	<b>Computer Sports Medicine, Inc. (www.csmisolutions.com)</b>		
	<b>Title:</b>	<b>Sportsware2004 Desktop Installation Instructions</b>	
	<b>Document #:</b>	300043	
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## **For Best Results - Read Before Installing SportsWare2004**

Thank you for your purchase of **SportsWare2004™ Injury Tracking Software**. This procedure lists the steps for installing SportsWare2004 on your desktop PC and importing your existing data. For Palm and Pocket PC instructions, see the documents titled **Installing SportsWare on a Palm** and **Installing SportsWare on a Pocket PC**.

The enclosed CD contains:

- SportsWare2004 PC Program.
- SportsWare2004 Quick Treatment Program.
- SportsWare2004 PDA (Palm and Pocket PC) Program.

If you purchased more than one copy of SportsWare you will use the same CD to install the program on all of your computers.

### **1. Computer Requirements**

SportsWare2004 requires Windows 98, 98SE, Me, NT4.0, 2000, or XP. SportsWare2004 will not install on Windows95 or on Macintosh computers running PC emulators.

Windows NT, 2000, and XP users must have Administrative privileges to install SportsWare2004. After installation, SportsWare can be run by all users on the system.

### **2. Installation Procedure – New SportsWare Users**

**IMPORTANT:** *If you are starting with SportWare2004, continue with these instructions. If you have been using a previous version of SportsWare and need to import your existing data into 2004, proceed to the section titled **Installation Procedure – Current SportsWare98 to 2003 Users**.*

1. If you are running Windows NT, 2000, or XP make sure you are logged-in with administrative privileges.
2. Place the SportsWare CD in the computer and remove any diskettes. The SportsWare2004 setup program should begin automatically. If it does not:
  - a. From the Desktop, select **Start, Settings, Control Panel**.
  - b. Select the **Add/Remove** programs Icon.
  - c. Select the **Install** button.
  - d. Press **Next>** and the computer will search for the setup program.
  - e. Press **Finish** to begin the SportsWare installation.
3. We suggest pressing **NEXT>>** to accept the default settings as you install SportsWare2004.
4. If you will be running SportsWare on a network, proceed to the section titled **Network Installation**. If you will be running SportsWare on a single computer, proceed to the section titled **Licensing SportsWare**.

### 3. Installation Procedure – Current SportsWare98 to 2003 Users

#### 3.1. Before Installing SportsWare2004

**IMPORTANT:** *The following steps must be run before installing SportsWare2004.*

2. Start your current SportsWare program.
3. Write down the database location listed in the Title Bar (top line of the SportsWare window). For example **C:\Progr...\Sport...\data\SportsWare2003.mdb**.
4. Synchronize all PDA's and Laptops with your current SportsWare program.
5. If you are on a network, have all other users exit out of SportsWare.

#### 3.2. Installing SportsWare2004

5. If you are running Windows NT, 2000, or XP make sure you are logged-in with administrative privileges.
6. Place the SportsWare CD in the computer and remove any diskettes. The SportsWare2004 setup program should begin automatically. If it does not:
  - a. From the Desktop, select **Start, Settings, Control Panel**.
  - b. Select the **Add/Remove** programs Icon.
  - c. Select the **Install** button.
  - d. Press **Next>** and the computer will search for the setup program.
  - e. Press **Finish** to begin the SportsWare installation.
7. We suggest pressing **NEXT>>** to accept the default settings as you install SportsWare2004.

#### 3.3. Importing Your Existing SportsWare Data

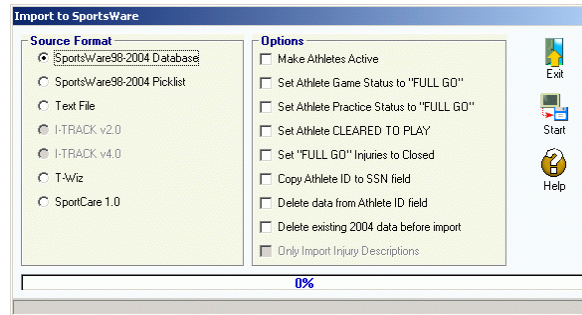
##### 3.3.1. SportsWare98, 99, 2000 Users

SportsWare98, 99, and 2000 maintained current athletes in the Main database and current plus graduated athletes in the Archive database. SportsWare2004 adds an Active flag to the Athlete record and eliminates need for a separate Archive database. In SportsWare2004 you have the option of viewing all athletes or only the Active athletes. When importing your data you have the choice of importing from the Main database or the Archive database.

If you only want your current athletes in SportsWare2004 you should select the Main database for the import. If you want to include your current and graduated athletes, then you should use the SportsWare utilities to update your archive and then import the Archive database file into SportsWare2004.

##### 3.3.2. Athlete Data

1. After the installation is complete, double-click on the **Shortcut to SportsWare2004** icon (Basic or Plus – whichever you own) to start SportsWare2004.
2. Click the **OK** button to skip the **License Screen**. SportsWare will display our demonstration data.
3. From the **File** menu, select **Import, Database**. SportsWare will display the **Import to SportsWare** Window.



4. In the **Source Format** area, select the **SportsWare98-2004 Database** option.
5. Under **Options** select the appropriate checkboxes.

#### **Make Athletes Active**

- **Checked.** Set each Athlete to Active. Recommended when importing data from SportsWare98, 99, 2000, Text Files or other injury tracking data formats which did not have an Active field.
- **Unchecked.** Use the Active value from the imported record. Recommended when importing from SportsWare2001, 2002, 2003 or 2004 which have an Active field.

#### **Set Athlete Game Status to FULL GO**

- **Checked.** Set the Game Status to Full Go. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Game Status fields.
- **Unchecked.** Use the Game Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003 or 2004.

#### **Set Athlete Practice Status to FULL GO**

- **Checked.** Set the Practice Status to Full Go. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Practice Status fields.
- **Unchecked.** Use the Practice Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003 or 2004.

#### **Set Athlete CLEARED TO PLAY**

- **Checked.** Set the Cleared To Play to Checked. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Cleared to Play fields.
- **Unchecked.** Use the Cleared to Play value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003 or 2004.

#### **Set FULL GO Injuries to Closed**

- **Checked.** If the Athlete Status Game Status and Practice Status are FULL GO, mark the Injury record as Closed and set the Days Out to the number of days from the injury date to the current date. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Injury Closed fields.
- **Unchecked.** Use the Closed and Days Out value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003 or 2004.

### **Copy Athlete ID to SSN field**

Many schools are assigning students ID numbers which are not their social security number. In order to support this, SportsWare2003 and 2004 added a Social Security Number field to the athlete database.

- **Checked.** Copy the data in the ID field to the SSN field. Recommended if the database you are importing used Social Security Numbers as the Athlete ID and you do not want them to be used as the Athlete ID in SportsWare2004. Note: After the copy is completed, the Social Security number will be in both the ID and the SSN field. To delete the data from the ID field, you should also select the Delete ID option.
- **Unchecked.** Use the SSN from the imported record. Recommended if the records you are importing already have data in the SSN field.

### **Delete data from Athlete ID field**

- **Checked.** Delete the data from the Athlete ID field. Recommended if you selected the Copy Athlete ID to SSN field option and do not want the SSN in the ID field.
- **Unchecked.** Use the Athlete ID from the imported record. Recommended if you want to keep the Athlete ID as-is.

### **Delete existing 2004 data before import**

- **Checked.** SportsWare deletes all data from the 2004 database before importing the new data. Recommended if you have just installed SportsWare2004 and it only contains the demonstration data provided by CSMI.
- **Unchecked.** SportsWare adds the imported data to the data currently in the 2004 database. Recommended if you have data in 2004 you want to keep.

6. Click the **Start** button. The **Open** Window will appear. Navigate to the location holding your previous SportsWare data. This is the location you wrote down at the beginning of this procedure. SportsWare databases have the MDB extension. You may or may not see the extension depending on your Windows settings, i.e. the database may be displayed as SportsWare2003 or SportsWare2003.mdb. If you have trouble finding your database, we've included a tool to display the most recently open databases.
  - a. Leave **SportsWare2004** running.
  - b. From the Windows desktop, select **Start, Programs, SportsWare2004, Utilities, Database List**.
  - c. The Database List program displays the most recently opened databases for each version of SportsWare sorted with most recent at the top of the list.
7. Select the SportsWare data file and click the **Open** button. SportsWare will begin importing your data.

### **3.3.3. Picklists**

1. After the Athlete import is complete, you should import your picklists.
2. In the **Source Format** area, select the **SportsWare98-2004 Picklists** option.
3. Under **Options** select the appropriate checkboxes.

### **Only Import Injury Descriptions**

- **Checked.** Delete and import only the Injury Descriptions (Body Area, Body Part, Injury, Injury Site) to the picklists. Recommended if you have deleted the injury picklists and want to re-import them but retain all the other picklists.

- **UnChecked.** Delete and import all picklists. Recommended if you have just installed SportsWare2004 and want to import the picklists from your previous SportsWare database.
4. Select **Start** to begin the import. When opening the Picklist file, SportsWare 98-2000 used a separate picklist file called Picklist.MDB. SportsWare2001-2004 store the picklists in the main SportsWare database, SportsWare200x.MDB.

If your SportsWare data will be stored on a single Desktop Computer C: drive, proceed to the section titled **Licensing SportsWare**. If the data will be stored on a network drive, continue with the section titled **Network Installation**.

#### 4. Network Installation

The SportsWare program must be installed locally on each machine's C: drive. Only the database is placed on the network drive.

1. The next step is to move your updated database to your network drive. From the **File** menu, select **Move**.
2. Click the **Browse** button to open the **Destination** Window. Using the directory information from step 2 point the program at the server drive you want to store your data on and click the **Open** button.
3. Click the **Move** button to move the database.
4. After the move is completed, click the **OK** button to close the **Success** window. Click the **OK** button to close the **Move** window.
5. SportsWare will open the database in the new location. To view your database location, from the **Utilities** menu, select **Show Database Path**.
6. You should now install SportsWare on the other computers using the procedure in Section 3.2. After the installation is complete, use the **File, Open** command to point the other computers to the database on your network. You do not need to run the Import command from the other computers.
7. After SportsWare has been installed on the other computers, proceed to the section titled **Licensing SportsWare**.

#### 5. Licensing SportsWare

1. When you start SportsWare, the **License SportsWare** window is displayed.
2. The **License SportsWare** window displays your current database location. If you will be sharing your data on a network, this should show the network location. If not, click the **OK** button to close the License window. From SportsWare use the **File, Open** command to open the database on your network. Exit and re-start SportsWare to return to the License window.
3. Click the **Register** button to display the registration form.
4. Complete the form and click the **e-mail** or **FAX** buttons to send the form to CSMI.
5. CSMI will e-mail or FAX back your License codes.
6. Enter the codes on the License window and click **OK** to license SportsWare.
7. The license codes only need to be entered on a single machine. Network installations will automatically share the license among all SportsWare users.

## **6. Installing SportsWare on a PDA**

SportsWare2004 is compatible with PDAs running the Palm and Pocket PC operating systems. For Palm and Pocket PC instructions, see the documents titled **300044 Installing SportsWare on a Palm** and **300045 Installing SportsWare on a Pocket PC**.