

Effective Training Inc.

Guidelines for Evaluation Versions of Digital Instructor Kits

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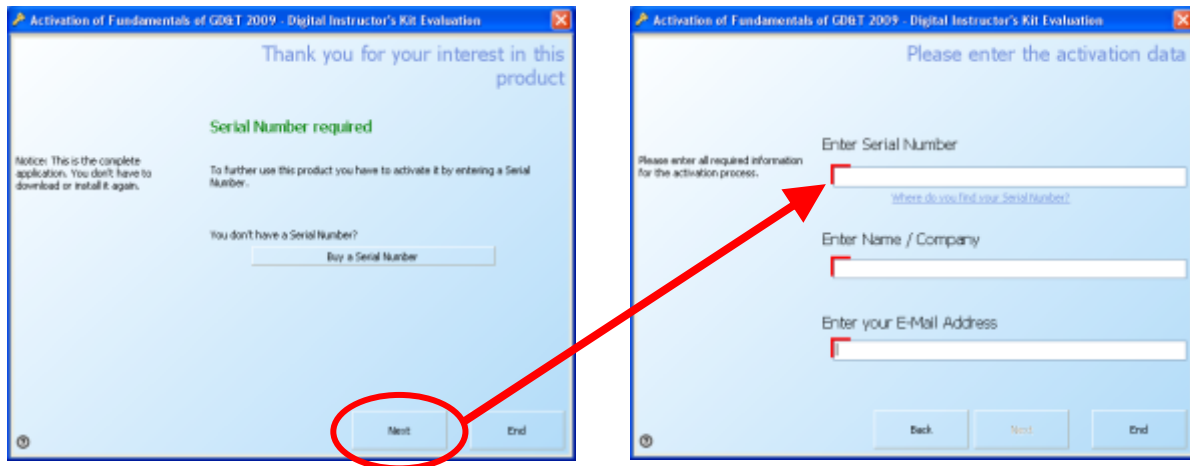
Revision Date: 02APR14

Digital Instructors Kits – Evaluation versions

Evaluation versions of the ETI's Digital Instructor's Kits are full-functioning versions of the software that will only work for 7-days. A *serial number* is required to activate this version of the Digital Instructor's Kit.

The evaluation period starts the moment the software is activate and will continue to work for the 7-day period. After 7-days, the user will be prompted with another activation screen and another serial number will be required to use the software.

After the software is installed and ran for the first time, a software activation screen appears prompting the user is prompted to enter a serial number to activate the Digital Instructor's Kit.



Note: An internet connection is required for activation.

Once the serial is entered and activated, the Digital Instructor Kit will open.

Evaluation Versions Available

Fundamentals of GD&T 2009

URL: http://etinews.com/digitalkit_eval/Fund09_DigitalKit_Eval.zip

File Size: 400MB

Download Speeds:

Slow Connection: 52min

High Connection: 5min

Fundamentals of GD&T 1994

URL: http://etinews.com/digitalkit_eval/Fund94_DigitalKit_Eval.zip

File Size: 175MB

Download Speeds:

Slow Connection: 20min

High Connection: 2min

System, Software, and Hardware Requirements:

- Microsoft Windows XP/Vista/7
- Microsoft Windows Media Player 11 or higher
- Pentium 4 or higher
- 1 GB hard drive space
- 512 MB RAM
- Video card (1024 x 768, 24-bit or higher)
- Microsoft mouse or a compatible pointing device

Packaging and Instructions

Each type of evaluation version for Digital Instructor's Kits contains three main files: the executable (.exe) used to run the DIK, the database file (.mmf) and the license file (.lic), see below for an example.

```
Fund09_DigitalKit_Eval.exe  
Fund09_DigitalKit_Eval.lic  
Fund09_DigitalKit_Eval.mmf
```

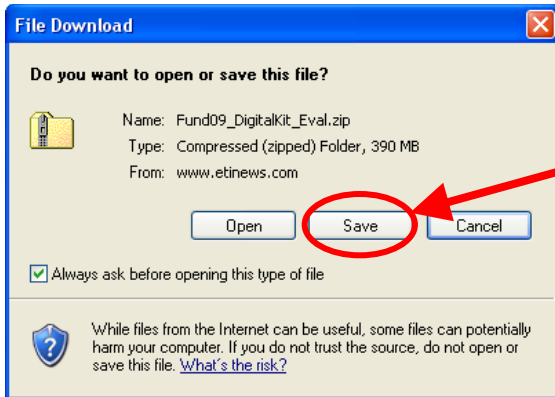
When a customer downloads an evaluation version of any DIK, the above files are compressed into a single file with a (.zip) extension. The customer then has to uncompress these files into another folder on their computer before running the DIK. This is necessary step in order to run the DIK properly.

Notifying Customers of Evaluation Versions

1. Refer to the "Software Evaluation – Customer Log.xlsx" file to make sure the requested DIK evaluation version exists with an unassigned serial number used for activation.
2. Send email to customer with instructions on downloading and activating evaluation versions
 - a. Copy and paste an unassigned serial number from the "Software Evaluation – Customer Log.xlsx" spreadsheet to the specified location in the "DIK Evaluation Email Letter", a copy of this letter is on page 2.
 - b. Send email to customer using the "DIK Evaluation Email Letter"

Downloading Evaluation Versions

Depending on which web browser (Internet Explorer, Firefox, Chrome, etc.) is used to download an evaluation version, the user may be prompted with the following message box prior to downloading an evaluation version.

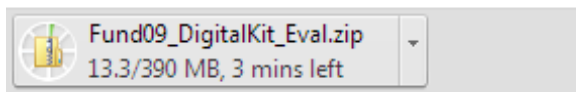


When a message box appears like the one on the left. Always choose the “Save” option.

If the user selects the “Open” option, the compressed zip file will open in a temporary folder on the user’s hard drive. This option is not recommended.

The above message box will normally appear when the download link is placed in the browser’s address bar when using Internet Explorer and Mozilla, and may occur when the user clicks the download link an email.

When using Chrome, this message box may not appear and the file will automatically start downloading. The image below shows the file downloading in the status bar in Chrome’s browser window.

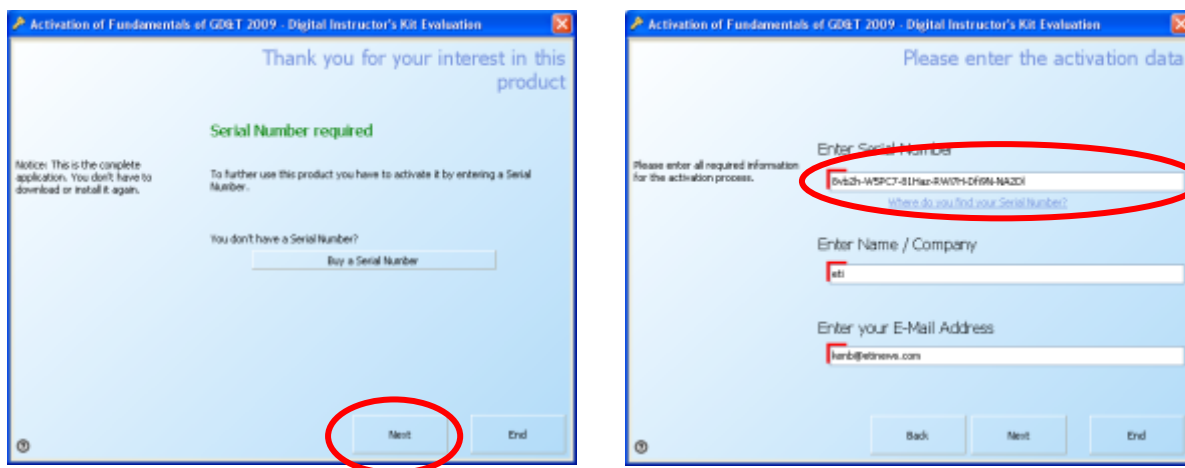


Note: When the file is downloading, it is saved to the “Downloads” folder on the user’s machine.

Re-Activating Evaluation Versions

In some cases, a user may need to reactivate their expired evaluation version a Digital Instructor's Kit. When this happens a new serial number is required to re-activate the Digital Instructor's Kit.

When the user launches their expired evaluation version of the Digital Instructor's Kit, the following screen appears.



The user will need to click the "Next" button and enter the new serial number on the screen shown in the upper right. The user's previous registration information (including their previous used serial number number) will already be entered on the screen shown on the upper right. A new serial number will need to be entered, replacing the previous entered serial number. Once this new number is entered, click the next button to re-activate the evaluation version for an addition 7-days.

Note: You cannot use the same serial number twice. A serial number can only be used once per activation.

Uninstalling Evaluation Versions

If the user wants to remove an evaluation version of a Digital Instructor's Kit, they will need to go to the folder that the files for the DIK were extracted to and delete the following files:

```
Fund09_DigitalKit_Eval.exe
Fund09_DigitalKit_Eval.lic
Fund09_DigitalKit_Eval.mmf
```

If the files for the DIK were extracted into a new folder that just contains the files shown above. The user can just delete that folder.

NOTE: There is no uninstaller program for these evaluation versions, nor can the user uninstall the software through the Windows Control Panel. The files listed above must be deleted manually to remove the DIK from a user's machine.

Software Evaluation Customer Log

The software evaluation customer log is an excel spreadsheet used to assign customer’s serial numbers for evaluation versions of Digital Instructor Kits.

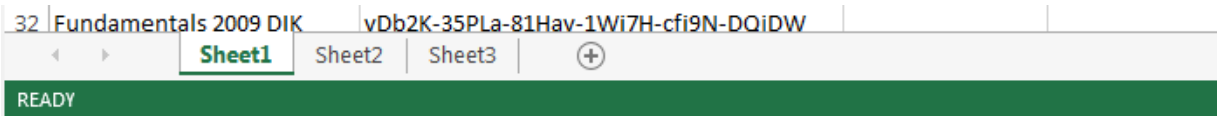
The filename is called “software evaluation customer log.xlsx” and it is located in _____

This spreadsheet contains columns for the type of Digital Instructor’s Kit (Product), serial number, date the serial number was issued, customer information and associated sales rep. See below.

	A	B	C	D	E	F	G
	Product	Serial No.	Date Issued	Company / School	Contact	Email	REP
2	Fundamentals 2009 DIK	aPb21-35PLa-81HaW-1W17H-af9N-DfjDO	7/22/2013	Front Range Comm. College	Connie Krupp	krtrain@msn.com	Mike
3	Fundamentals 2009 DIK	usb2l-35PLa-81HAP-1W17H-1f9N-DKjDD	7/22/2013	Front Range Comm. College	Matt Shaw	matt.r.shaw@gmail.com	Mike
4	Fundamentals 2009 DIK	V5b28-35PLa-81Ha8-1W17H-Of9N-DXjDM	7/31/2013	Conestoga College	David Palmer	david.palmer1@sympatico.ca	Mike
5	Fundamentals 2009 DIK	cg82w-35PLa-81Haj-1W17H-af9N-DRjD1					Mike

Serial numbers are generated through the All-In-One Protector and will added to this spreadsheet as needed. If additional serial numbers are needed, please see Ken.

The bottom of this spreadsheet has tabs for each type of Digital Instructor’s Kit.



Digital Instructor Kit – Evaluation Email Letter

Below is the standard form letter for emailing customer's 7-day evaluation versions of the Digital Instructor Kits. This letter goes in the body of the email and the words in [brackets] are to be customized for the customer and person sending the email.

Below are standard email letters for each Digital Instructors Kit available.

Fundamentals of GD&T 2009

[Greetings],

Your copy of the Fundamentals of GD&T 2009 Digital Instructor's Kit evaluation version can be downloaded from the following URL:

http://etnews.com/digitalkit_eval/Fund09_DigitalKit_Eval.zip

Once you have downloaded the "Fund09_DigitalKit_Eval.zip" compressed (zipped) folder, double-click it to open it. There should be 3 files:

Fund09_DigitalKit_Eval.exe
Fund09_DigitalKit_Eval.lic
Fund09_DigitalKit_Eval.mmf

It is recommended that you copy these files from the compressed (zipped) folder to another folder on your computer. To run the Digital Instructor's Kit, just double-click the "Fund09_DigitalKit_Eval.exe" file.

This software must be activated before it can be used and requires an active internet connection. The serial number below is required for the activation process:

Serial Number: [place serial number here]

This copy of the Fundamentals of GD&T 2009 Digital Instructor's Kit is an evaluation version that will expire in 7 days after the software is activated. At that time, you will need another serial number to continue using the Digital Instructor's Kit.

[Place any closing thoughts and signature here]

Fundamentals of GD&T 1994

[Greetings],

Your copy of the Fundamentals of GD&T 1994 Digital Instructor's Kit evaluation version can be downloaded from the following URL:

http://etinews.com/digitalkit_eval/Fund94_DigitalKit_Eval.zip

Once you have downloaded the "Fund94_DigitalKit_Eval.zip" compressed (zipped) folder, double-click it to open it. There should be 3 files:

Fund94_DigitalKit_Eval.exe
Fund94_DigitalKit_Eval.lic
Fund94_DigitalKit_Eval.mmf

It is recommended that you copy these files from the compressed (zipped) folder to another folder on your computer. To run the Digital Instructor's Kit, just double-click the "Fund94_DigitalKit_Eval.exe" file.

This software must be activated before it can be used and requires an active internet connection. The serial number below is required for the activation process:

Serial Number: [place serial number here]

This copy of the Fundamentals of GD&T 1994 Digital Instructor's Kit is an evaluation version that will expire in 7 days after the software is activated. At that time, you will need another serial number to continue using the Digital Instructor's Kit.

[Place any closing thoughts and signature here]