

TAB 5

# TEAMS Software Package



**Software Package**

## **TEAMS Asset Management Software Terms of Use**

By using this software, the recipient agrees to the following conditions of use:

- The **TEAMS** software and accompanying training materials may not be sold to anyone.
- The **TEAMS** software and accompanying training materials may be used to supplement other training materials.
- The recipient agrees to acknowledge the source of the materials in any publications reporting use of it.
- The recipient by requesting the **TEAMS** software and accompanying training materials agree to conditions below.

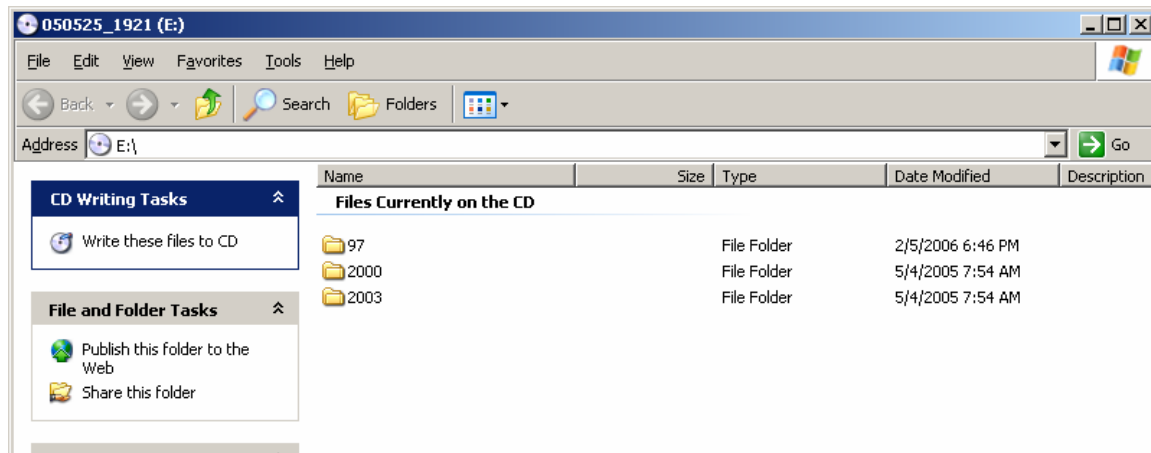
This software program and accompanying literature was produced by engineers and other professionals with experience providing guidance and assistance to water and wastewater systems. Neither the Maryland Center for Environmental Training (MCET), a department of the College of Southern Maryland, nor the Environmental Protection Agency (EPA), represent that using this program will ensure compliance with State or Federal requirements. MCET and EPA assume no liability for the use of **TEAMS** software.

# Software Installation

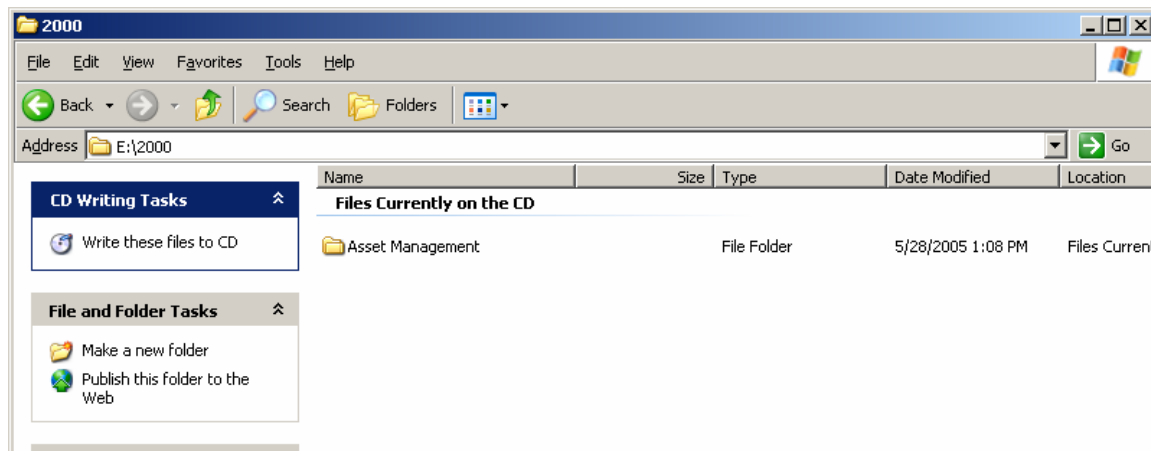
Determine the version of Microsoft Office Suite<sup>®</sup> which you have installed on your computer. If you are using Microsoft Office Suite<sup>®</sup> 2000 or above, it is necessary to have the Professional version of the program.

It is strongly recommended that you reinstall the Office Suite and ensure that the **complete** Office Suite program is installed. This is most important to ensure the correct operation of different aspects of the Asset Management program which are about to be installed.

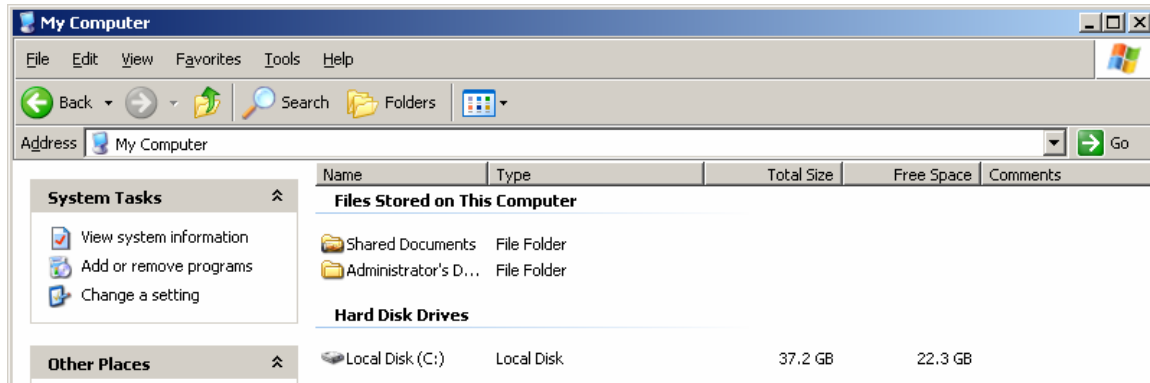
The Asset Management installation disk, supplied, carries the programs which are in the format of three folders for the three different versions of the Office Suite 97, 2000/2002 and 2003. When the disk is installed in the correct reading drive, they will be depicted as shown below.



1. Double click on the version of the program that you use and this will open the folder to display another folder called 'Asset Management'.



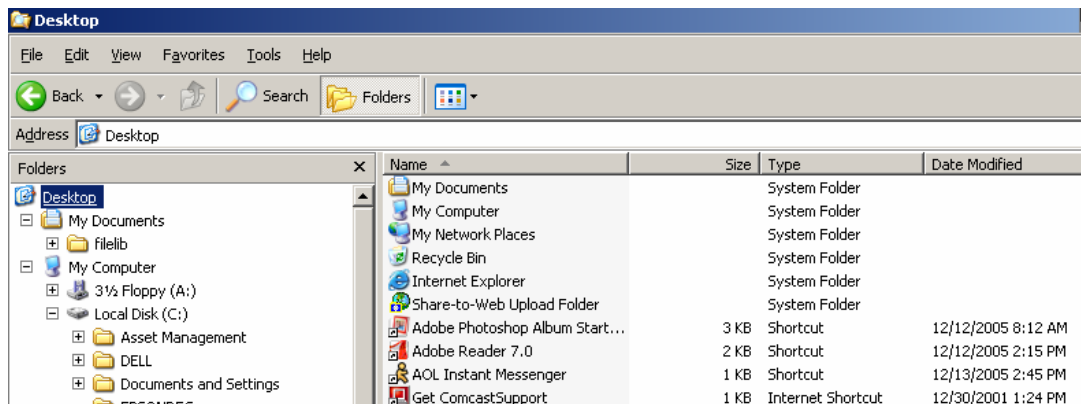
2. Using the right hand mouse button, right click on the 'Asset Management' folder and a shortcut menu will be displayed, select <Copy>.
3. Using the left hand button of the mouse, left click on 'Shared Documents',
4. Left click on 'My Computer' which displays the different drives.



5. Using the right hand mouse button, right click on 'Local Disk (C:)' and a shortcut menu will be displayed, select <Paste>.

This will copy the folder 'Asset Management' and all of it's contents directly on to the C: drive.

**It is imperative that the folder 'Asset Management' is installed directly on to the C: drive making it's address C:\Asset Management.** (As seen below, left hand side)



For more information, see page 1 of the **TEAMS** Users' Guide in Tab 4.