

Getting started with Campaign ToolBox

Thank you for ordering Campaign ToolBox!

Installing from the CD

1. Although not required, it's a good idea to uninstall any old copies of Campaign ToolBox from your system before installing the new program (Control Panel, Add/Remove programs).
2. Please install the enclosed CD by inserting it into your CD drive - it should start automatically (if not, run the file setup_XX.exe on the CD). As with any installation, you should first exit all other programs. Anti-virus programs and utilities such as "Crash Guard" can interfere with the installation process.
3. Unless you have a specific reason to do otherwise, it is best to use the default settings (database files can be stored anywhere on your system). Also included on this CD is the Adobe Acrobat® Reader program. This is used for creating printable reference documents about Campaign ToolBox.

Getting Started

1. When the program is first loaded, it will start in Trial Mode. You will need to go through the "Initial program setup" sequence to remove the Trial Mode restrictions.
2. During the setup process, you will need to enter the following information exactly as found on the enclosed Invoice. Note that unless it is part of the Reporting entity, "0" is the *number* zero, and not the letter "o", and "1" is the *number* one and not a lower case "L".
 - A. Reporting Entity
 - B. Program expiration date
 - C. Program options code
 - D. Registration code

Quick Reference Guide

Be sure to click on Help, then select "Quick Reference Guide". This starts Adobe Acrobat Reader and allows you to print a user's manual that takes you step-by-step through each of the program operations. This will answer just about any question you might have about how to use the program.

- If you have more than one Reporting Entity, you will need to repeat the Initial Program Setup sequence, creating a new database file for each reporting entity.
- Program updates are available by Internet download only. You should check the web site regularly for updates; the program will prompt you to do this at regular intervals.

Again, thank you for purchasing a license for Campaign ToolBox. If you need help or experience any problems, and are unable to find the answer in the Help files, please check the web site, or email, or call me as shown on the bottom of this page.

Sincerely yours,



Stephen McGehee

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