

EMIT

SmartLog X³™

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 X³ 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 X³ devices

PACKAGING

The SmartLog X³ 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:

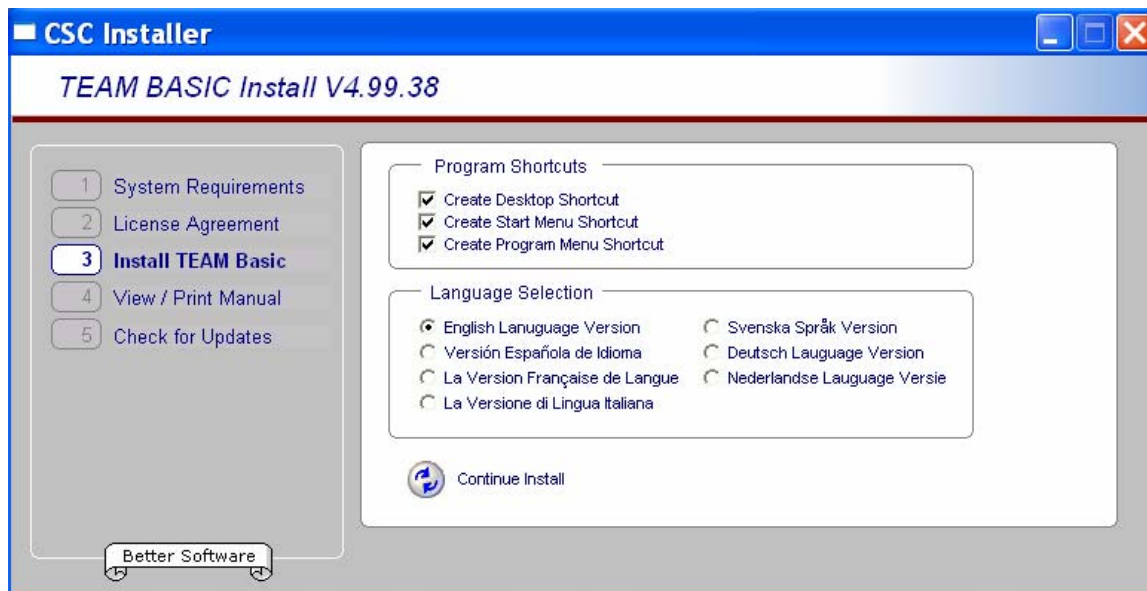
- System Requirements
- License Agreement
- Install TEAM Basic
- View / Print Manual
- Check for Update

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 X³. 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 Administrator 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

Last Name	First Name	Mi.	Test ID	User ID	Retest	Required Test	Dept	Shift	Mgr.	Leave	Certification Expire Date	Periodic
Abbott	Robert	P	001001	1001	08:00	Not required	200		Y			Y
Acevedo	James		001002	1002	08:00	Wrist Only	300		Y			
Baird	Georg		001004	1004	08:00	Foot and Wrist	200		Y			
Cabrera	Aaron	N	001005	1005	08:00	Foot or Wrist	300		Y			
Cain	Phyllis		001006	1006	08:00	Foot or Wrist	100		Y			
Dal	Heidi		001007	1007	08:00	Foot or Wrist	200					
Dalton	Bryan		001008	1008	08:00	Foot or Wrist	300					
Eaton	Michel	M	001009	1009	08:00	Foot or Wrist	100					
Edwards	Carlos		001010	1010	08:00	Foot or Wrist	200					
Farley	Marion		001011	1011	08:00	Foot or Wrist	300					Y
Farmer	Pedro	L	001012	1012	08:00	Foot or Wrist	100					
Gaines	Monica		001013	1013	08:00	Foot or Wrist	200					
Gallagher	Crystal		001014	1014	08:00	Foot or Wrist	300					
Hahn	Leo		001015	1015	08:00	Foot or Wrist	100				05-AUG-2008	
Hale	Josephin		001016	1016	08:00	Foot or Wrist	200				04-AUG-2008	
Ingram	Ida		001017	1017	08:00	Foot or Wrist	300					
Irwin	Mitchell	K	001018	1018	08:00	Foot or Wrist	100					
Jackson	Kent		001019	1019	08:00	Foot or Wrist	200					
Total: 50												

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.

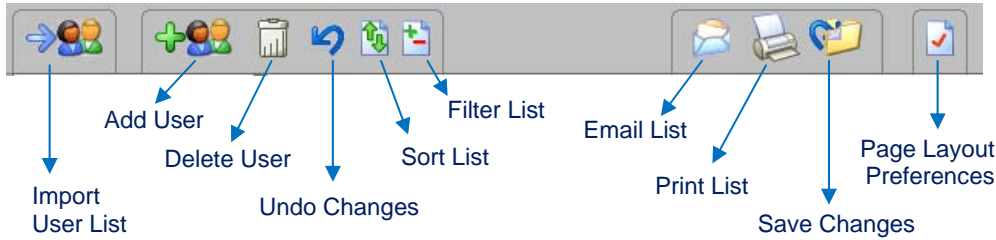
The format for the import file is displayed in the center of the import window.

After selecting the import file, the list of 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 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.

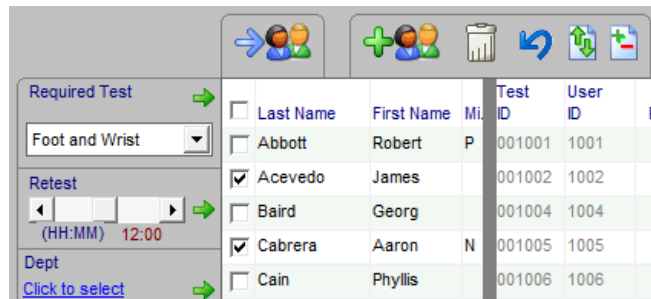
- Click Save

Delete User(s)

- Check one or more users to delete.
- Click the Delete User

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

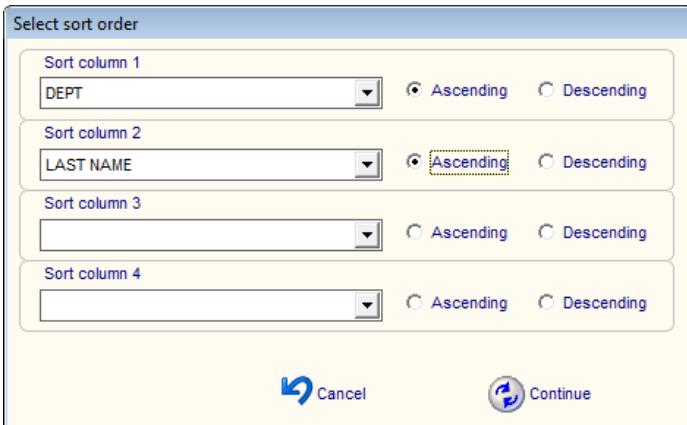


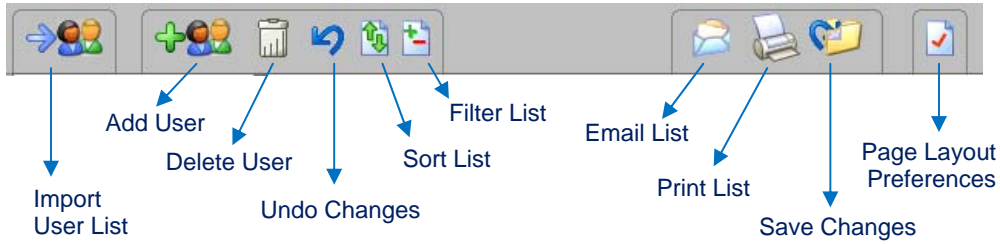
To change Dept, Shift, Note One, Note Two, Certification or Periodic Test, use the same procedure

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.






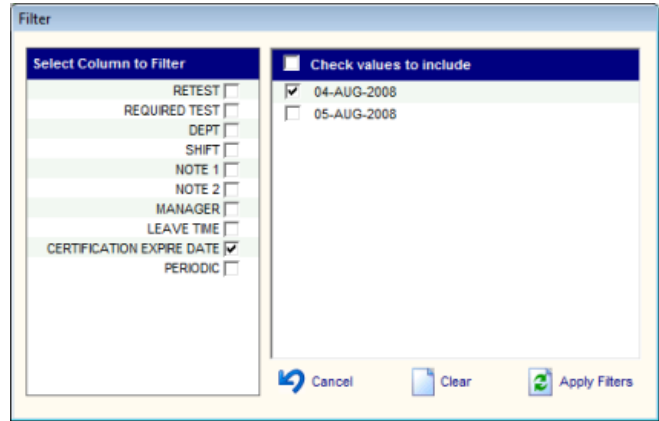
Filter

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

To filter the list,


- Click the Filter icon 
- Select the Column to Filter
- Select the Values to include.

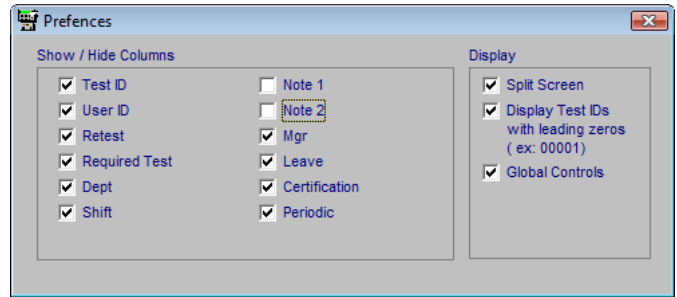
In this example, only users with specific Certification Expire Dates will be shown.



Preferences

To access the User Preferences Window,

- Click the preferences icon 



Show / Hide Columns

In this example un-used 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 two vertical panes and each side to be scrolled left and right independently.

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 toggled 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.

Name	Status	Test Details	User ID	Test ID	Dept
Abbott, Robert P	NOT REQUIRED	LAST TEST --	1001	001001	200
Acevedo, James	NOT TESTED	LAST TEST 05-AUG-2008 07:36 AM	1002	001002	300
Baird, Georg	NOT TESTED	NO TESTS	1004	001004	200
Cabrera, Aaron N	NOT TESTED	NO TESTS	1005	001005	300
Cain, Phyllis	NOT TESTED	LAST TEST 05-AUG-2008 07:34 AM	1006	001006	100
Dal, Heidi	NOT TESTED	NO TESTS	1007	001007	200
Dalton, Bryan	NOT TESTED	LAST TEST 05-AUG-2008 07:33 AM	1008	001008	300
Eaton, Michel M	NOT TESTED	NO TESTS	1009	001009	100
Edwards, Carlos	NOT TESTED	LAST TEST 05-AUG-2008 07:32 AM	1010	001010	200
Farley, Marion	PERIODIC	LAST TEST --	1011	001011	300
Farmer, Pedro L	NOT TESTED	LAST TEST 05-AUG-2008 07:31 AM	1012	001012	100
Gaines, Monica	NOT TESTED	NO TESTS	1013	001013	200
Gallagher, Crystal	NOT TESTED	LAST TEST 05-AUG-2008 07:30 AM	1014	001014	300
Hahn, Leo	NOT TESTED	NO TESTS	1015	001015	100
Hale, Josephin	NOT TESTED	LAST TEST 05-AUG-2008 07:29 AM	1016	001016	200
Ingram, Ida	NOT TESTED	NO TESTS	1017	001017	300
Jervis, Michael K	NOT TESTED	LAST TEST 05-AUG-2008 07:28 AM	1018	001018	100
Total: 50 Pass 0 (0%) - Fail 0 (0%) - Not Tested 50 (100%)					


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.

Name	Test ID	User ID	Test Date	Type	Result	Analog	Machine
Kaufman, Velma	01022	1022	05-AUG-2008 12:00 AM	FOOT	FAIL L	NA	01
Kaufman, Velma	01022	1022	05-AUG-2008 12:00 AM	FOOT	FAIL H	NA	01
Zimmerman, Jayn	01050	1050	05-AUG-2008 07:12 AM	WRIST	PASS	NA	01
Zimmerman, Jayn	01050	1050	05-AUG-2008 07:12 AM	FOOT	PASS	NA	01
Zimmerman, Jayn	01050	1050	05-AUG-2008 07:12 AM	FOOT	PASS	NA	01
Young, Tamra	01048	1048	05-AUG-2008 07:13 AM	WRIST	PASS	NA	00
Young, Tamra	01048	1048	05-AUG-2008 07:13 AM	FOOT	PASS	NA	00
Young, Tamra	01048	1048	05-AUG-2008 07:13 AM	FOOT	PASS	NA	00
Yates, Mollie	01046	1046	05-AUG-2008 07:14 AM	WRIST	PASS	NA	01
Yates, Mollie	01046	1046	05-AUG-2008 07:14 AM	FOOT	PASS	NA	01
Yates, Mollie	01046	1046	05-AUG-2008 07:14 AM	FOOT	PASS	NA	01
Wagner, Conrad	01044	1044	05-AUG-2008 07:15 AM	WRIST	PASS	NA	00
Wagner, Conrad	01044	1044	05-AUG-2008 07:15 AM	FOOT	PASS	NA	00
Wagner, Conrad	01044	1044	05-AUG-2008 07:15 AM	FOOT	PASS	NA	00
Valencia, Omar	01042	1042	05-AUG-2008 07:16 AM	WRIST	PASS	NA	01
Valencia, Omar	01042	1042	05-AUG-2008 07:16 AM	FOOT	PASS	NA	01
Valencia, Omar	01042	1042	05-AUG-2008 07:16 AM	FOOT	PASS	NA	01
Underwood, Marty	01040	1040	05-AUG-2008 07:17 AM	WRIST	PASS	NA	00
Underwood, Marty	01040	1040	05-AUG-2008 07:17 AM	FOOT	PASS	NA	00
Underwood, Marty	01040	1040	05-AUG-2008 07:17 AM	FOOT	PASS	NA	00
Talley, Rudolph C	01038	1038	05-AUG-2008 07:18 AM	FOOT	FAIL L	NA	01
Talley, Rudolph C	01038	1038	05-AUG-2008 07:18 AM	FOOT	FAIL H	NA	01
Salas, Nichol	01036	1036	05-AUG-2008 07:19 AM	WRIST	PASS	NA	00
Total: 67							

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.

Report Name: Attendance - Aug - 2008
 Report Date: 05-AUG-2008 07:22 PM
 (T) Tested, (L) Leave Time, (.) No Tests Performed

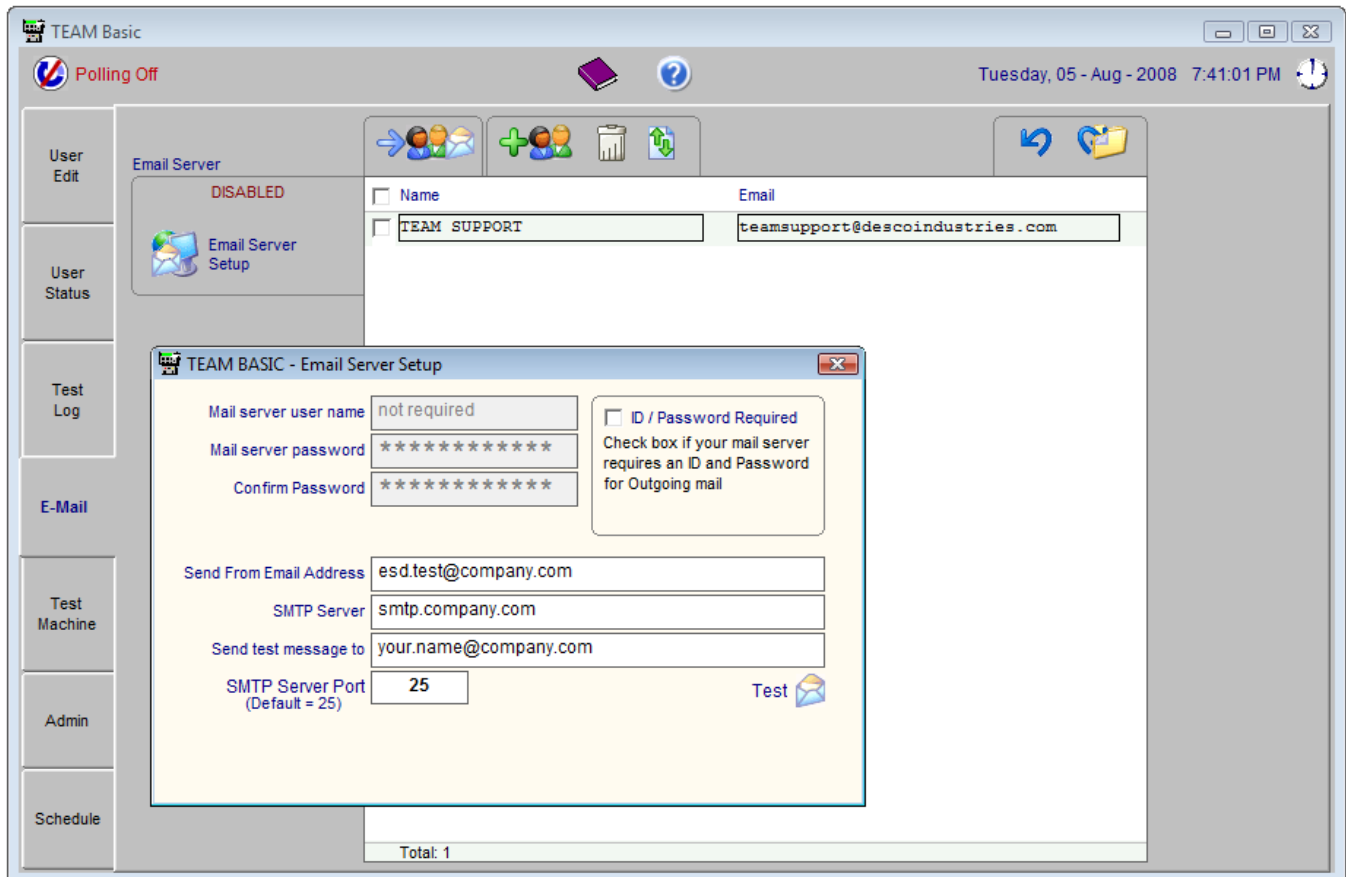
Name	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Abbott, Robert P	
Acevedo, James	T	.	.	T	T	
Baird, Georg	
Cabrera, Aaron N	L	L	L	L	L	L	L	
Cain, Phyllis	T	.	.	T	T	
Dal, Heidi	
Dalton, Bryan	T	.	.	T	T	
Eaton, Michel M	
Edwards, Carlos	T	.	.	T	T	L	L	L	L	L	L	L	L	
Farley, Marion	
Farmer, Pedro L	T	.	.	T	T	
Gaines, Monica	
Gallagher, Crystal	T	.	.	T	T	
Hahn, Leo	L	L	L	L	L	.	L	L	L	
Hale, Josephin	T	.	.	T	T	
Ingram, Ida	
Irwin, Mitchell K	T	.	.	T	T	
Jackson, Kent	
Jacobs, Becky J	T	.	.	T	T	L	L	L	L	L	L	L	
Kan, Wallac I	

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 recommend 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 / Password' 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

The screenshot shows the TEAM Basic software interface. The title bar indicates 'Polling On' and the date/time is 'Tuesday, 05 - Aug - 2008 7:27:13 PM'. The interface is divided into several sections:

- Network Settings:** Includes fields for Network ID Start/End (00, 00), Max Com Port / Wait (sec) (1, 1.50), and Baud Rate (9600).
- Test Machine Settings:** Includes fields for ID Start Position / Length (01, 06), a checkbox for 'Display Test IDs with leading zeros (ex: 00001)', Door Relay On Time (seconds) (20), Test Time Limit (minutes) (30), a dropdown for 'Default Test' (003 Access Denied (log)), and checkboxes for 'Deny Access when User Certification Expired' and 'Verify ID Scans'.
- Network Status:** A table showing the status of test machines.

ID	Status	Port	Machine Type
00	ONLINE	COM1	SMARTLOGpgy X3

 Below the table, it says 'Total Online = 1'.
- Display Language:** A dropdown menu set to 'DEFAULT'.
- System Messages:** A table showing system messages and their display values.

Topic	Title	Display Value
System Messages	MEMORY IS FULL	MEMORY IS FULL
	INVALID READ	INVALID READ
	INVALID BADGE	INVALID BADGE
- User Prompts:** A table showing user prompts and their display values.

Topic	Title	Display Value
User Prompts	SWIPE CARD FIRST	SWIPE CARD FIRST
	ENTER PIN FIRST	ENTER PIN FIRST
	ENTER PIN	ENTER PIN
	WRIST STRAP TEST	WRIST STRAP TEST
	FOOTWEAR TEST	FOOTWEAR TEST
	CONDUCT TEST	CONDUCT TEST
	NO TEST REQUIRED	NO TEST REQUIRED
- User Messages:** A table showing user messages and their display values.

Topic	Title	Display Value
User Messages	ACCESS DENIED	ACCESS DENIED
	PASS SAFE	PASS SAFE
	FAIL HIGH	FAIL HIGH
	FAIL LOW	FAIL LOW
	TIMED OUT	TIMED OUT
- Last Status Code:** A table showing last status codes and their display values.

Topic	Title	Display Value
Last Status Code	ACCESS DENIED	AD
	PASS SAFE	OK
	FAIL HIGH	H
	FAIL LOW	L

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.

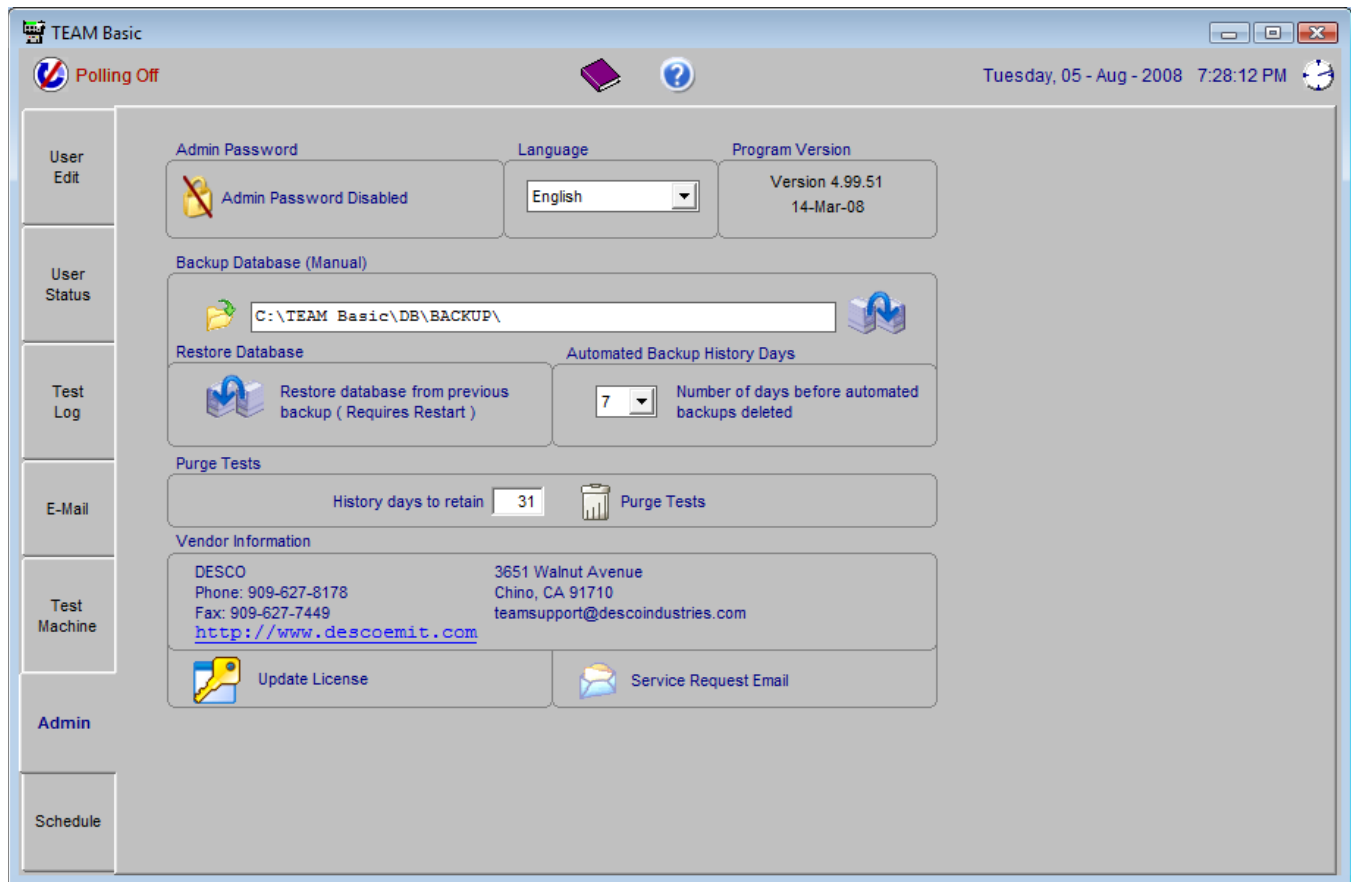
The Display Language controls, allow the text displayed on the datalogger to be changed.

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.

The screenshot shows the TEAM Basic Scheduler interface. The window title is "TEAM Basic" and the status bar shows "Polling Off", "Tuesday, 05 - Aug - 2008 7:37:34 PM". The interface is divided into several sections:

- Automated Reports:**
 - Schedule: Report 1
 - Select time of day: 09:00 AM
 - Select day of week: Mon, Tue, Wed, Thu, Fri (checked); Sat, Sun (unchecked)
 - Email Format: HTML & Text Attachment
 - Report Filter and Report Sort Order icons are present.
 - Send to Dept Manager(s): Dept, 100, 200, 300 (all checked). Selected Dept: 0
 - Select Email Recipients: Name, Email. Recipient: TEAM SUPPORT, teamsupport@descoindustries.c. Selected Addresses: 0
- Database Backup:**
 - Schedule: Backup 1
 - Select time of day: 01:00 AM
 - Select day of week: Mon, Tue, Wed, Thu, Fri (checked); Sat, Sun (unchecked)
 - Select backup location: F:\ESD_NSM

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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