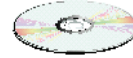


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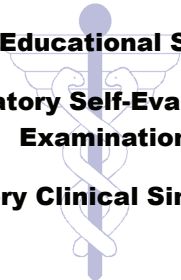
Installation Guide & User Manual

For:

Medical Educational Software

**Respiratory Self-Evaluation
Examinations**

Respiratory Clinical Simulations



2008

Dear Valued Customer;

Thank you for purchasing software programs from C & S Solutions. We hope you have many enjoyable hours of learning from your new programs.

Our Value Commitment To You

C & S Solutions recognizes that our customers are our most valuable asset. C & S Solutions also recognizes that in order to remain competitive in today's market place you must be given the most aggressive pricing possible. Therefore, we keep our operations efficient by doing everything in-house, from programming to shipping. We offer site and network license programs that lead the category in pricing.

We now serve more than 5,000 customers worldwide. We stay viable through volume and repeat sales. We are making very positive strides to assist you in your educational needs.

As we move forward, you will continue to see quality educational software programs, a more extensive product offering, and pricing at the most competitive levels in the industry.

Above all, we value and appreciate your business.

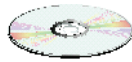
The entire staff at C&S Solutions would like to thank you for your business, and wish you good luck in all your endeavors.

C & S Solutions

Dedicated to Quality Educational Software Programs.

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Section 1: Installation, Registration, & Folder Privileges

Installing C & S Solutions software programs is fast and easy – it's just a matter of inserting the software CD and running setup.

I. Local Hard Drive Installation

If you have autorun enabled, the installation screen will appear when you insert the software CD. Simply follow the onscreen instructions for fast and easy installation of the programs.

If autorun is not enabled, or the installation screen does not appear when you insert the software CD, follow the instructions below.

1. Insert the software CD into the CD-ROM drive.
2. Choose Run from the Windows Start menu.
3. Type d:\setup.exe (where d is the CD-ROM drive letter).
4. Choose OK.
5. Follow the instructions that appear onscreen.

II. Network Installation

If you prefer not to install the programs to each local workstation's hard drive but have the programs run from one central location, simply follow the instructions below.

1. If you have multiple CDs to install, please install all files from each CD in one central location. For example, if you have 2 CDs to install and you are installing to the z drive in a folder named solution, install the files from both CDs to this one location.
2. Insert the C & S Solutions CD in the CD-ROM drive and run setup.exe from the CD. Change the destination drive to the server drive and choose a folder of your choice. It is advisable to keep all folder names as short file names (8 characters or less) and with no unusual characters.
3. Once all files have been installed, locate the drive and directory where you have installed the programs and change each *.exe and *.sbk file property to Read-only and remove the Archive attribute. It is absolutely mandatory that this step be completed with each *.exe and *.sbk file, otherwise multiple users will not be able to open the same file at one time.

4. On some server systems, it may also be necessary to copy the file TB85NET.EXE (located in the drive and directory where the software programs have been installed) to each Windows' workstation in order for multiple users to access the same file at the same time.
5. Create program groups and shortcut icons on each workstation in which the path is the actual path where the programs reside on the server. It may be easier to simply run the CD on each workstation and let the installation process create the program groups and shortcut icons. During installation, change the destination drive and directory to the server drive and directory where the programs have been installed.

III. Product Registration

In order to continue using the programs past the 30 days from the shipping date, the programs must be registered. Program registration must be done for each CD you have received. To successfully register the programs, please follow the instructions below.

1. To run the Product Registration program, you must be logged in as Administrator with full rights and privileges. If you run the Product Registration program without full rights, you will not be able to successfully register the programs.
2. Insert the C & S Solutions CD into the CD-ROM drive. If the installation process starts, simply click Cancel and exit out of the Installation process.
3. Run the Product Registration program (regit.exe - located in the drive and directory where the programs have been installed). Type the CD Serial Number of the CD in the appropriate text field. Then type the Product Registration Number for that CD in the appropriate text field provided. If you have not yet obtained the Product Registration Number, please call 1-800-960-1618, or email register@cssolutions.biz requesting the Product Registration Number. Product Registration Numbers are issued only after payment has been received. Once the appropriate information has been entered, click Continue.
4. If you receive the message "Registration Successful", the programs for that CD are registered. If you receive the message "System Error - cannot load Serial Code", the programs have not been successfully registered because the Product Registration

program was not able to create a folder on the same drive as that which the programs have been installed. This usually occurs if you are not logged in as Administrator with full rights and privileges.

5. During the registration process, the Product Registration program copies a file from the CD and places it into the same drive and directory in which the programs reside. The Product Registration program also creates a folder named Drivers (on the same drive that the programs have been installed) and places a file into the Drivers folder. For example, if you have installed the programs to z:\apps\solution\, the Product Registration program creates the Drivers folder on the z drive (z:\Drivers) and places a file within the created Drivers folder.

6. If you have installed the programs to one central location on the server drive, the Product Registration process does not need to be repeated. If you have installed the programs to a local hard drive or to several local workstations, the Product Registration process needs to be repeated for each computer that is running the programs.

IV. Folder Privileges

In order for the programs to run correctly, specific user privileges must be set.

1. In order for the programs to recognize that they are registered, user privilege must be enabled to Read the Drivers folder and its file that was created during the registration process. If the Read property is not enabled for the Drivers folder and its file, the programs will continue to ask for registration each time they are run.
2. The primary folder where the programs are installed (e.g., z:\apps\solution\) must be set to Read, Write, and Shareable.
3. Specific to the Respiratory software programs: before the subfolders have been created, the primary folder needs all privileges. After the subfolders have been created, they must be set to Read, Write, Create, Edit, and Delete and then the primary folder privileges can be set to Read, Write, and Shareable. The subfolders are the location where the Respiratory database files are stored when they are created. The subfolders include LOGSRESP and DATAINFO. Under DATAINFO, two additional subfolders are

created named TEMP and USER. These subfolders are created when either the Respiratory programs or the Respiratory Administrator are run for the first time. If these subfolders have not yet been created, you may manually create them under the primary folder and then set the student privileges. On a Novell network, you must name the subfolders in capitalized letters.

Example:

z:\apps\solution\LOGSRESP-LOGSRESP must have all privileges
z:\apps\solution\DATAINFO-DATAINFO must have all privileges
z:\apps\solution\DATAINFO\TEMP
z:\apps\solution\DATAINFO\USER

Section 2: Frequently Asked Questions

This section includes a list of the most commonly asked questions regarding our software programs. If questions you have are not answered in this section, please call, write, FAX or email us and we will gladly assist you.

Q: When I enter the program, my computer locks up.

A: Does your hardware meet requirements? See Section 6 of User's Manual: System Requirements.

Q: I can't run the program. It's asking for a Product Registration Number.

A: Once payment has been received, a Product Registration Number is issued. Please ensure that the Product Registration Number has been installed correctly (see Section I: Product Registration).

Q: My CD drive won't read the C&S Solutions CD.

A: Most CD technical difficulties are related to outdated device drivers.

Please contact the manufacturer of your CD drive to confirm you are using current drivers. There is a known issue with Compaq computer CD drives not being able to read CD-R discs created on other computers, which is C&S Solutions media type. If this is the case, insert the C&S Solutions CD on a different type of computer and try to run it. If it still won't run, it may be a defective CD, which will be replaced at no charge.

- Q: I'm trying to print my score report, but it's not printing to the right printer.**
- A: Each program has been coded to accept the default printer. To change the default printer in order to print to a desired printer, from the *Start* menu, click on Settings, then Printers, then right-click on the printer you wish to set as the default printer, then choose Set as Default.
- Q: Some images and graphics in the programs are not clear and appear jagged.**
- A: A color monitor that supports at least a 256 color resolution is recommended. For optimal performance, 16 bit High Color is preferred.
- Q: The animations in the program are running really slow. How can I speed them up?**
- A: The animations are set to the Windows millisecond timer and cannot be set to run faster or slower. A Pentium grade computer is preferred for smooth and even movement of the animations.
- Q: I have installed the programs on a network, but only one user can open the program at a time. How do I fix it so multiple users from different workstations can open and use the program at the same time?**
- A: For file protection and multiple user access to work across a network, the shared network folder's attributes where the programs are located must be set to READ-WRITE-SHAREABLE and all *.exe and *.sbk files must be set to Read and the Archive attribute removed.

If a program stored on a network is a read-only file, and it is opened:

1. Multiple users can open the program.
2. Other applications can open the program and access information.

If a program stored on a network is not Read-only and/or the Archive property is enabled, and it is opened:

1. No other user can open the program.
2. No other application can modify or access the program.

To enable multiple user access across a network, please ensure that:

1. The shared folder's attributes is set to READ-WRITE-SHAREABLE (see Section 1).
2. The program's file attribute is set to Read and the Archive property is removed. This may be done by locating the file on the network drive, right-clicking on the file name, choosing Properties, then selecting Read and unselecting other attributes. Click Apply, and then OK.

Please Note: On some servers, it may be also necessary to copy the file TB85NET.EXE (located in the drive and directory where the programs have been installed) to each workstation's Windows directory.

Q: The Respiratory Administrator is not working correctly.

A: If the Respiratory Administrator is not working correctly, the shared network folder where it resides does not have the correct folder attributes set or the correct sharing features enabled. Because the Respiratory Administrator creates subfolders and creates, edits, and deletes files in the subfolders, user permissions for the subfolders need to be set as read, write, create, edit, and delete (see Section 1: Folder Privileges).

Section 3: Medical Educational Software

C&S Solutions Medical Educational Software is fast and easy to use. Intuitive menus and a familiar Windows-based user interface make these programs the easiest to use applications for content learning and review.

The programs may be run from a user's hard drive, or a network drive.

When entering the program, a user is immediately asked for name and ID. This data must be entered and cannot be by-passed. Name and ID are necessary for printing score report information.

After entering name and ID, the user is presented with the entry screen. Simply click on the right arrow located at the bottom right of the screen to continue.

The Main Menu contains a listing of all sections of the program. Clicking on the desired topic will take the user to that particular section for learning and review.

Each program contains a comprehensive review quiz that incorporates a test bank of questions gathered from all sections of the program. The questions presented are randomized so that no two users receive the exact same quiz. Feedback is given for correct choices, as well as incorrect choices. After finishing the quiz, the user is presented with a printable score report.

While viewing the score report, the user will have the opportunity to generate an encrypted log file for his/her instructor that contains the score report along with the questions and correct/incorrect answers chosen by the user. The user will need a floppy disk to use this feature.

To decrypt the log file from the floppy disk so that it is readable, simply follow the instructions below.

1. To start the Log Decryption application, insert the floppy disk the user has given you in the floppy drive.
2. Choose Run from the Windows Start menu.
3. Type a:\decrypt.exe.
4. Choose OK.
5. In the Log Decryption dialog box that appears, click Decrypt A Log File.
6. For Encrypted File Name, click the ellipsis (...) button to locate and select the file from the floppy disk. The encrypted file extension is designated as .log.
7. For Decrypted File Name, enter the file name and location of the decrypted (text) version of the log file, or click the ellipsis (...) button to specify a location and file name. You may specify the decrypted log file to be created on the floppy drive or on the drive and directory of your choice. Please ensure that you designate the extension.txt for the decrypted log file.
8. Enter the password logfile in the Password field, then click Decrypt Now.

The log file is decrypted and stored as a new file with the name and location you specified. To decrypt additional files, repeat Steps 1 through 8.

An example of completing the above steps would be:

Encrypted File Name = a:\mes-01.log

Decrypted File Name = a:\mes-01.txt

Password = logfile

The file a:\mes-01.txt is now in a readable format for you to view and/or print.

Please Note: You may choose any three digit extension for the decrypted log file, but keep in mind that any extension other than "txt" or "doc" will not be associated with a text editor. If you choose an unknown three digit extension, Windows will prompt you for an associated program to open the log file. If this is the case, choose Windows Notepad or WordPad as the program to open and view the log files.

After decrypting the log file, exit the Decrypt Utility Program. To view the log file that you have decrypted, simply locate in Windows Explorer the appropriate drive and directory where you chose to put the decrypted log file. Double-click on the log file you wish to view. A note of caution: once the log file has been decrypted, it will be available for anyone to read. If you do not want unauthorized access, simply delete the decrypted log file when you have no further use for it.

Section 4: Respiratory Self-Evaluation Examinations & Respiratory Clinical Simulations

C&S Solutions Respiratory Self-Evaluation Software Programs provide an excellent resource for practice and review in preparing for the actual credentialing examinations. The Self-Evaluation Software Programs allow you to track, respond to, and evaluate your students' readiness for passing the actual credentialing examinations. There's no easier way to document competency than with these state-of-the-art, user-friendly software programs.

Each Self-Evaluation Software Program provides the following features:

INTRODUCTION PAGE: Each program starts with an introduction page that contains information specific to the program. After reading the information, the user may click on the right arrow located at the bottom right of the screen to continue. If you have chosen to password protect the program (please see the *Respiratory Administrator* presented later in this section for more information about password protecting the programs), the program will now ask for the password that you have set. The user gets three attempts at entering the correct password before the program will terminate. If the password is correct, or if you have not set a password, the program will now ask for the user's name and ID (this step cannot be by-passed) or if you have set the program to respond to Login Names and Login

Passwords, the program will ask for the user's Login Name and Login Password (please see the *Respiratory Administrator* presented later in this section for more information about setting Login Names and Login Passwords).

TIME LIMIT FOR COMPLETION: Once the user has clicked on the right arrow from the introduction page, the internal timer of the program starts and is specific for the type of program. The self-evaluation entry-level programs have a 3 hour time limit; the self-evaluation written registry programs have a 2 hour time limit; and the self-evaluation clinical simulation examination programs have a 4 hour time limit. If the user is not finished with the examination in the specified time period allowed, the examination is terminated and the user will immediately be taken into the score report section. The individual simulations have a timer that tracks the time; however, there is no time limit for completion for the individual clinical simulations.

RANDOMIZED TEST QUESTIONS WITH RANDOMIZED ANSWERS: The self-evaluation entry-level and self-evaluation written registry examinations randomize their pre-formatted test questions and answers so that no two users have the same order of test questions and answers. The self-evaluation clinical simulation examinations and the self-evaluation individual clinical simulations do not randomize the test questions or answers. The self-evaluation clinical simulation examinations present the user with 11 clinical simulations in a systematic manner once each individual simulation has been completed. The user may at any time choose to skip a simulation. If the user skips a simulation, the score for the current simulation will be recorded and the user will be taken to the next simulation. Once an answer has been chosen, it may NOT be changed.

SCORE REPORT: The score report section is a detailed report of the user's score and is fashioned in a similar manner as the report the user will receive from the National Board for Respiratory Care after taking the actual credentialing examination. The user has the opportunity to print the score report and evaluate his/her areas of weaknesses and areas of strengths. After the user has viewed his/her score and if you have chosen to set the program to teach mode, the user will have the opportunity to go back through the test questions and view his/her chosen answers and compare them to the correct answers with the rationale identifying the reason for the correct choice. This feature may be enabled or

disabled, depending on whether you desire to teach or test (please see the *Respiratory Administrator* presented later in this section for more information about how to set teach and test modes).

ENCRYPTED LOG FILE: For added security, each self-evaluation program generates an encrypted log file of each and every user that is accessible only to the administrator of the programs. This feature enhances reliability and security of score results. For more information regarding this feature please see the *Respiratory Administrator* presented later in this section.

After the user has viewed his/her score and if you have chosen to set the program to teach mode, the user will have the opportunity to go back through the test questions and view his/her chosen answers and compare them to the correct answers with the rationale identifying the reason for the correct choice. This feature may be enabled or disabled, depending on whether you desire to teach or test (please see the *Respiratory Administrator* presented later in this section for more information about how to set teach and test modes).

ENCRYPTED LOG FILE: For added security, each self-evaluation program generates an encrypted log file of each and every user that is accessible only to the administrator of the programs. This feature enhances reliability and security of score results. For more information regarding this feature please see the *Respiratory Administrator* presented later in this section.

ABOUT THE CLINICAL SIMULATION EXAMINATION PROGRAMS: Each program contains 11 clinical simulations (10 scored clinical simulations and 1 pretest clinical simulation) that are typical of the clinical simulations contained in the actual credentialing Clinical Simulation Examination in accordance with the new matrix set by the National Board for Respiratory Care. Each program automatically moves the user through each clinical simulation until all 11 clinical simulations have been completed. Each clinical simulation examination program contains the following simulations.

**RSS-07: Respiratory Self-Evaluation
Clinical Simulation Examination I**

ICS-01: Drug Overdose	ICS-06: Flail Chest
ICS-02: Postoperative COPD	ICS-07: COPD/Critical Care
ICS-03: Burn Patient	ICS-08: Neonatal/Delivery Room
ICS-04: Postoperative Cardiac Surgery	ICS-09: Guillain-Barre Syndrome
ICS-05: Pediatric Toxic Ingestion	ICS-10: Sleep Apnea

ICS-31: Bronchogenic Carcinoma

**RSS-08: Respiratory Self-Evaluation
Clinical Simulation Examination II**

ICS-11: COPD/Mechanical Vent	ICS-16: Hypothermia/Cardiac Arrest
ICS-12: Head Injury	ICS-17: COPD/Home Care & Rehab.
ICS-13: Acute Cong. Heart Failure	ICS-18: AIDS/PCP/Bronchoscopy
ICS-14: Near Drowning	ICS-19: Pediatric/Foreign Body Asp.
ICS-15: Neonatal/RDS	ICS-20: Nosocomial Pneumonia/Sepsis
ICS-32: Tetanus	

**RSS-09: Respiratory Self-Evaluation
Clinical Simulation Examination III**

ICS-21: Smoke Inhalation/CO Poison	ICS-26: Neonatal/Asphyxia/MAS
ICS-22: Coronary Artery Disease	ICS-27: Myasthenia Gravis
ICS-23: COPD/Infection Control	ICS-28: Pediatric/Epiglottitis
ICS-24: Spinal Cord Injury	ICS-29: COPD/PFT/Exercise Testing
ICS-25: Cardiac Tamponade	ICS-30: Postoperative Thoracic Surg.
ICS-33: Organ Donor/Mechanical Ventilation	

Section 5: Respiratory Administrator

The *Respiratory Administrator* is a Course Management System that accompanies the self evaluation programs and contains the following features: (NOTE: The password to open and run the *Respiratory Administrator* program is: *****)

Set Teach / Test Mode: This feature allows you to choose whether you want your students to view their answers and compare them with the correct answers, and to view the rationale for the correct answers. Each self-evaluation software program can be individually set to either the teach mode or test mode.

Set Program Passwords: This feature allows you to set your own customized password for each self-evaluation software program. This feature is optional. If you don't set a password, the program will not ask for a password upon entry into the program. If you choose to set a password, the program will request the password upon entry into the program. If the program is password protected, no one may access the program without knowing the correct password.

Set Program Security: This feature allows you to set a self-evaluation software program to a Secure Mode where anyone accessing the program must have a valid Login Name and Login Password and be assigned to the program. Setting programs as Secure is absolutely necessary if you choose to set Login Names, Passwords, and Assign Programs.

Set Login Names, Passwords, Assign Programs: This feature allows you to set Login Names and Login Passwords and Assign Programs to users. After setting a Login Name and Password for a user, you must assign the desired self-evaluation software program to the user. Once the user has completed the assigned program, the program is removed from the user's assigned program list. If you want the user to be able to access the program again, you must run The Respiratory Administrator and re-assign the user to the particular program. If using Login Names and Login Passwords, you should also set assigned programs to Secure Mode (see Set Program Security).

View Users & Scores: This feature allows you to view a record of each and every user of the self-evaluation software programs. If the user received a score report, you will see the complete score report that the user received. If the user exited the program before receiving a score report, you will see a record of the time, date, user name, user ID and the statement that the user viewed the questions of the program but exited before receiving a score report.

Maintenance: This feature allows you to make a backup copy of The Respiratory Administrator's database file.

The Respiratory Administrator is password protected. You may change the password at any time by choosing "Change The Respiratory Administrator password" from the Main Menu.

Section 6: Site & Network Information

The SITE LICENSE allows the purchased program to be installed and run on any computer within the immediate institution and across a NETWORK system of that institution. The immediate institution is considered to be one geographical location and is normally the primary campus. If the network system includes satellite/extension campuses, the programs may not be run from the satellite campuses through the network system without purchasing a Separate EXTENSION CAMPUS LICENSE (ECL). Please call 1 (800) 960 - 1618 or email mkt@cssolutions.biz for details regarding significant discounts for an ECL.

Section 7: System Requirements

Minimum system requirements to run C & S Solutions software programs include the following.

Microsoft® Windows® 95 through Windows® Vista

Section 8: Ordering Information

There are five easy ways in which to order C & S Solutions products.

Phone: 1 (800) 960 - 1618 **Mail:** C & S Solutions
FAX: 1 (800) 960 - 1619 **P.O. Box 33**
Email: mkt@cssolutions.biz **Vincennes, IN 47591**
Online: www.cssolutions.biz

We accept purchase orders with net payable in 30 days. Payment methods include Visa, MasterCard, Checks, and Money Orders.

To view current product listings, as well as current pricing information, please visit us online at <http://www.cssolutions.biz>.

CONTACT INFORMATION

SALES

M-F / 9:00 AM - 5:00 PM CST

1-800-960-1618

1-812-895-0048

mkt@cssolutions.biz

24 HOUR FAX

1-800-960-1619

ORDER ONLINE 24/7

www.cssolutions.biz

CUSTOMER SERVICE

M-F / 9:00 AM - 5:00 PM CST

1-800-960-1618

1-812-895-0048