients to the email list using the Email Tab or designate one or more users as "Managers" on the User Edit tab.

The scheduler allows up to nine separate report schedules.
Each report schedule defines the time of day, and day of week the User Status Report is sent to a selected list of email addresses.
- Select Report Schedule one to nine
- Select the time of day and one or more weekdays
- Select one or more email recipients
- Click the Save Changes icon

To schedule automated database backups,
The scheduler allows up to nine separate backup schedules.
Each backup schedule defines the time of day, day of week and the location of the backup.

- Select Backup Schedule one to nine
- Select the time of day and one or more weekdays
- Select the location of backup

Note: The backup location should be a networked drive on a different computer than the computer on which TEAM Basic is running
If your company does not have a network on which network drives are defined, the next best location is a physically separate hard disk drive on the TEAM Basic computer.

- Click the Save Changes icon

Moving TEAM Software

This is the procedure recommended for moving the TEAM Basic software and Database to a new computer.

Procedure:

- Backup Old System
- Install Software on New System
- Restore Database and Preferences on New System

Backup Old System

If your old system is non-functional then locate the most recent automated backup.
The Backup is comprised of two files:

yyyy-mm-dd__hh.mm.ss ap_team_basic.database.bak
yyyy-mm-dd__hh.mm.ss ap_team_basic.registry.bak

Where yyyy-mm-dd__hh.mm.ss ap = the date and time the backup was performed.

Perform a manual backup.

- Select the Admn tab.
- Click the backup icon

Copy the backup files to the new computer or to a shared network folder accessible by the new computer.

Install Software on New System

- Follow installation procedure on page 2 of this document
- Remove the license dongle from the old computer and install it on the new computer.

Restore Database and Preferences on New System

Go to the Admin tab and click the "Restore" icon.
A window will be displayed that will allow you to choose the location of each of the backup files.
After selecting both backup files, click "Restore"

Contact and Warranty

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LIMITED WARRANTY

EMIT expressly warrants that for a period of five (5) years from the date of purchase, Desco TEAM Basic Software will be free of defects in material (parts) and workmanship (labor). Within the warranty period, a credit for purchase of replacement EMIT products, or, at EMIT's option, the product will be repaired or replaced free of charge. If product credit is issued, the amount will be calculated by multiplying the unused portion of the expected five year life times the original unit purchase price. Call our Customer Service Department at 909-664-9980 for a Return Material Authorization (RMA) and proper shipping instructions and address. Please include a copy of your original packing slip, invoice, or other proof of date of purchase. Any unit under warranty should be shipped prepaid to the EMIT factory. Warranty replacements will take approximately two weeks.

If your unit is out of warranty, EMIT will quote repair charges necessary to bring your unit up to EMIT factory standards. Call Customer Service at 909-664-9980 for proper shipping instructions and address. Ship your unit freight prepaid.

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