

C&S Solutions
Installation Guide & User Manual v9.1

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

Table of Contents

Section

- 1: Installation, Product Registration, User Permissions
- 2: Medical Educational Software
- 3: Respiratory Self-Evaluation Software
- 4: Respiratory Administrator
- 5: Site & Network License Information
- 6: System Requirements
- 7: Frequently Asked Questions
- 8: Ordering Information
- 9: Contact Information

Section 1: Installation, Product Registration, User Permissions

I. Installation

A. 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.

B. 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.

NOTE: It is highly recommended that our software is run from a mapped drive on each local workstation and not directly from the server drive. At this time, we only support running our software from a mapped drive.

1. If you have multiple CDs to install, please install all files from each CD in one central location on the server drive.
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 the folder name as a short file name (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 check to ensure that each *.exe and *.sbk file is set to Read only and the Archive (Write) attribute is disabled. It is absolutely mandatory that these file types are set to Read only, otherwise multiple users will not be able to open the same file at one time.
4. Create a mapped drive on each local workstation ensuring that the mapped drive letter is the same on each workstation. In the Folder box, select the folder on the server where the programs are located.
5. When creating a program group and shortcuts for the workstation, it may be easier to simply run the software CD on each workstation and let the installation process create the program group and shortcut icons. During installation, change the destination drive and directory to the mapped drive and program folder that you created in Step #4 above.

II. 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.

NOTE: As mentioned previously, if you are running the programs from one central location we highly recommend running the programs from a mapped drive and not directly from the server drive.

If this is the case, you MUST run the Product Registration program from the mapped drive and NOT from the server drive.

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 (regit9.exe – located in the folder where the programs have been installed). Type the CD Serial Number of the CD in the appropriate text field, then click Continue.
4. On the next screen a Registration ID will be displayed. Please email, fax, or phone this Registration ID. In return you will receive a License Key. The Registration ID and License Key are specific to the hard drive (either local hard drive or mapped drive) in which the programs are located.
5. After you receive the License Key, please enter it in the appropriate field, then click Continue.
6. If you receive the message “Registration Successful”, the programs for that CD are registered. If you receive a System Error message, the programs have not been successfully registered because the Product Registration program was not able to complete program registration. This usually occurs if you are not logged in as Administrator with full rights and privileges.
7. If you are running the programs from a mapped 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’ hard drives, the Product Registration process needs to be repeated for each computer that is running the programs and a unique Registration ID and License Key will be required for each location.

III. User Permissions

In order for the programs to run correctly, user permissions customary to those needed for database files (create, edit, modify, delete) must be enabled.

Section 2: 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 mapped drive.

When entering the program, a user is 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.

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.

Section 3: Respiratory Self-Evaluation Software

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).

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

Drug Overdose
Postoperative COPD
Burn Patient
Postoperative Cardiac Surgery
Pediatric Toxic Ingestion
Flail Chest
COPD/Critical Care
Neonatal/Delivery Room
Guillain-Barre Syndrome
Sleep Apnea
Bronchogenic Carcinoma

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

COPD/Mechanical Vent
Head Injury
Acute Cong. Heart Failure
Near Drowning
Neonatal/RDS
Hypothermia/Cardiac Arrest
COPD/Home Care & Rehab.
AIDS/PCP/Bronchoscopy
Pediatric/Foreign Body Asp.
Nosocomial Pneumonia/Sepsis
Tetanus

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

Smoke Inhalation/CO Poison
Coronary Artery Disease
COPD/Infection Control
Spinal Cord Injury
Cardiac Tamponade
Neonatal/Asphyxia/MAS
Myasthenia Gravis
Pediatric/Epiglottitis
COPD/PFT/Exercise Testing
Postoperative Thoracic Surg.
Organ Donor/Mechanical Ventilation

Section 4: 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.

When in the View Users & Scores section it is recommended that you delete records that are no longer needed as the database folder must contain less than 500 records to run properly.

Note: If you click on View Users & Scores and get an error message indicating 32,000 characters has been exceeded, the database contains more than 500 files. You will need to manually delete/move old database files from the location on the hard drive where they are stored. Under the primary folder where the self-evaluation software programs have been installed is a sub-folder titled LOGSRESP. Delete/move old files from this folder until there is less than 500 files in this folder.

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

*Note: 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. If you forget your custom password, you may set the password back to its default password (*****). To do this, click on "Change The Respiratory Administrator Password" and enter the word "*****" (without the quotes).*

Section 5: Site & Network License 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 6: System Requirements

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

-Windows XP Service Pack 2 or later, including VISTA and Windows 7. The programs will run on both 32-bit and 64-bit Windows versions.

-CD-ROM drive (double-speed or faster recommended).

-Video graphics adapter (VGA) able to display at least 256 colors (8 bit) at 800 x 600 pixel resolution. For optimal performance, 16 bit High Color is preferred.

-Windows-compatible sound card (required for MES-11: the Complete Chest Examination).

Section 7: 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 this User Manual: System Requirements.

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

A: Once payment has been received, you must request a License Key. Please see Section 1: 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 TB90NET.DLL (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: User Permissions).

Note: If you click on View Users & Scores from the Main Menu of the Respiratory Administrator and get an error message indicating 32,000 characters has been exceeded, the database contains more than 500 files. You will need to manually delete/move old database files from the location on the hard drive where they are stored. Under the primary folder where the self-evaluation software programs have been installed is a sub-folder titled LOGSRESP. Delete/move old files from this folder until there is less than 500 files in this folder.

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; P.O. Box 33; Vincennes, IN; 47591
FAX: 1 (800) 960 - 1619
Email: mkt@cssolutions.biz
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>.

Section 9: 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
1-800-960-1618
1-812-895-0048