Installing a THEOS Workstation

1. In Windows Explorer, locate the appropriate THEOS Workstation executable as directed by an *Entry-Master®* System technician.
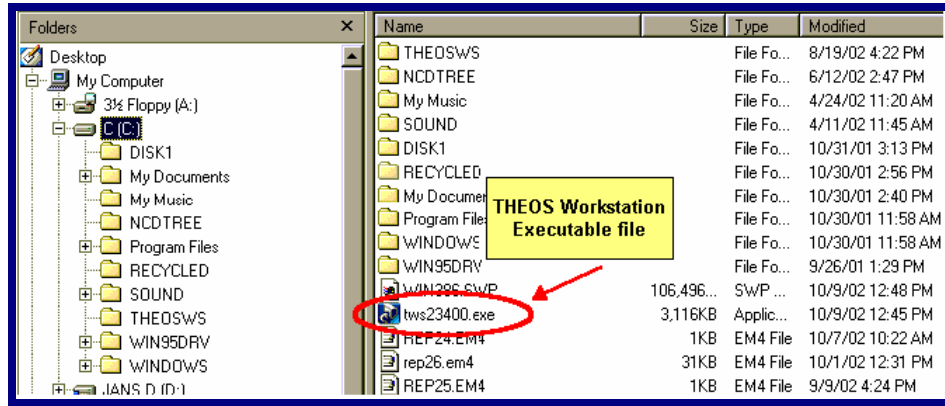

Figure 1. Windows Explorer

2. Double-click on the executable.

3. When the first installation window appears, minimize the window and close Windows Explorer.
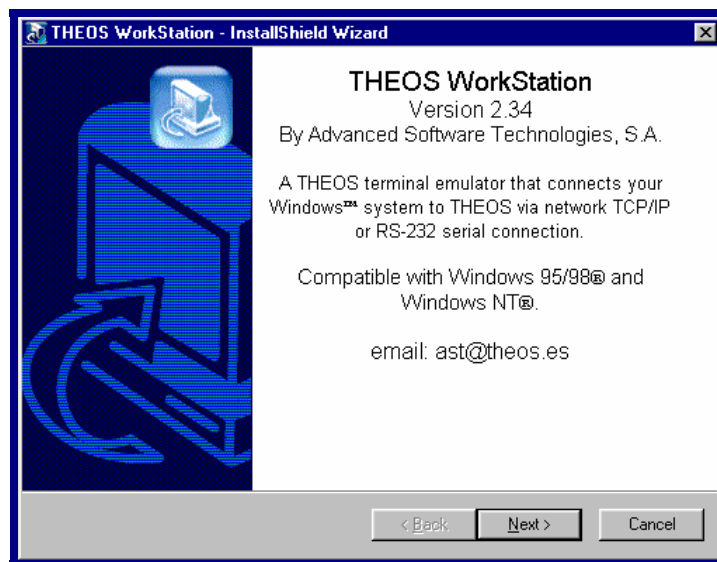

Figure 2. Installation Splash Screen

4. Maximize the **Installation** window. As you click the **Next** button to navigate through the installation screens, use the following to answer any appropriate prompt.

5. Click **OK** to leave English in the Choose Setup Language.

Figure 3. Choose Language

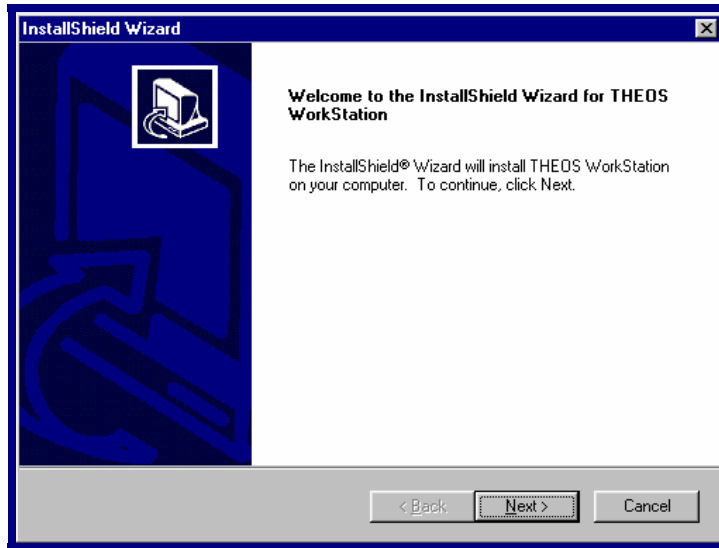6. Click the **Next** button on the Installation Welcome Window.

Figure 4. Installation Welcome Window

7. Do not change the **Destination Folder** that appears on the Choose Destination Location window. Click **Next** to continue.
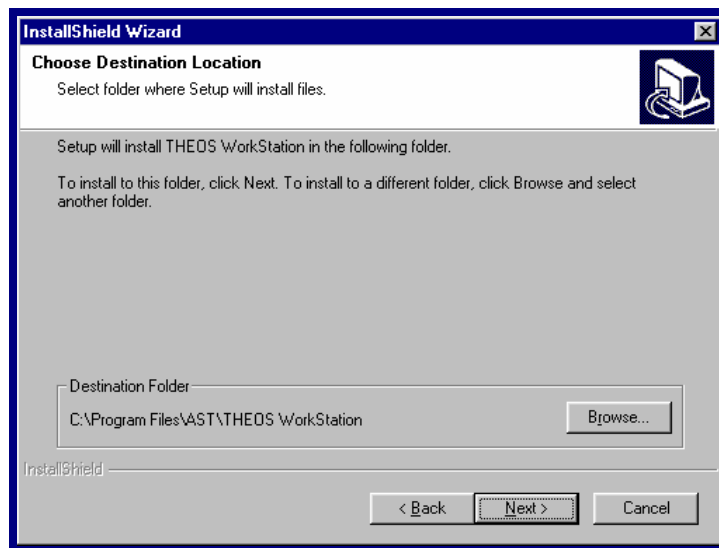

Figure 5. Choose Destination Window

8. Click **Next** on the Select Program Folder window to accept the default Program Folder on your system.
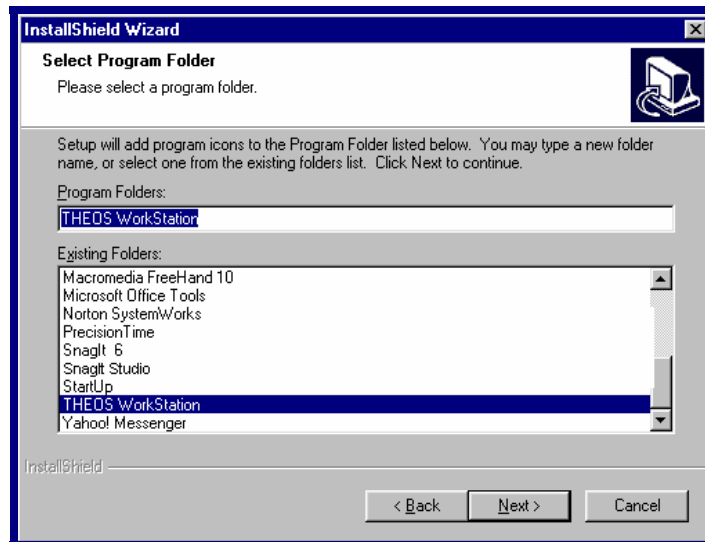

Figure 6. Select Program Folder Window

9. Click on the check box next to **Desktop** on the Setup Type window. This will place a shortcut on the desktop of your computer.
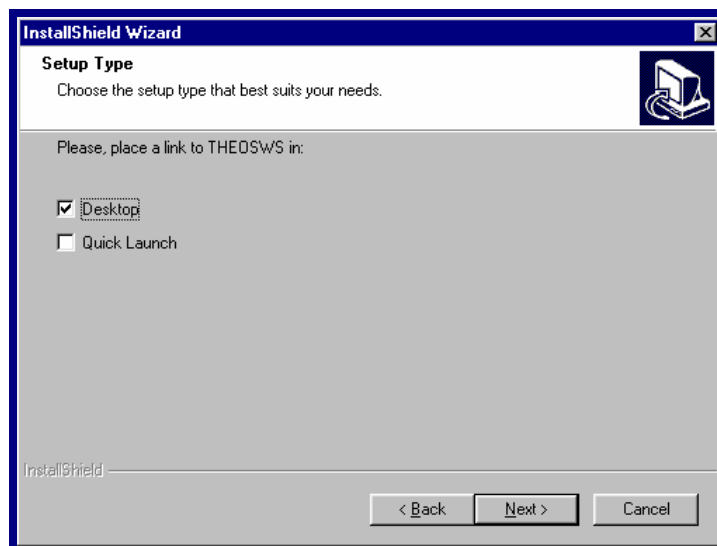

Figure 7. Select Desktop Setup Type

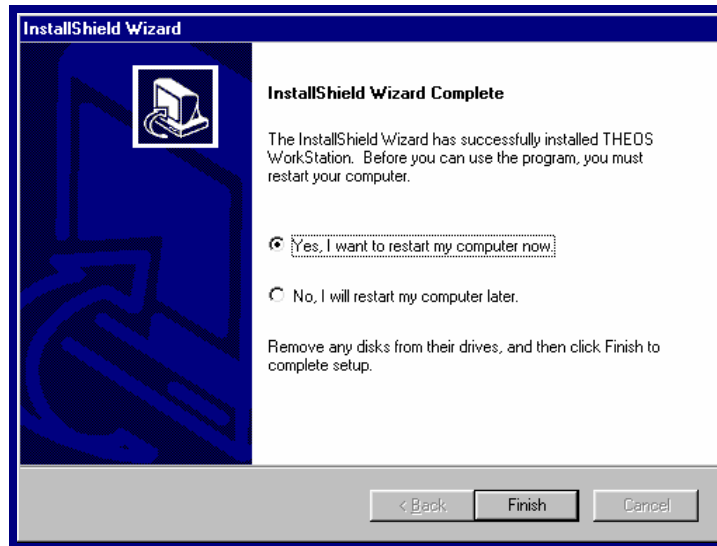10. Click **Yes** to restart your computer now.

Figure 8. Restart Computer

Configuring the Workstation

11. When the desktop displays, double-click on the THEOS workstation icon.

Figure 9. TheosWS Icon

12. Click the **No** button in the following notification window.
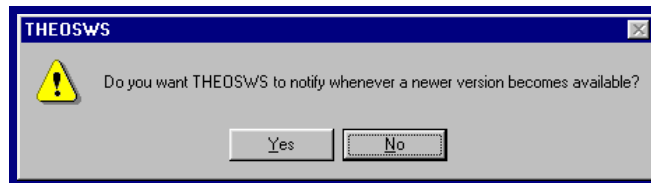

Figure 10. Notify Newest Version

13. The **Disconnected** message, as shown in the following figure, appears prior to configuring the workstation to point to the *Entry-Master®* System.

Figure 11. Untitled 1 – THEOS Workstation

14. The Toolbar at the top of the screen contains a monitor icon which is circled in the following illustration.

Figure 12. Toolbar

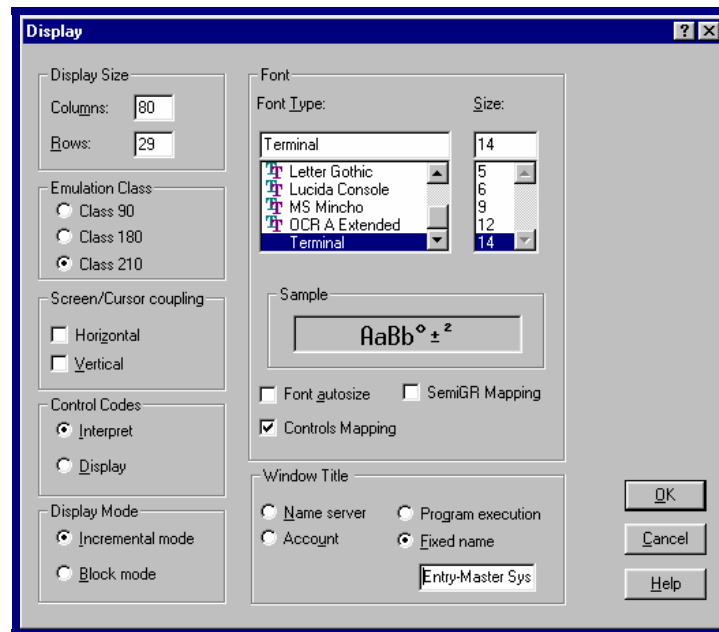15. When you click on this icon, the **Display** setting window displays.

Figure 13. Display Settings Window

16. In the **Display** window make the following changes.

   a. Under **Display Size,** change **Rows** to equal **29**. You may change **Rows** to equal **24** depending on your monitor type.

   b. Under **Font**, change **Size** to **14**, if available. Note that for some monitors **Size** 9 may be the only size available.

   c. Make sure that **Font autosize** is turned off. (The check box is blank.)

   d. **Controls Mapping** should have a check mark in the box.

   e. Under **Window Title**, select the **Fixed Name** radio button.

   f. Type in **Entry-Master System IV** in the box below **Fixed Name**.

   g. Do not change any other fields, leaving the default information in these fields.

   h. Click **OK** to save your display settings and close the window.

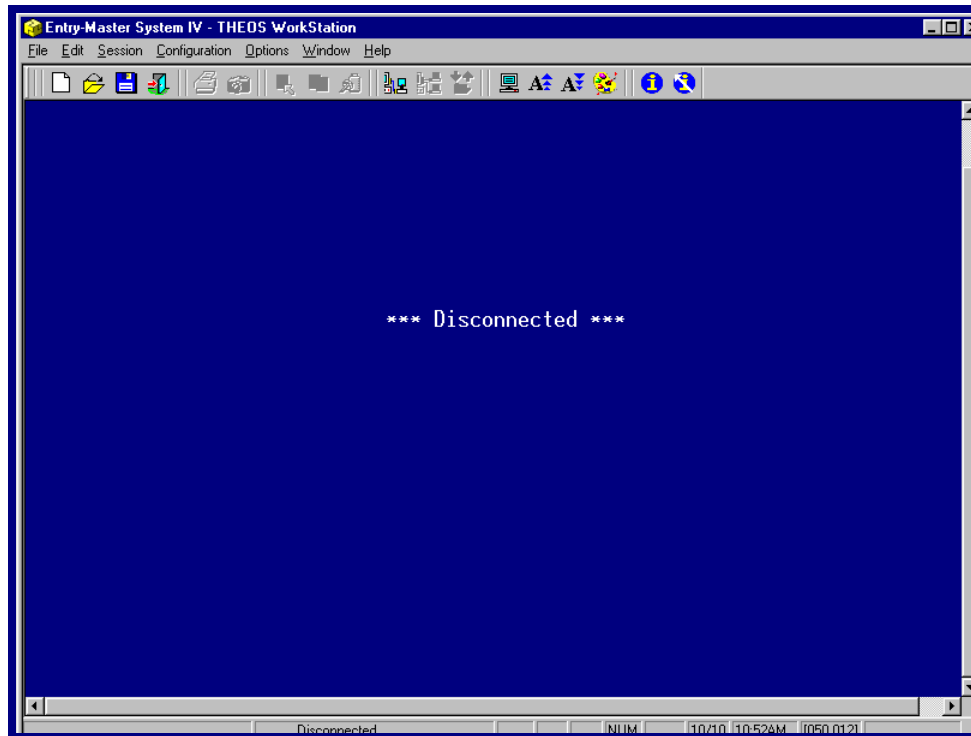17. The screen now reflects the changes you made in the **Display** settings window.

Figure 14. After Display Settings Changes

18. Select the **Options** menu from the menu bar then click **Status Bar** to turn it off. The menu will close. Click on **Options** again to insure the check mark does not display next to **Status Bar**.
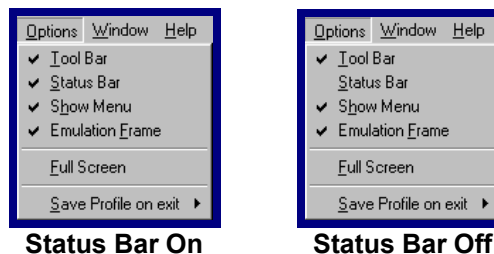

Status Bar On   Status Bar Off

Figure 15. Options Menu

19. Select the **Options** menu again and highlight **Save Profile on exit**, and then click on **Do not save profile**.

20. Click on **Options** again and highlight **Save Profile on exit** to insure the check mark does display next to **Do not save profile**.
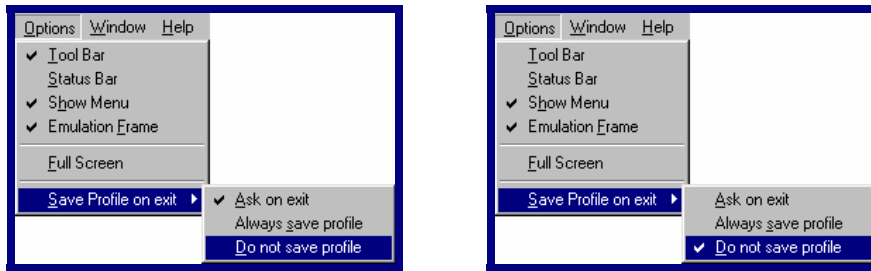
Figure 16. Do not save profile

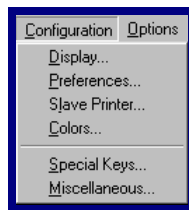21. Click on **Configuration** on the Menu bar.

Figure 17. Configuration Menu

22. Click on **Preferences** and the **Preferences Setting** window appears.
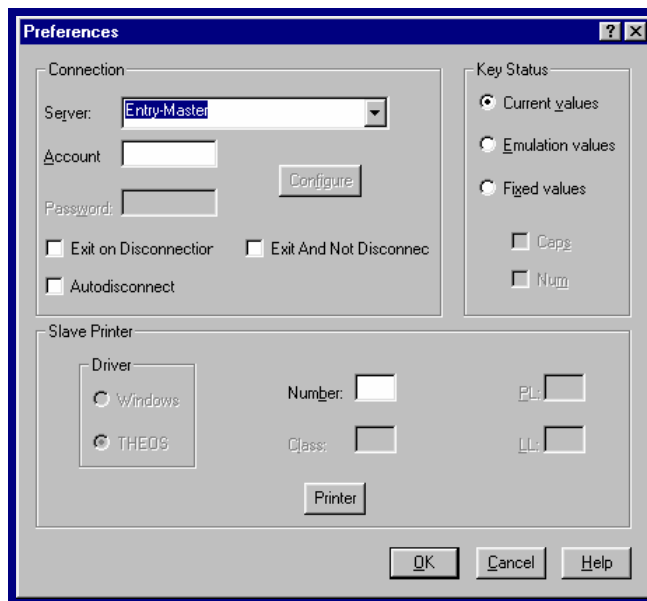

Figure 18. Preferences Window

23. Make the following entries in the **Preferences Window**:

a. If **Entry-Master** does not appear in the **Server** field, you need to enter the Server's IP Address.

b. Type in **LOGO** in the **Account** field.

c. Place a check mark (by clicking the box) next to **Exit on Disconnection**.

d. Also, place a check by **Autodisconnect**.

e. In the **Number** field type **1**.

f. Type **135** in the **Class** field.

g. All other entries remain unchanged. The following figure illustrates these settings.
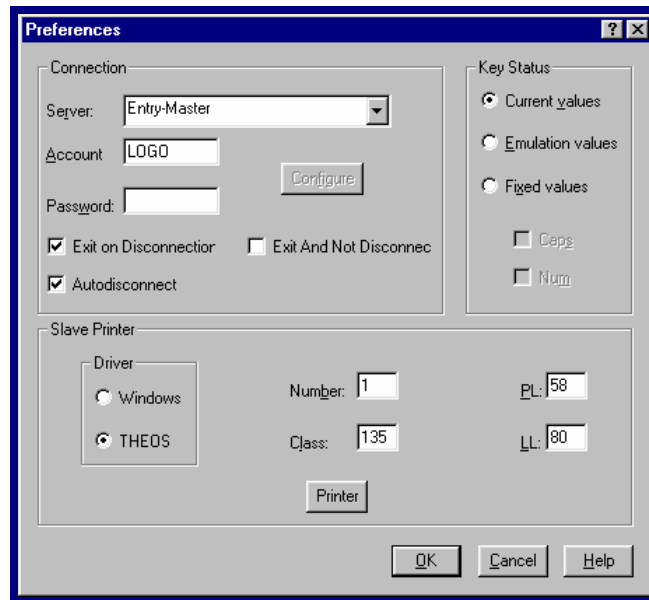

Figure 19. Settings for Preferences Window

24. Click **OK** to save your entries and close the **Preferences Window**.

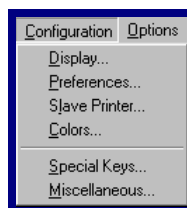25. Once again, click on the **Configuration** menu and select **Special Keys**.

Figure 20. Configuration Menu

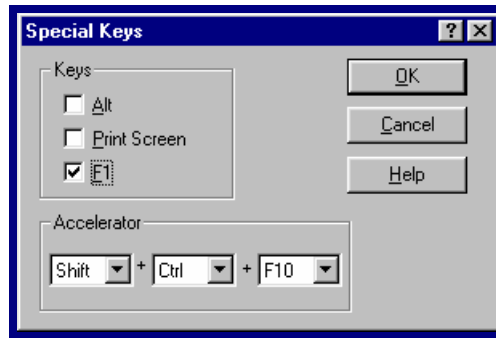26. The **Special Keys** window appears.

Figure 21. Special Keys

27. Click in the check box next to **F1** to identify F1 as a special key for the *Entry-Master®* System.

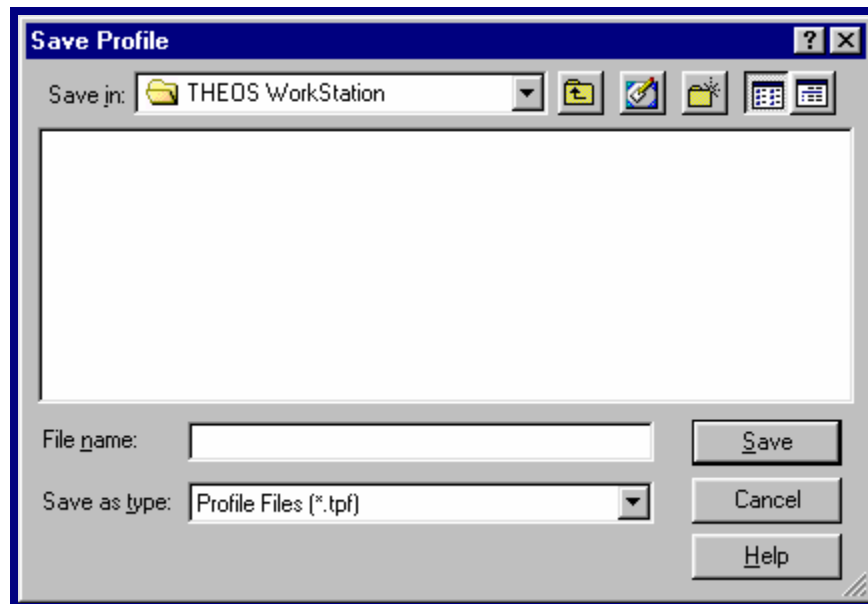28. From the **File** menu, select **Save As**.

Figure 22. Save As

29. In the **File Name** field, enter **em**. When you click on **Save**, you will be saving profile called **em.tpf**.

30. On the Toolbar, click on the **Connection** icon which is circled in the following illustration.

Figure 23. Connection Icon

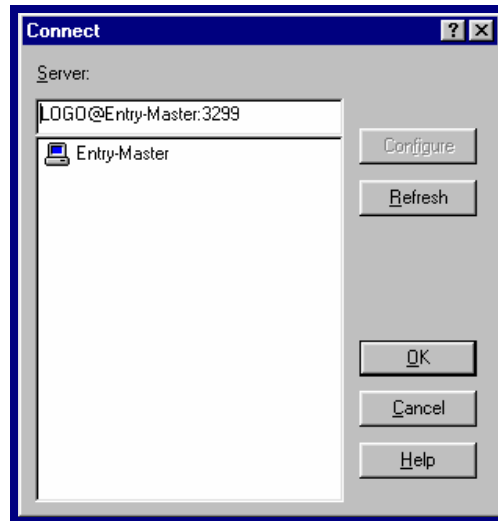31. The following **Connect** window displays.

Figure 24. Connect

32. Select **Entry-Master** then click **OK**. The *Entry-Master®* System Logo screen displays.
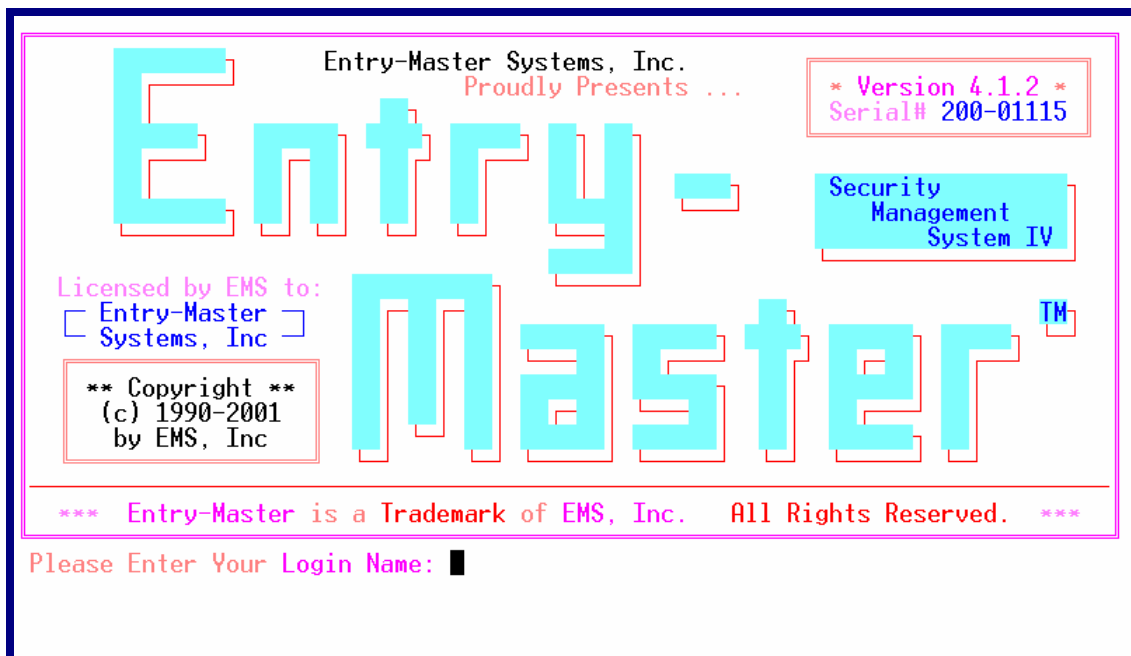

Figure 25. Entry-Master Log On Window

33. Use a valid **Login Name** and **Password** to log into the *Entry-Master®* System. Verify that the correct system displays.

34. Exit from the *Entry-Master®* System.

35. Right-click on the **THEOS** icon and select **Properties** from the list that displays. The **Properties** window appears as shown next.
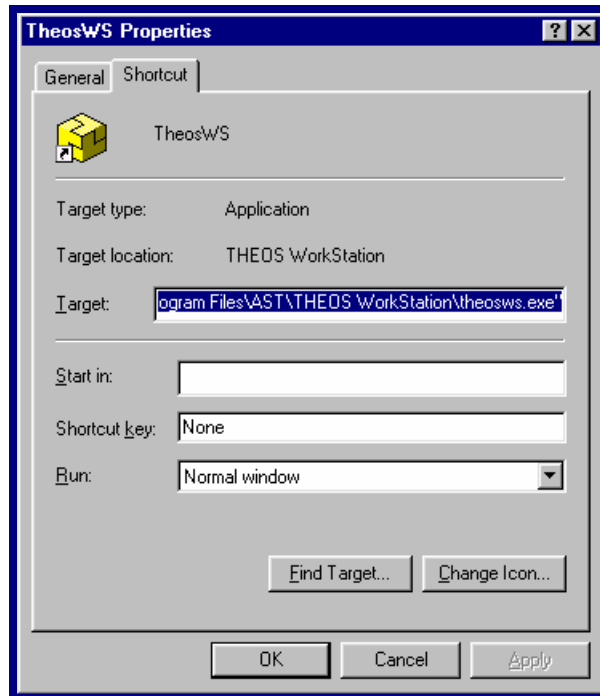
Figure 26. Properties Window

36. In the **Target** field, replace the words "theosws.exe" with **"em.tpf"**. Do not remove any quotes.
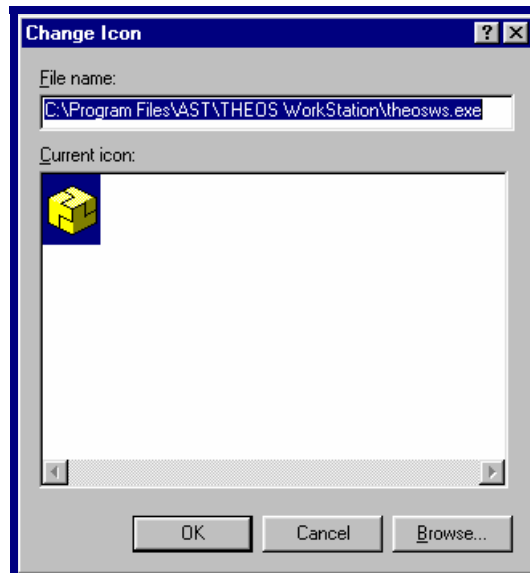
37. Click on the **Change Icon** button.

Figure 27. Change Icon

38. Click **Browse** to select an appropriate icon.

Figure 28. Icon Selections

39. Double-click on the appropriate icon and the **Properties** window redisplays.

40. Click **OK** to close the **Properties** window. When the desktop refreshes, the new icon appears:

Figure 29. New Icon Appears

Opening an *Entry-Master®* System Report in a Word Processor

Once the workstation is installed, you can configure your PC to open your *Entry-Master®* System reports in a word processor application.   Also, you can create a shortcut to this report file on your desktop for easy access. To do this:

Run an *Entry-Master®* System Report:

1. From your desktop, double-click on the *Entry-Master®* System icon.

2. Log in to the *Entry-Master®* System.

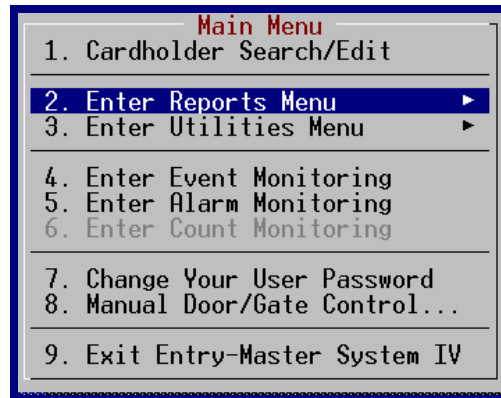3. Access the **Report** option from the **Main Menu**.

Figure 30. Enter Reports Menu

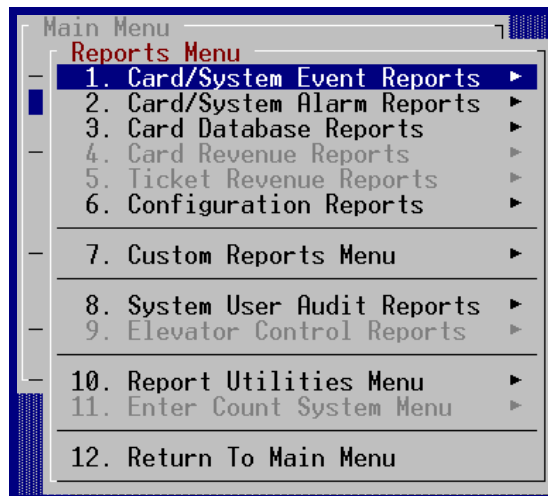4. Select any report type from the **Reports Menu**.

Figure 31. Card/System Events Reports Selected
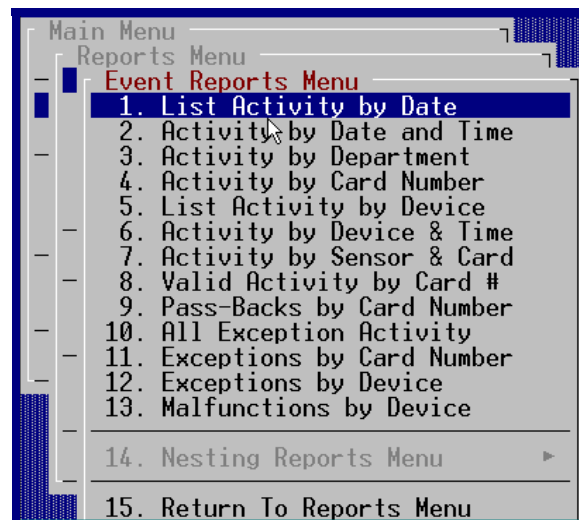
5. Select any report to run.

Figure 32. List Activity by Date Selected

6. When you press <Enter>, a **Report Output Menu** dialog box appears as shown in the following figure.

7. Press the <down arrow> until **Review Report via Word Processor** is highlighted.
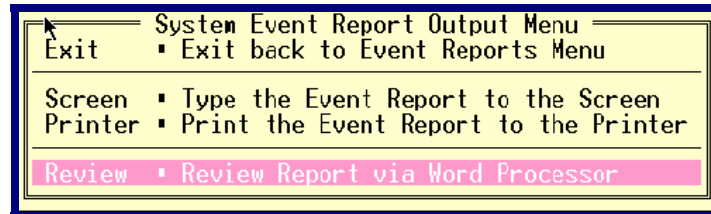

Figure 33. Highlight Review Report via Word Process

8. Press <Enter> and the *Entry-Master®* System asks you for a date range.

9. Press <Tab> in either the **Starting Date** or **Ending Date** field to automatically enter today's date. Or, you can press <F2> and select a date from the calendar that displays.
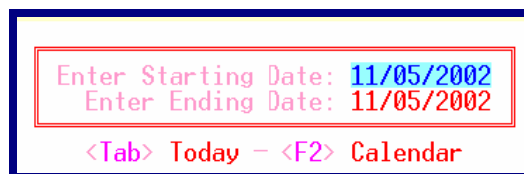

Figure 34. Enter a Date Range.

10. Press <Enter> to begin report processing.

11. If this is the first time you have run an *Entry-Master®* System report from this PC, the following message may display:
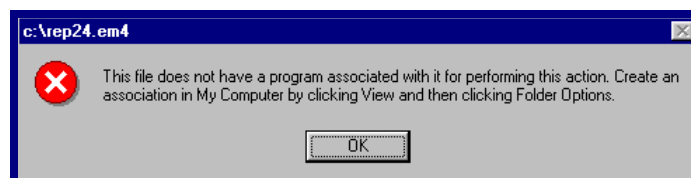

Figure 35. No Program Association Message

a. If this message does not display, your report should open in a word processing application. Continue to the "Creating a Shortcut" subsection below if you need to add a desktop shortcut for this report.

b. If this message displays, click **OK**, and the report menu redisplays.

1) **Log off** the *Entry-Master®* System.

2) Proceed to the next subsection "Open With a Word Processing Application." directions.

Associating a Word Processing Application:

When *Entry-Master®* System sends a report to a word processing application, it creates a file on your C drive that has an ".EM4" extension. Typically, the file name is REP##.EM4. (The "##" is a two-digit sequential number that appears after "REP.") If your report does not open as described above, you need to select a word processing application to open this extension. Use the following steps to open REP##.EM4 with the appropriate word processing application

1. Open your C directory using the **Explorer**.

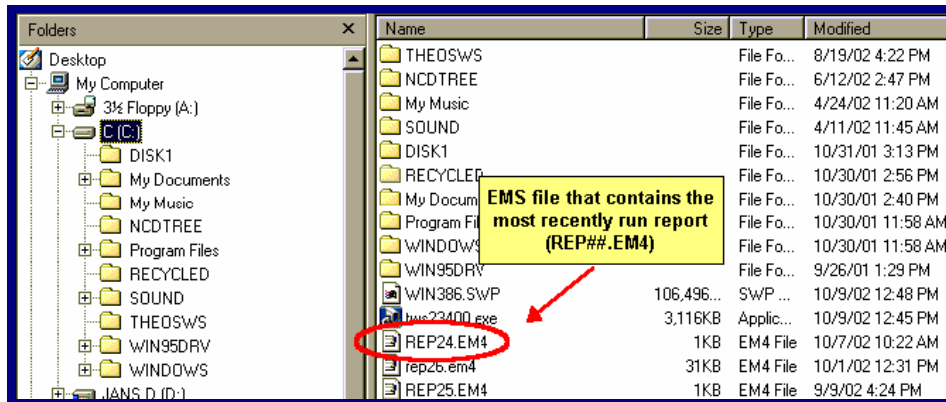2. Locate the **REP##.EM4** file in the list.

Figure 36. Sample REP24.EM4 File

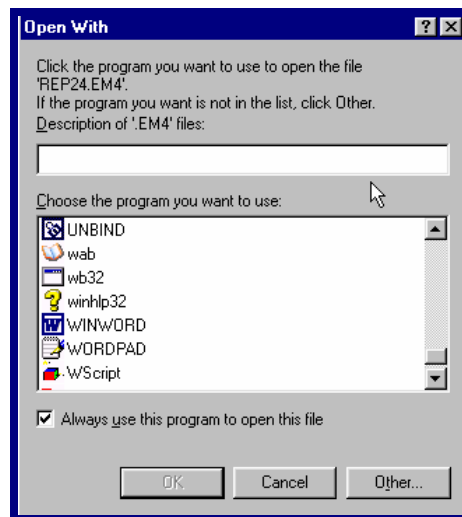3. Double-click on file name and the following **Open With** dialog box displays:

Figure 37. Open With Dialog Box

4. Scroll down the list to select a word processing program.

5. When you double-click on the appropriate word processing icon, the report opens in that application. Any subsequent reports you run will open in this program.

Creating the Shortcut:

As previously explained, when the *Entry-Master*® System sends a report to a word processing program, an REP##.EM4 file is created on your C drive. (The "##" is a two-digit sequential number that appears after "REP.") To create a desktop shortcut:

6. Open your C directory using the **Explorer**.
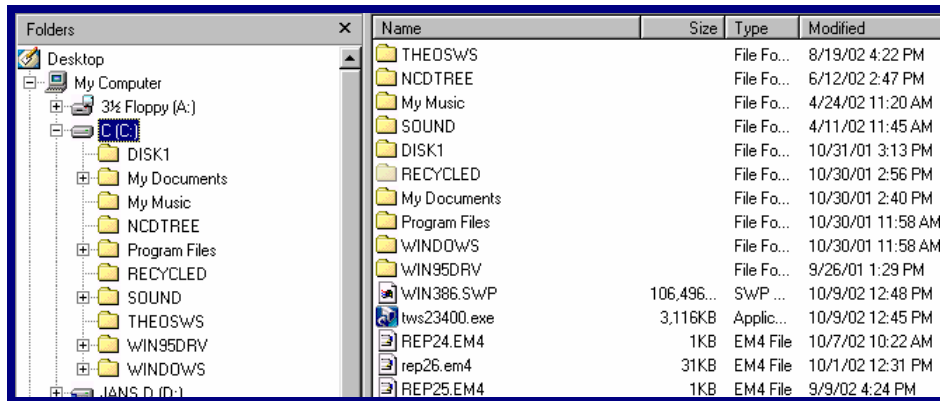
7. Locate **REP##.EM4** in the list.

Figure 38. Sample REP24.EM4 File

8. Right-click on this filename and select **Send To** followed by **Desktop (create shortcut)** as illustrated in the next figure.
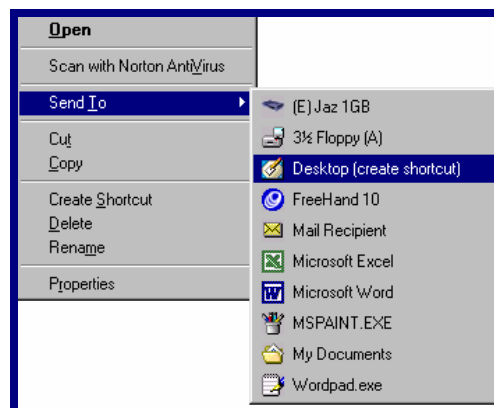

Figure 39. Sent To Desktop (create a shortcut)

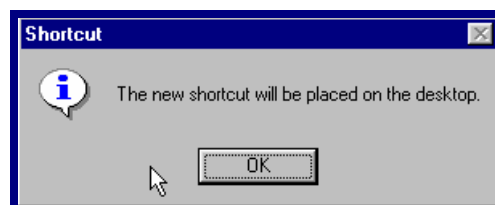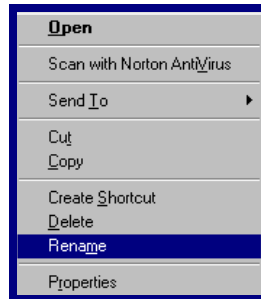9. When you release the mouse button, the following message displays:

Figure 40. New shortcut message

10. Click on **OK**.

11. Locate the shortcut on your desktop

12. Right-click on the shortcut icon and select rename from the popup menu.

Figure 41. Rename

13. The current name is highlighted. Type "**Entry-Master Reports**" and press <Enter>. The shortcut displays this new name.

Figure 42. Type in shortcut name

Note that the *Entry-Master*® System is programmed to replace the information in this file every time a report is run. If you wish to save a certain report, select Save As from the File menu and save it as a different name. Otherwise, *Entry-Master*® System writes over this information the next time you run any report.