GETTING STARTED

Each manual is accompanied by a 3 ½ inch floppy disk containing the sample project (State Project No. 8580-122), that can only be loaded on to an already existing CAARS program. If you **already have** the CAARS program on your P.C. move ahead in this section to " HOW TO INSTALL CAARS DISK ON AN ALREADY EXISTING CAARS PROGRAM" If you do not have the CAARS program on your P.C. you will first have to install the CAARS program as instructed below.

HOW TO INSTALL THE CAARS PROGRAM ON YOUR COMPUTER
Specifications:

> Hardware: Minumum 486 processor or above. (Suggested Pentium 120 - 16mg)
> > MSDOS, Windows 3.1, Windows 95, Windows NT.
>
> Setup: Windows 9x: Config.sys must have "FILES=100"
> > Windows NT: C:\winnt\system32\config.nt must have "FILES=100"
>
> > To create a shortcut select "C:\CAARS26\CAARS26.EXE"
> > From DOS type "CAARS" (which runs a batch file)

To install: From a dos prompt type "A:INSTALL A C" where "A" is the source drive and "C" is the destination.

Initial password to use on the CAARS Program Identification Screen 1 below is "MASTER"

To install Patches (System Upgrades): From a dos prompt type "A:PATCH A C" where "A" is the source drive and "C" is the destination.

HOW TO INSTALL SAMPLE PROJECT S.P. 8580-122 CAARS DISK ON AN ALREADY EXISTING CAARS PROGRAM
Instructions for loading are: **Step (1)** Insert Disk in P.C. **Step (2)** Call up CAARS program , this will move you to the CAARS Program Identification Screen 1 below, with the cursor blinking in *Enter Password —>* ▉▉▉▉▉ .

SCREEN 1- CAARS Program Identification Screen.

**Step 3** .... Until you establish your own personal password type in as a temporary password
MASTER **In Screen 1 above and press the ENTER key. Notice that when you type in the word**
MASTER it will not show on the screen.. If you type the word incorrectly you will get a CAARS
message that states INVALID PASSWORD which means you will have to try again... If you type
MASTER in correctly you will be automatically moved to the Project Selection Menu Screen 2
below. This screen will show any other CAARS projects you may have on program.

SCREEN 2- Project Selection Menu
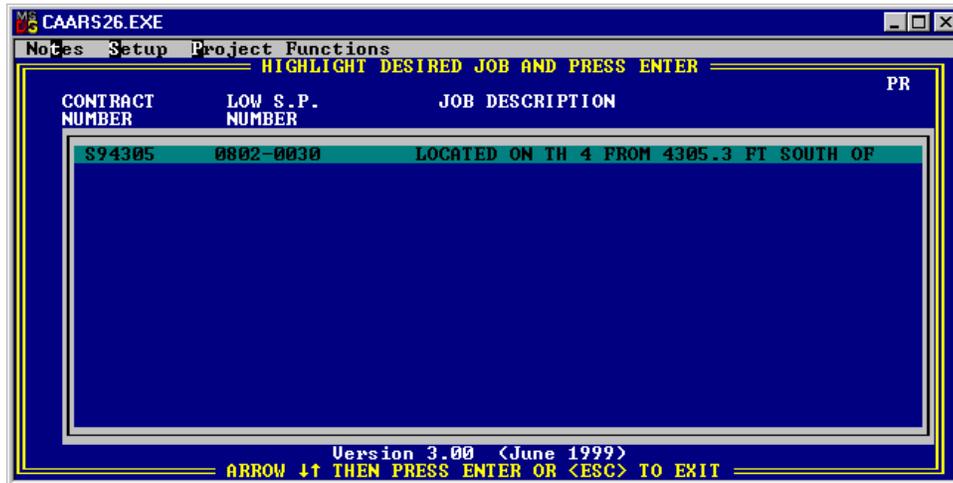
Step 4 - In Screen 2 above, press the **ALT** key to get to the upper menu arrow over to and
highlight **Project Functions** and press ENTER...this will bring you to the Project Maintenance
Functions Screen 3 below.

SCREEN 3 - Project Maintenance Functions Screen
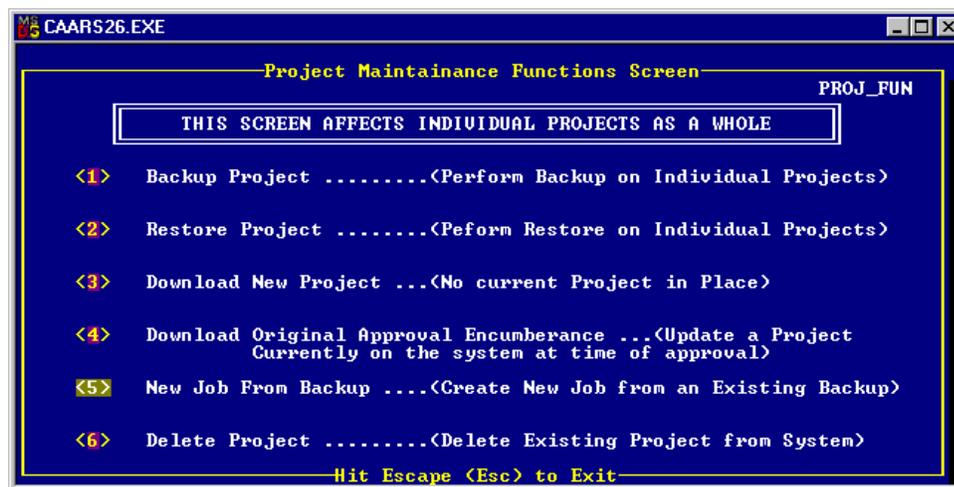
Step 5 -Arrow down and highlight <5> *New Job From Backup* as shown above in Screen 3 and
press ENTER. This will bring you to Create Project Option Menu Screen 4 below.

SCREEN 4 -   Create Project Option Menu

Step 6 - Arrow to and highlight `< Regular Backup >` as shown above in Screen 4 and press ENTER.... This will bring you to Enter Projects Contract Number Screen 5 below.

**SCREEN 5** - Enter Projects Contract Number Screen
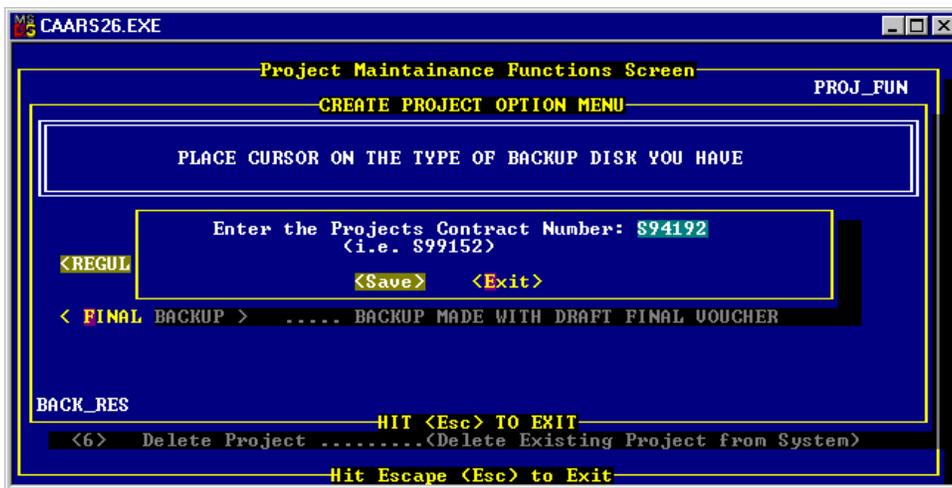
Step 7 - In the entry field provided type in `S94192` as shown above in Screen 5 . (This is the Contract Number for our sample project).... with `<Save>` highlighted press ENTER.. This will bring you to the Drive Select Menu Screen 6 below with Drive <A> highlighted.

SCREEN 6 - Drive Selection Screen

Step 8 - Arrow to highlight and select either drive <A> or <B> as shown in Screen 6 above and press ENTER.... You will now be automatically taken through a series of screens , virus scans etc. and asked several times to **press any key to continue**. When you have completed CAARS will acknowledge by prompt **Project upload complete   Hit any key....** ....Now slowly repeat pressing the ESC key 2 times until you again reach the Project Selection Menu Screen 2A shown below, you will see that our sample project S.P. 8580-122 has been added.

SCREEN 2A - Project Selection Menu with sample project 8580-122 added.
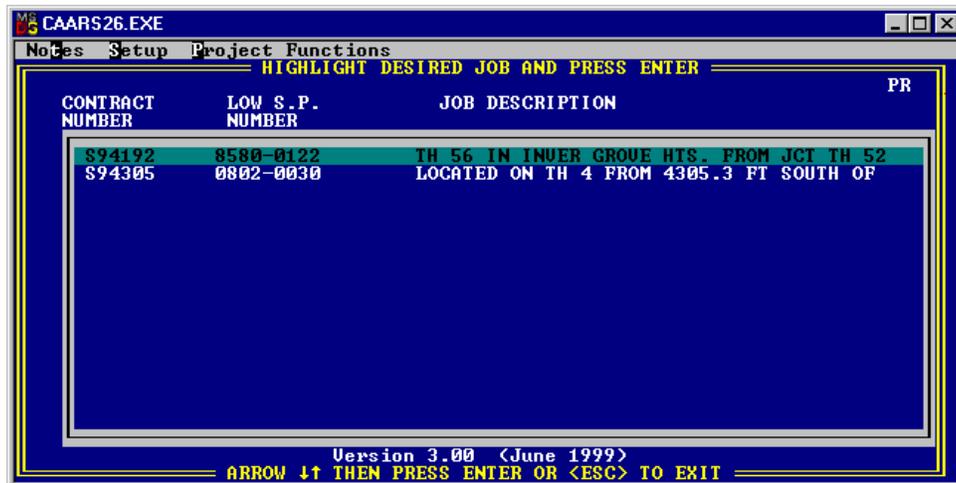
**INSTALLATION OF SAMPLE PROJECT S.P. 8580-122 IS COMPLETE**.
You are now ready to setup your own private security code and password into the CAARS Program.

## HOW TO SET UP YOUR OWN PRIVATE SECURITY CODE & PASSWORD

Now that you have installed the sample project on to the CAARS program you will want to set up your own private security code and password. To accomplish this follow the steps given below. **First press ESC until you are completely out of the program.... then re-enter the program**

Step 1- On the CAARS Program Identification Screen 1 below you again type in the temporary password MASTER and press ENTER**...** This will bring you to the Project Selection Menu Screen 2 below with newly installed sample project S.P. 8580-122 highlighted.

SCREEN 1- CAARS Program Identification Screen.
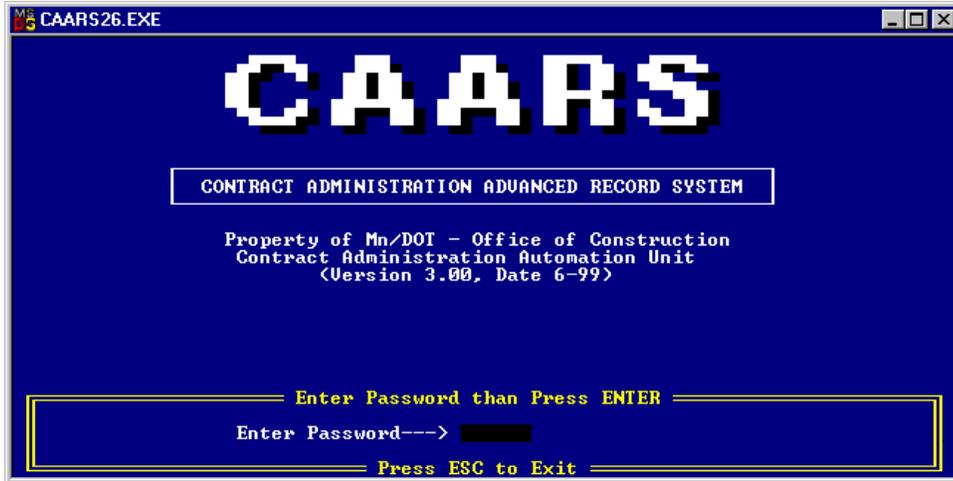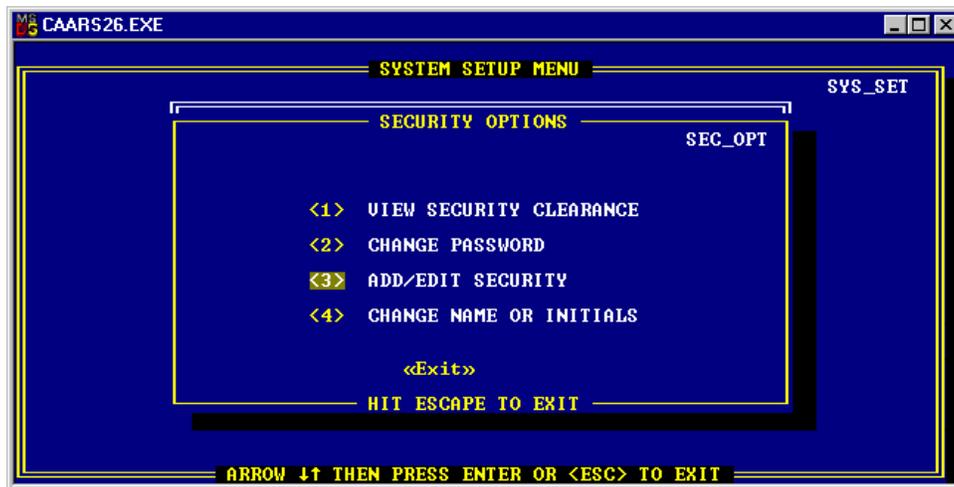

SCREEN 2 - Project Selection Menu
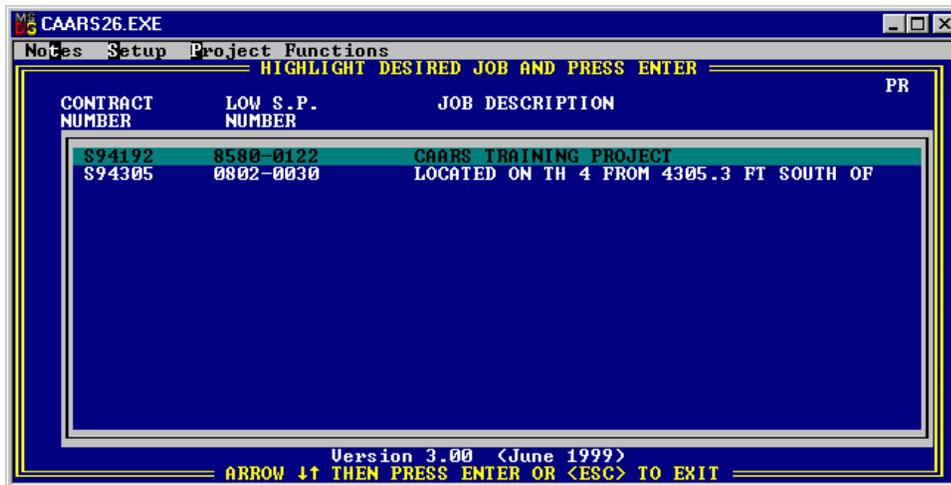
Step 2- In Screen 2 above, .. press the **ALT** key to get to the upper menu bar ...arrow over to Setup **and press ENTER...this will bring you to the System Setup Menu Screen 3 below.**

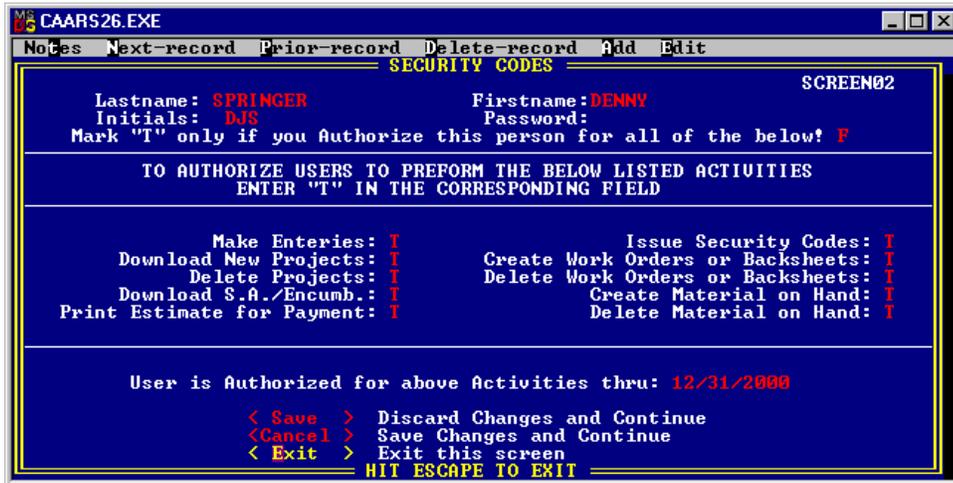**SCREEN 3** - System Setup Menu

Step 3- With <3> SETUP NEW SECURITY CODES highlighted as shown above in Screen 3 press ENTER... This will bring you to the Security Options Screen 4 below.

SCREEN 4- Security Options Screen

Step 4- Arrow down and highlight <3> Add / Edit Security and press ENTER... this will bring you to the Security Codes Screen 5 below.

SCREEN 5 - Security Codes Screen

Step 5- In Screen 5 above press the ALT key to get to the upper menu bar ...arrow over to and highlight **A**dd. ...press ENTER.. Bringing you to the Security Codes Data Entry Screen 6 below

SCREEN 6 - Security Codes Data Entry
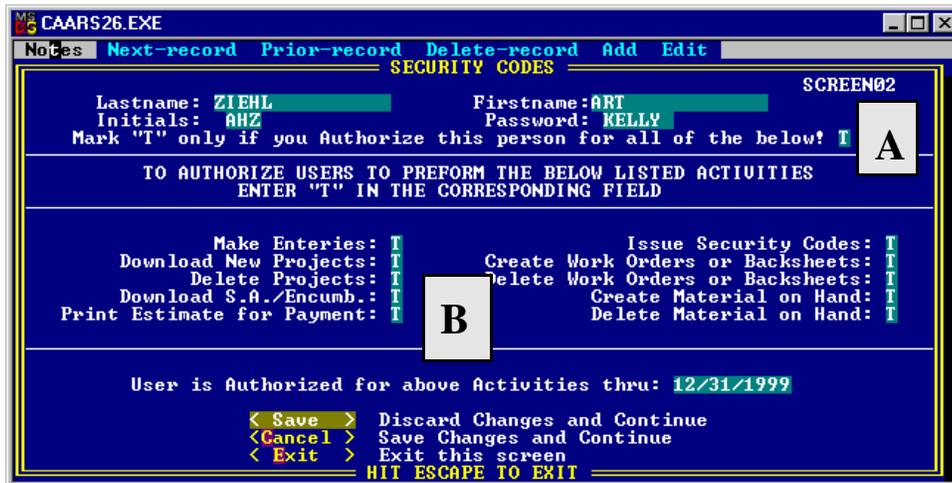
Screen 6 above type in your own name, initials and password you choose, pressing ENTER to move from field to field.. (Passwords used can be from 1 to 6 letters or numbers). If you want all of the capabilities shown in section **B** you will type the letter **"T"** in box **A** and press ENTER..This will automatically mark all the capability entry fields in section **B** with a **T**... If you want to be selective as to what you want this person to be able to do in CAARS ,you can **skip over A** by pressing ENTER... Then move from field to field in section **B** , marking those functions you want this person to perform in CAARS by typing in a "**T"** or typing in an **"F "if** you want to **deny** the capability. When you have made your choices, you will then be asked to enter a expiration date which you will type in as **12/31/2000** as shown above and press ENTER. This will bring you to **<Save>** highlighted where you will again press ENTER...CAARS will then give you a CAARS prompt **Record was saved !** acknowledging your entry.... Press ESC four times and you will be returned to the Project Selection Menu Screen 2 ....

After you have entered your own unique security code password as detailed above, any entry you make in CAARS will automatically have your initials attached and identify you as the person making the entry. Getting Started

## MARK THE (P) PLAN QUANTITY ITEMS ON YOUR CONTRACT

Marking (P) Plan Quantity Items **should be done at this point** , prior to making any quantity entries in the <Update> section. For instructions on how to mark (P) Plan Quantity Items see the **<Utilities>** section page 121. Also see the **Documentation Requirements** section Page 148 When you are finished marking your (P) Plan Quantities , use instructions to complete the balance of the <Utilities> section .

HOW TO RESTORE SAMPLE PROJECT DISK TO ORIGINAL INFORMATION

If you are using the sample project S.P. 8580-122 for practice or training purpose you will want to restore the disk from time to time to keep your entries from becoming cluttered To Restore the disk to its original state and clear all of the practice entries as follows::

With S.P 8580-122 highlighted on the Project Selection Menu Screen 1 as shown below, press the **ALT** and the **P** keys in order to select Project Functions off of the top menu bar... This will bring you to the Project Functions Maintenance Screen 2 below.

SCREEN 1 - Project Selection Menu
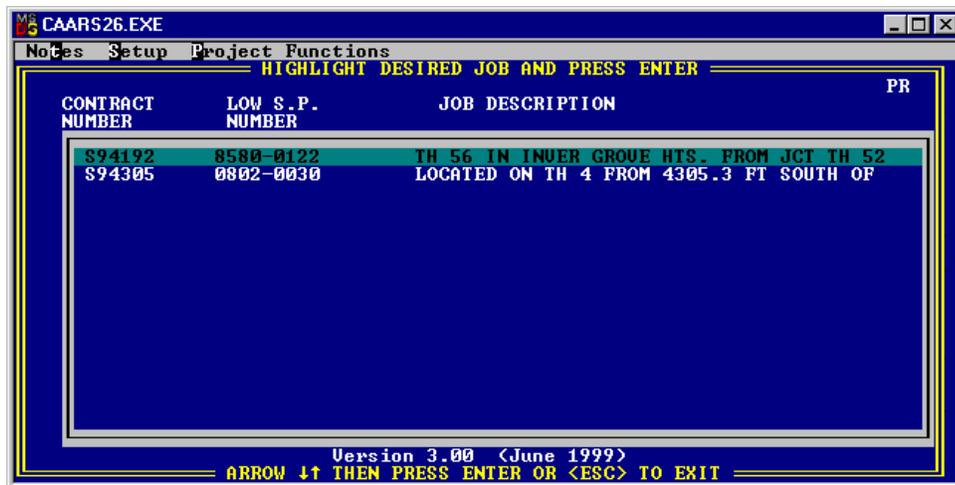
SCREEN 2 - Project Functions Maintenance Screen
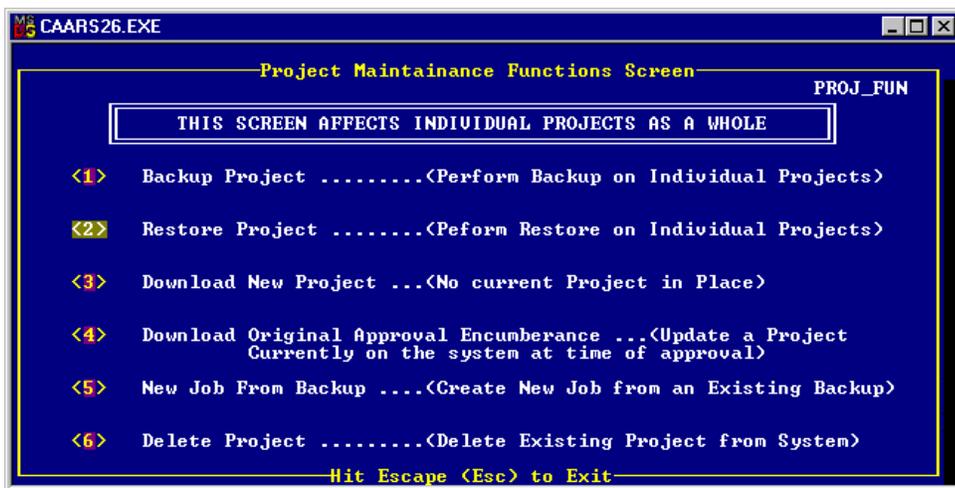
Insert 3 ½ inch disk in P.C. ... and press ENTER with <2> Restore Project highlighted as shown in Screen 2 above... then simply follow the steps and directions given by CAARS until restore is complete:

Getting Started

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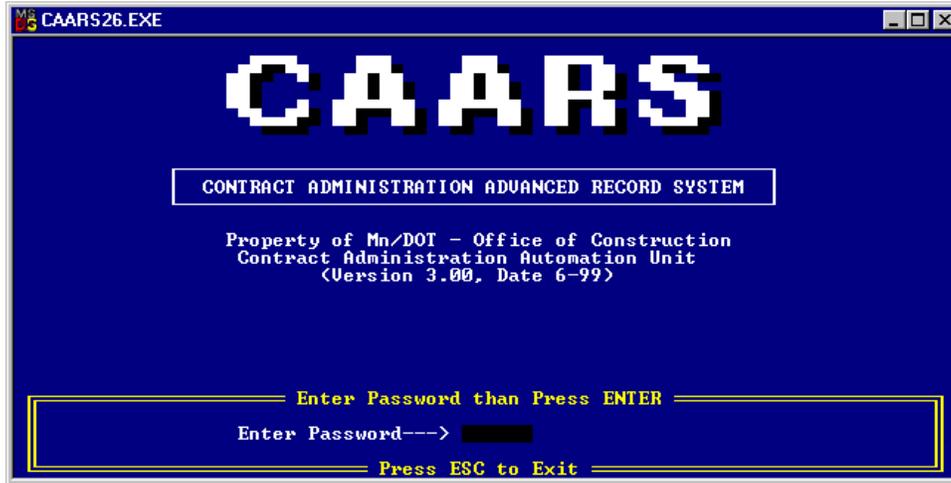# HOW TO DOWNLOAD A NEW PROJECT ...NO CURRENT PROJECT INPLACE
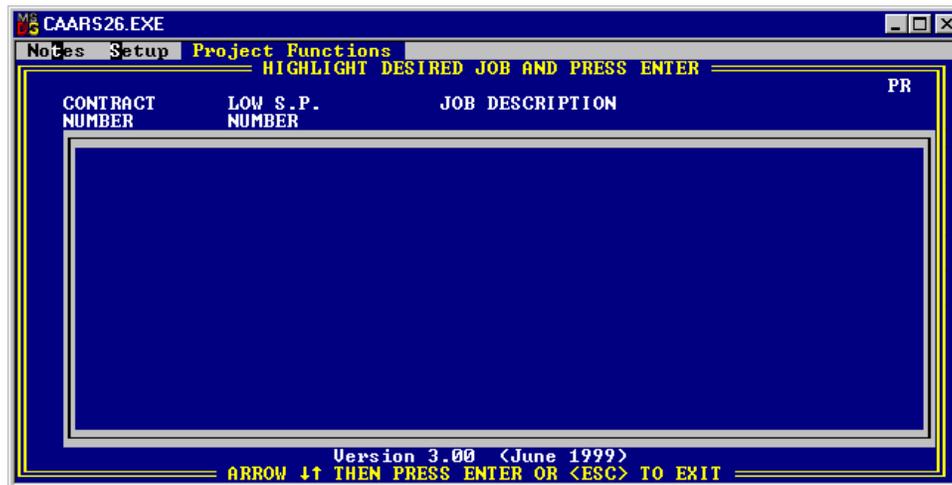
Step 1- Insert new project disk in P.C.
Step 2- Call up the CAARS Program, this will bring you to the Project Identification Screen 1 below.
SCREEN 1- CAARS Program Identification Screen.

```
CAARS26.EXE                                        _ □ ✕

            C A A R S

      CONTRACT ADMINISTRATION ADVANCED RECORD SYSTEM

         Property of Mn/DOT - Office of Construction
            Contract Administration Automation Unit
                   (Version 3.00, Date 6-99)




              Enter Password than Press ENTER
         Enter Password--->  ▮▮▮▮▮▮▮
                   Press ESC to Exit
```

Step 3 .... Until you establish your own personal password type in as a <u>temporary</u> password
MASTER **In Screen 1 above and press the ENTER key. Notice that when you type in the word** MASTER it will not show on the screen.. If you type the word incorrectly you will get a CAARS message that states INVALID PASSWORD which means you will have to try again... If you type MASTER in correctly you will be automatically moved to the Project Selection Menu Screen 2 below. This screen will show any other CAARS projects you may already have on program, since this is the first project Screen 2 below obviously shows none.

SCREEN 2- Project Selection Menu

```
CAARS26.EXE                                        _ □ ✕
Notes   Setup   Project Functions
              HIGHLIGHT DESIRED JOB AND PRESS ENTER
                                                        PR
   CONTRACT       LOW S.P.        JOB DESCRIPTION
   NUMBER         NUMBER
   ┌──────────────────────────────────────────────┐
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   │                                              │
   └──────────────────────────────────────────────┘
              Version 3.00   (June 1999)
         ARROW ↓↑ THEN PRESS ENTER OR <ESC> TO EXIT
```

Step 4 - In Screen 2 above, press the **ALT** key to get to the upper menu bar.. arrow over to and highlight **Project Functions** and press ENTER...this will bring you to the Project Maintenance Functions Screen 3 below.

SCREEN 3 - Project Maintenance Functions Screen
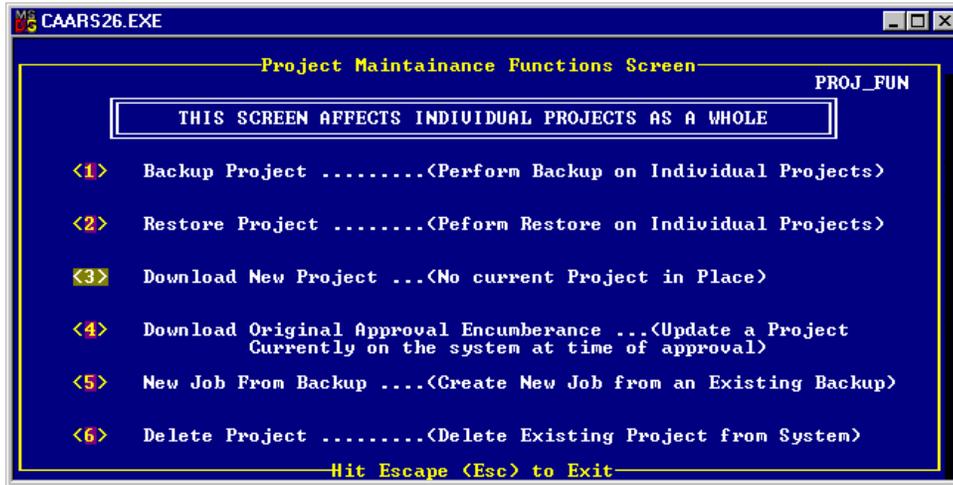
Step 5- Arrow down and Highlight <3> *Download New Project...<No current Project In Place>* as shown in Screen 3 above. .. and press ENTER..this will bring you to the Download Project Screen 4 below.

SCREEN 4 - Download Project Screen


Step 6- In Screen 4 above arrow to and highlight the Source Drive and press ENTER...Then arrow to and highlight <<Start Download >> and press ENTER... You will then be moved to Screen 4A below.

SCREEN 4A - Download Project Screen

Step 7- CAARS will now acknowledge that the Project has been successfully downloaded by giving you the message shown on the bottom of Screen 4A above....***Remove diskette from the A: drive, Download is complete***. .. Now press ESC 2 times and you will be returned to the Project Selection Menu Screen 5 below that will now show your newly downloaded project ready for your use.

SCREEN 5 - Project Selection Menu Showing Newly Downloaded Project.
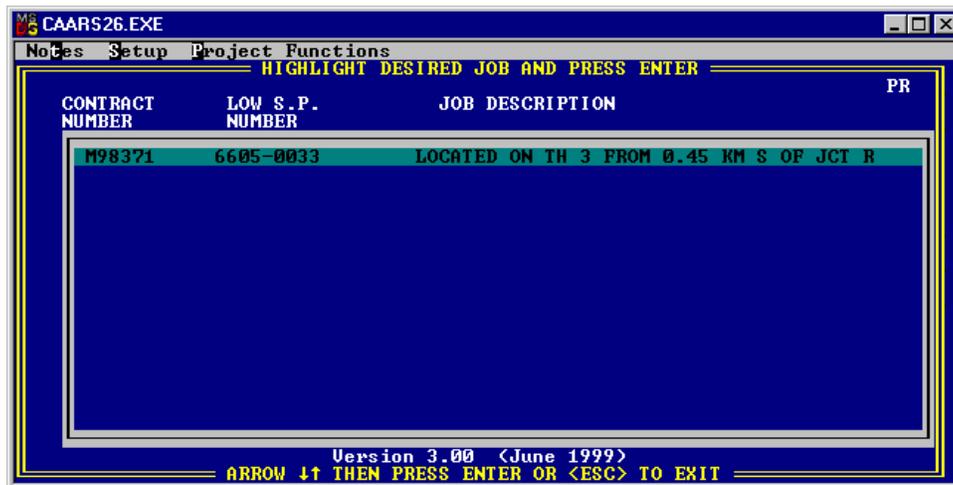
 DOWNLOAD NEW PROJECT - NO CURRENT PROJECT INPLACE COMPLETE