ENIVIRONMENT

LEADS 2.0 is a 32 bit Windows application.
It will run on Windows 95, 98, ME, NT, XP and 2000.

It uses Pervasive.SQL to store its database on the server.
Because it is a 32 bit application, the Pervasive 32 bit requester must be installed.
LEADS 2.0 does not check for the presence of Pervasive.SQL when it installs, but it will not operate unless the database software is properly installed.

LEADS 2.0 prints to the Windows printer(s). Unless a specific printer is selected, it will print to the default Windows printer.

INSTALLATION

Install Pervasive.SQL on the server.

Install Pervasive.SQL client software on each PC which will run LEADS 2.0.

SERVER SETUP

Insert the LEADS 2.0 CD (or download Setup.exe) and run **`Setup.exe`**. This will install LEADS 2.0 onto your file server. It will not install anything on the client PC.

The default installation directory is **`F:\LEADS2`**.where **`F:`** is the first network drive. The remainder of this document will assume that LEADS 2.0 is installed there.

The LEADS 2.0 setup program will not make any changes to LEADS 1.x.

DIRECTORIES

`LEADS2`	Data files.
`LEADS2\BIN`	Program files.

INSTALLING ON THE SERVER

This document assumes that you are installing LEADS to the server from a Client PC.
If you are running the installation from the server, be sure that the drive letter that you are installing to maps to a network share. It is important that the pathname that you install to on the server be exactly the same as the pathname that will be used by Client PCs.

CLIENT SETUP

LEADS Client must be installed on each client PC. This involves creating a LEADS 2.0 folder in the Program Menu and creating shortcuts for the LEADS programs. The Keystroke font will also be installed. The Setup program will update the following DLLs if they are an earlier version than that required by LEADS:

DLL	Minimum Version
MFC42.DLL	6.00.8665.0
MSVCRT.DLL	6.10.8637.0
OLEAUT32.DLL	2.40.4512
OLEPRO32.DLL	5.0.4512

To install LEADS Client, you must have write rights to the Windows/System directory.

To install LEADS Client, run **`F:\LEADS2\BIN\SetupWS.EXE`**

The setup program will check the folder above the folder containing `SetupWS.EXE`. If it contains `LregMod.dat` and the `SetupWS.exe` folder contains `LEADS.EXE`, it will default to that folder. Otherwise, all network drives will be searched for `LregMod.dat` and the first folder containing that file will be proposed to install from. You may override the proposed LEADS 2.0 folder, but it must meet the above requirements to be accepted.

EXISTING LEADS 1.x USERS

If the Leads2 folder exists on the server from an earlier LEADS 2000 installation, you should delete the contents of the folder prior to installing LEADS 2.0.

If there is a LEADS 2000 folder on the program menu of any client PC, it should be deleted prior to installing LEADS 2.0.

On one client PC, install the **Data Conversion** component. This will create a shortcut for the **Data Conversion** program. **Be Careful!** If the Data Conversion program is run more than once, any data that has been entered into LEADS 2.0 will be lost. Data Conversion is an optional component so that you can limit access to it to a single PC.

TROUBLESHOOTING

When you start LEADS for the first time, you may see one of the following messages:

F:\LEADS2*filename* Unhandled Error: File System Error(90) File Error: Unknown Error (3000-3999)

This message appears because Pervasive.SQL Server or Client is not working properly. The error number will vary, but will be between 3000 and 3999. The filename can also vary.

To determine whether Pervasive.SQL Client is installed, click on the Start button, the Programs menu and look for a menu folder named Pervasive, Pervasive SQL or something similar (beginning with the word Pervasive). If this menu folder is not there, have your network administrator install the Pervasive.SQL client software before running LEADS.

If the Pervasive.SQL client software is installed, you can use InstallScout (with Pervasive.SQL 7) or System Analyzer (with Pervasive.SQL 2000) to test and troubleshoot Pervasive.SQL operation. See your network administrator for details.

You can see details about Pervasive.SQL status codes by looking in `Start`, `Programs`, `Pervasive.SQL`, `Pervasive.SQL Doc`, `Status Codes Help`. This help file will tell you what each status code means and possible causes of the error.

DATA CONVERSION

The Data Conversion program will convert your LEADS 1.x data to LEADS 2.0. It will NOT alter or destroy your LEADS 1.x data.

The program will look for LEADS 1.x data on F:\LEADS, G:\LEADS, ... P:\LEADS, C:\LEADS

If it does not find your LEADS 1.x data, it will prompt you for the LEADS directory.

Keep existing LEADS 2.0 Data

If this option is checked, the conversion program will skip over any LEADS 2.0 file which contains data.

If this option is not checked, the conversion program will write over any LEADS 2.0 data.

Under no circumstances will Data Conversion write over the Agency or the Officer files if they contain data.

LCONVERT.LOG

The conversion program will write a text log (`Lconvert.log`) into the LEADS2 directory.
The start time, end time and any errors will be written to this file.

If errors are found, such as invalid codes in some files, those errors can be corrected in LEADS 1.x and the conversion can be run again.

Invalid codes can be corrected in one of two ways; either add the code to the associated code file or have LEADS Support do a global search & replace on the file. Invalid codes can be introduced into files when one code was used in the past and then was deleted from the code file when your department decided to use a different code or to discontinue use of the old code.

LEADS 2.0 strictly enforces referential integrity rules. Any invalid code fields will be set to blank before adding the record to the LEADS 2.0 database.

If you are unsure about the contents of the `LConvert.log`, attach it to an email and send it to Support@leads-software.com.

DATA CONVERSION

Browse Agency

After the first few files are converted, an agency browse window will appear.
It will display the following information:

Default Agency	The agency which will be used for all LEADS operations.
Incident Format	The format for the incident number. The default format is yymmddsss.
Case Number Format	The format for the case number. The default format is yyssss.
Individual Number Format	The format for the Individual ID number. The default format is ssssss.

The number format uses the following tokens to form the number. The same tokens are used for all numbers.

yy	Two digit year.
yyyy	Four digit year.
mm	Month
dd	Day
jjj	Julian day
s	Serial number within the date specified by the date tokens. (1 to 8 digits)

All numbers can be up to 20 characters long and can contain any alphanumeric character.

Incident and Case numbers will be converted to the new format if they conform to the old incident and case numbering format. Each incident number will be checked against the reported date for the original report for that incident. If the number matches the date, it will be reformatted in the new format. If it doesn=t match, it will not be changed.

Agency Information

It would be wise to select your agency and click on Change. This will bring up an **Update Agency** window which will allow you to check and edit all of the agency information.

Agency ID

This defaults to the first character of the agency name. This can be changed to a value from 1-4 letters long. Once Data Conversion has been run, this value **cannot** be changed.

Phone Number
Especially check the phone number. LEADS 1.x allowed you to omit the area code. LEADS 2.0 requires the area code. When phone numbers are converted, any missing area codes will be replaced with the area code in the agency record.

DATA CONVERSION

Incident Number Format
Change the format if you want your incident numbers in a different format.

Case Number Format
Change the format if you want your case numbers in a different format.

Individual Number Prompt
If this field is blank, Individual ID numbers will not be used by LEADS 2.0.

Individual Number Format
Change the format if you want your individual numbers in a different format.

When you are finished with the Agency information, click on **OK** or press Enter to save the information.

On the Agency Browse, highlight your agency and click on **SELECT**.

The conversion will proceed.

As each file is processed, it=s status will be displayed on the screen.

When all files have been converted, the **CANCEL** button at the bottom of the window will change to **CLOSE**. Conversion is complete.

REGISTRATION

Before you can use LEADS, the Registration form and Options form must be completed.

When LEADS is installed, a startup user account is created. The user name is LEADS and there is no password. You can use this password to perform initial setup tasks. It should be deleted once you have established your user accounts.

To enter registration information:

Start `LEADS Administration`. An error message will be displayed which says that registration information is invalid or missing. Click on OK and LEADS Administration will start.

Login using the LEADS user name.

Select `Tools, Registration` from the menu.

You will need to provide LEADS Software Group the following items of information so that they can generate a Registration record for you.

- Agency ID, exactly as it appears in the agency screen.
- Agency Name, exactly as it appears in the agency screen.
- Agency ORI, exactly as it appears in the agency screen.
- System Key (displayed on the Registration screen).

This can be emailed to support@leads.com or FAXed to 831 758-3356.

LEADS Software will then email or FAX you a License Registration Report.
You can then use this to enter registration information. See the LEADS Administration Guide for complete details of the Registration Screen.

SECURITY

The next step is to add groups and users. Usually it is more efficient to grant access rights to groups and then make users a member of the appropriate group. Access rights can be granted to both users and groups. A user's effective rights is the sum of his rights and the rights of all of the groups that he belongs to. See the LEADS Administration Guide for more details on security.

BROWSES

LEADS 2.0 uses a completely different way to access information.
You work on data using a browse and an update form.

For example, to work on individuals, you would select **Browse Individual**.

To look at an individual, select **Browse Individual**.
To enter an individual, select **Browse Individual**.
To change an individual, select **Browse Individual**.
To delete an individual, select **Browse Individual**.
To select an individual, select **Browse Individual**.

A browse displays a list of information in a table.
When a browse is displayed, you can navigate through the list using the following keys:

[↓]	Move down one line.
[↑]	Move up one line.
[Page Up]	Move up one screen.
[Page Down]	Move down one screen.

You can also use the mouse on the scroll bar at the right of the browse list.

LOCATORS

When the browse is displayed, you can move the selector by typing the code or the name that you want to select. As you type, the selector moves to the first entry that matches what you have entered. You can also backspace.

INSERT

To create a new record, click on the **INSERT** button or press [Insert]

CHANGE

To change a record, highlight it and either click on **CHANGE** or press [Enter]

DELETE

To delete a record, highlight it and either click on **DELETE** or press [Delete]

When you Insert, Change or Delete a record, the Update Form for that record will be displayed.

UPDATE FORM

When the update form is displayed, you can move from field to field by pressing Tab or Shift Tab.
When you click on OK or press Enter the screen will be saved and the browse will be displayed again.

Fields which have a lookup table will have an lookup button [...] displayed to the right of the field.
If you click on the [...] button or press F3, the browse for the associated code table will be displayed.

Fields which can be defaulted (like A/≅ in LEADS 1) will have a lightning bolt (data zapper) button displayed to the right of the fields. To fill the field in with the default value, either click on the data zapper button or press F2.