

Installation Instructions

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OptiDist is distributed in a standard Windows Install file. You may receive it via compact disk (CD) or electronically.

Regardless of how you receive it the initial file will be named **OptiDist####Setup.EXE**, upgrades will be named **OptiDist####Upgrade.EXE** and updates will be named **OptiDist####Update.EXE**. (Note: "####" will be replaced with 3 digit version number without the decimal point.)

These programs may be run by one of the following methods.

- Start>Run and select the program using Browse.
- Start>Setting>Control Panel>Add/Remove Programs>Install
- Using Windows Explorer you may double click the file.

The two **default folders** created by the Setup (install) program are

- C:\Program Files\DBS Company\OptiDist

and

- If your operating system is **prior to Vista** and you originally installed **OptiDist** version earlier than 5.00 C:\Program Files\DBS Company\OptiDist\ThisYear
- If your operating system is **prior to Vista** and you originally installed **OptiDist** version 5.00 or later C:\Documents and Settings\User Name\AppData\OptiDist\ThisYear
- If your operating system is **Vista** and you originally installed **OptiDist** version earlier than 5.00 C:\ProgramData\OptiDist\ThisYear
- If your operating system is **Vista** and you originally installed **OptiDist** version 5.00 or later C:\Users\User Name\AppData\Roaming\OptiDist\ThisYear
- **Windows 7** system C:\Users\User Name\AppData\Roaming\OptiDist\ThisYear

NOTE: The default setting for Vista hides the C:\ProgramData folder. This setting can be changed in Folder Options in the Control Panel.

The program (**OptiDist.EXE**) and associated files will be in the **OptiDist** folder.

Any data files pertaining to your club will be in the "**ThisYear**" folder.

The install program will add "DBS Company>OptiDist" to your Start Menu Programs folder.

Starting OptiDist

NOTE: This same information is contained in the "Getting Started" section of the **OptiDist User Manual**.

Start **OptiDist** from Start>Programs>DBS Company>OptiDist>OptiDist.

The first time **OptiDist** runs you will first see the Welcome message then Configuration Data Entry screen.

- Correct/enter information as necessary. **Minimum data initially required is District Number, Data Folder and Current Year Begins date.** **OptiDist** uses this information to properly format your data imported from Optimist Leaders.
- The data directory is same one created by the install program. **Use F1 for help** if you don't understand what is wanted.
- When completed it will take a minute to create some data and index files. You will see messages on your screen telling you what is happening. If you have a fast computer you may not be able to read these messages. When all files have been created you will be at the main screen with standard Windows menu across the top.

To change the **background color** of the main window Right Click anyplace on the background. You will be presented a window for setting the color to your choice and it will stay that color until you change it.

I know you want to get started but, please take a few more minutes to read the "Using **OptiDist**" section of the **OptiDist** User manual for steps to follow to initially setup **OptiDist** for your club.

You can download your club data from the Optimist Leaders web site (www.optimistleaders.org). Then you'll be able to use the **Import OI Data** feature on the **OptiDist** Tools menu. After logging on the Optimist Leaders site,

- click **Reports** on right frame, the REPORTS MENU will open,
- check the box for **Show Deleted Members** in the Club Roster (Download) section,
- **Sort by** can be either (I prefer Roster #.),
- click **Club Roster (Download)** and follow instructions in popup window to save the file to your **OptiDist** data (**ThisYear**) folder.
- **Close** the window using the red X box at upper right corner.
- **Logoff** and close your browser.

Registration The 45 day trial period starts the day you install **OptiDist** on your computer. You must register your copy of **OptiDist** for your computer before the end of the trial period or **OptiDist will quit** functioning. You'll receive several reminders to register before **OptiDist** quits. Please see the Registration Section in the User Manual for more details.