

How to Use the Training Files

Overview

Using a training database corresponding to the current month makes doing training exercises and testing more realistic because the transactions and settings in the database are relative to this month. The training files will be in the Rental Demonstration database after following the instructions below.

Month specific training databases are available by downloading the PL_Demo.exe file from our website - from the main Taskbar click Links, Training Files. The default installation is to the RPROMAS\TRAINING folder. The installation creates a folder of databases with names corresponding to the posting month of transactions in the database, e.g. May08, Jun08, Jul08, Aug08. The DEMOR folder contains the same month as the oldest named month. In this example, the DEMOR database would be for May08.

Downloading the training files from www.promas.com

In PROMAS, click on <<Links, Training Files>> or on the website click on the Support page or the Training page. Then click on Training Data Disk at the bottom of the page. When downloaded and executed, they default to install into folders under the RPROMAS\TRAINING folder. The folder names correspond to the month of their use, e.g. May08, Jun08. The DEMOR folder contains the same month as the oldest named month. Follow the steps above to use them.

If you have previously installed training files, delete the TRAINING folder before installing the new training files.

Setting up the Demonstration Database

Summary:

- Rename the RPROMAS\DEMOR folder to DEMORxx.
- Copy the appropriate database into the RPROMAS folder. If you choose a folder other than DEMOR to copy (e.g. Jul08) rename it to DEMOR.
- Logon to the Rental Demonstration database. If you choose a folder other than DEMOR to copy (e.g. Jul08) rename it to DEMOR.

Step-by-Step:

- Double click My Computer
- Double click (C:) Drive
- Double click RPROMAS folder
- Right click on the DEMOR folder. Choose Rename.
- Rename it DEMORxx where xx is the month. Delete at your convenience.
- Double click on the TRAINING folder
- The folders are named for the posting month of the transactions in the database, e.g. May08,Jun08.
- Click on the appropriate folder.
- Press <Ctrl> <C> or click Edit, Copy
- Click Back or File, Close. This puts you in the RPROMAS folder.
- Press <Ctrl> <V> or click Edit, Paste to copy the folder into the RPROMAS folder.
- If you copied one of the month folders instead of the DEMOR folder, right click on the folder name, choose Rename and rename it to DEMOR.
- Exit back to the Desktop
- At the PROMAS Logon screen select the Rental Demonstration database
- Logon to PROMAS.

Setting the Posting Date in PROMAS

Each training database is labeled with the posting month. To get the most realistic results from the training exercises you should set the posting date to the first day of the month corresponding to that on the folder. You will need to set the posting date each time you log on.

From the PROMAS main Taskbar:

- Click Setup
- Click Environment Options
- Click the Dates tab
- Change the Posting Date to the first day of the training database month
- Click Save
- Now you are ready to proceed with the exercises in the Training Manual