

APPENDIX A

Log In & Security

HomeTech ADVANTAGE Cost Estimator Version 4.1

This document provides details for the added program features of HomeTech ADVANTAGE Cost Estimator version 4.1. This document is only concerned with the program features that are new to the HomeTech ADVANTAGE 4.1 version of the software, and does not include the program features that have remained unchanged since the HomeTech ADVANTAGE 4.0 version of the program. This document is meant to supplement the existing documentation for the HomeTech ADVANTAGE Estimating software version 4.0.

One of the most beneficial differences between HomeTech ADVANTAGE 4.0 and HomeTech ADVANTAGE 4.1 is that the HomeTech ADVANTAGE 4.1 has networking capabilities, allowing users to share both Estimate and CostBook data on a network or server. The HomeTech ADVANTAGE 4.0 is a Single-User version of the software, and has limited data sharing capabilities. The HomeTech ADVANTAGE 4.1 will be available in two (2) versions as follows: (1) Single-User Version – This version will have limited data sharing capabilities, and (2) Multi-User Version – This version will have networking capabilities.

Another important benefit of the HomeTech ADVANTAGE 4.1 is that users will be able access the HomeTechOnline.net web site, thereby allowing users to update their accounts and to receive program downloads and program updates while online. This will allow for more payment options, greater flexibility in obtaining the program or program updates via online downloads, and provide a higher standard of customer support to the user.

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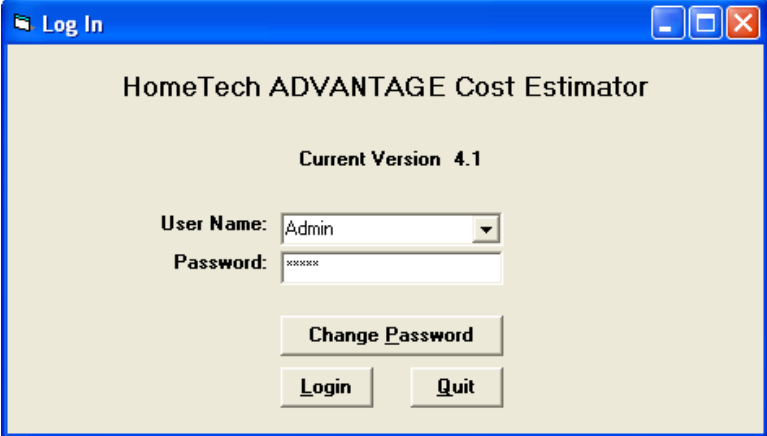
Log In

LOG IN – First-time users

Upon completing installation and returning to your desktop, open the program by double-clicking the new HomeTech ADVANTAGE 4.1 icon on your desktop. The “Log In” window will display. By default, the program is installed with two users. **User Name Admin has password admin. User Name Guest has password guest.** Please note that passwords are case sensitive. Choose User Name **Admin** and enter password **admin** to log in as the current system administrator. Once into the program you can setup and monitor the users in the system.

NOTE: PASSWORDS ARE CASE-SENSITIVE.

NOTE: As a keyboard shortcut, try typing the first letter(s) of the User Name you want to select, and choose ENTER. This will display this user in the User Name box.



Log In

HomeTech ADVANTAGE Cost Estimator

Current Version 4.1

User Name: Admin

Password: xxxxxx

Change Password

Login Quit

LOG IN – As a newly added user, or after password reset

If you are logging in to the program as a newly added user, or as an existing user with a reset password, you will see a slightly different process. You will get to the same Log In screen as above, but when you attempt to enter your password the “New Password” window appears. This window prompts, “You need to enter a new password.” Choose OK to go to the “Change User Password” window.

NOTE: For security, the only time a user must enter their “Old Password” is when CHANGE PASSWORDS is chosen from the “Log In” window.

NOTE: Any fields denoted with a yellow background are blocked from use. These fields cannot be modified by the user.



Change User Password

Enter your new password twice!

User Name: ADMIN
Administrator

Old Password: [Yellow background]

New Password: xxxxxxxx

Re-Enter New Password: xxxxxxxx

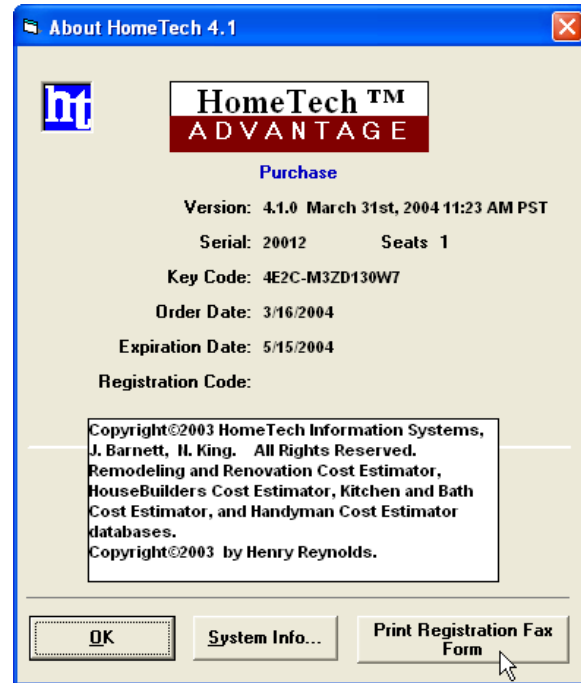
Accept New Password Cancel

Obtaining A Copy Of Your Software Registration

OBTAINING A COPY OF YOUR SOFTWARE REGISTRATION

Before you begin to use the program you should obtain (for your records) a copy of the software registration information. **This will be important information should you want to reinstall the software, or to access the HomeTechOnline.net web site to obtain program updates and to access your user account.**

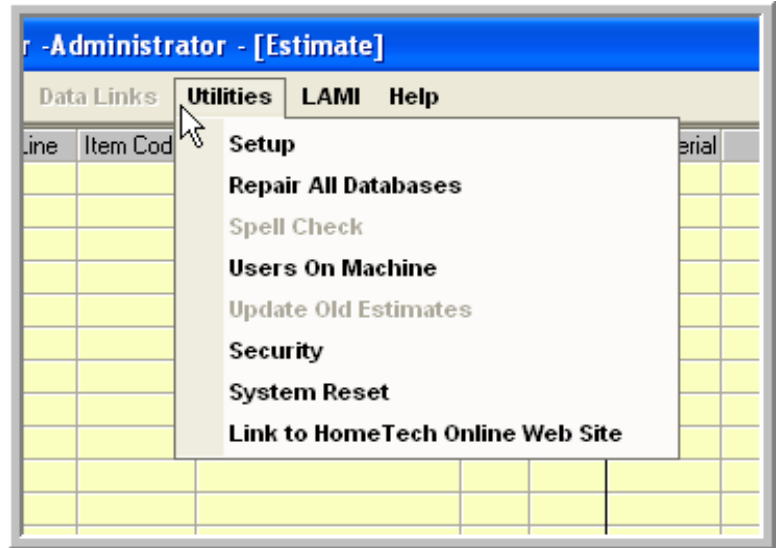
Choosing the HELP pull-down menu and choosing ABOUT HOMETECH INFORMATION SYSTEMS can obtain this information. This will display the "About HomeTech 4.1" window. You should obtain a printed hardcopy for your records. Choose PRINT REGISTRATION FAX FORM to print this information.



Added Program Features

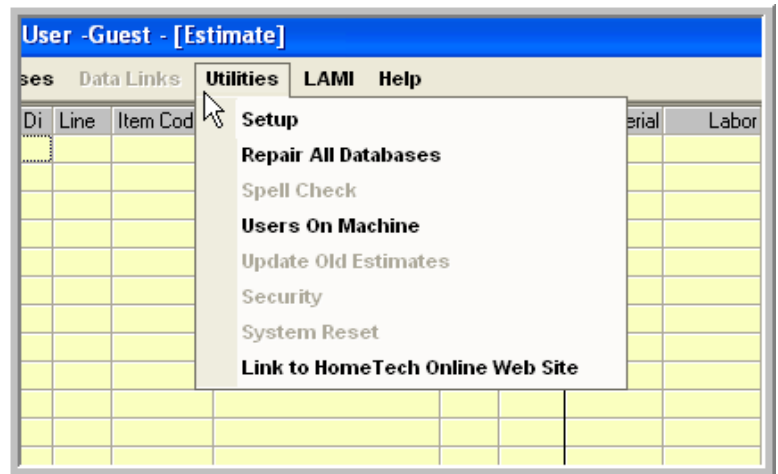
ADDED PROGRAM FEATURES – For the “Administrator”

All of the newly added program features in the HomeTech ADVANTAGE Cost Estimator 4.1 can be found under the UTILITIES pull-down menu (accessed from the Estimate Grid window). The examples on this page are meant to provide an overview for the differences between users with “Administrator” or “Estimator” security types. The “Administrator” has access to all newly added program features to include **Users On Machine**, **Security**, **System Reset**, and **Link To HomeTech Online Web Site**.



ADDED PROGRAM FEATURES – For the “Estimator”

All of the newly added program features in the 4.1 version can be found under the UTILITIES pull-down menu (accessed from the Estimate Grid window). These screens are meant to give an overview in regards to the differences between “Administrator” and “Estimator” rights. The “Estimator” has access to the **Users On Machine** and **Link To HomeTech Online Web Site** program features.



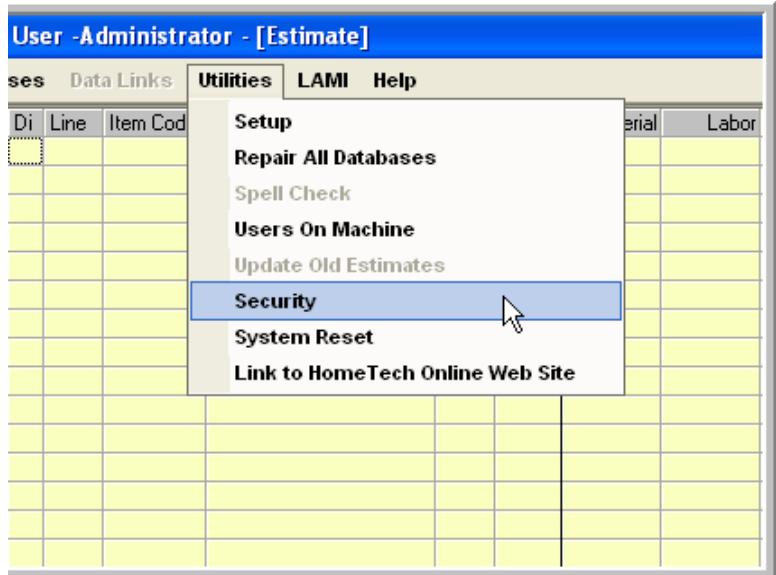
Security

SECURITY – Review Current User Status

One of the first things to do once you get into the program is to modify the user setup. This will allow a user with an “Administrative” security type to add and delete users from the system, and to reset passwords. To modify user setup, choose UTILITIES pull-down menu from the “Estimate” window, then choose SECURITY. This will display the “Security” window.

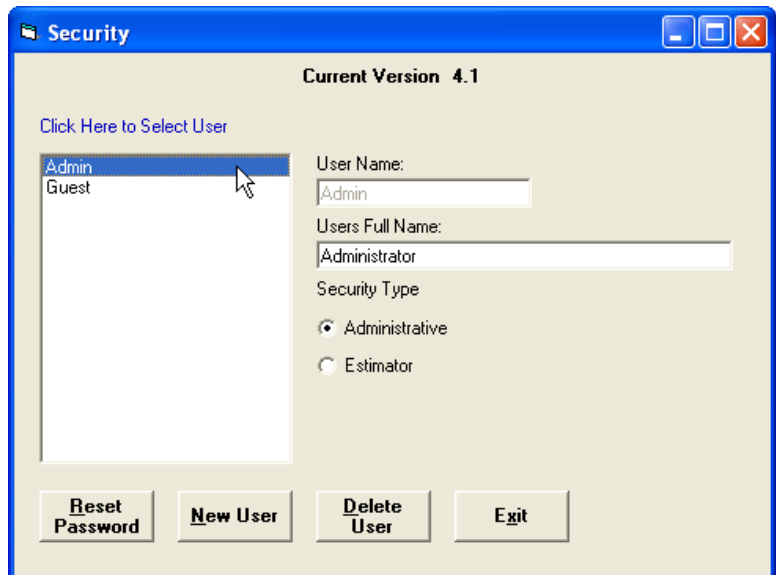
NOTE: To modify the user setup, you must have “Administrative” security type. Therefore, first time users should log in to the program with username Admin and password admin.

NOTE: PASSWORDS ARE CASE SENSITIVE.



SECURITY – Review Current User Status

In the “Security” window, you will be provided with a list of current users (to include their User Name and User’s Full Name), and their “Security Type” (Either “Administrative” or “Estimator”). This is also the location where “Administrative” users can add or delete users from the system, as well as reset passwords for individual users.



Security

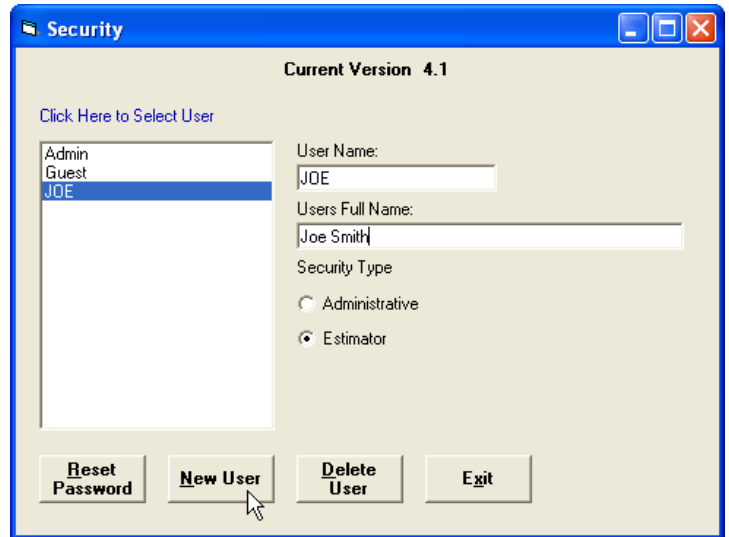
SECURITY – Add New User To System

To add a new user to the system, complete the following procedure from the “Security” window. Choose NEW USER. You will need to enter a User Name and the User’s Full Name in their respective boxes. You also need to select the Security Type for this individual to be either “Administrative” or “Estimator”. Choosing EXIT will save any changes made to system users.

Some areas to note in regard to User Security. You cannot delete user Admin from the system.

It is helpful to have at least two users with “Administrative” rights. Should one user ever forget a password, the other administrative user can still log in and reset the first administrative user.

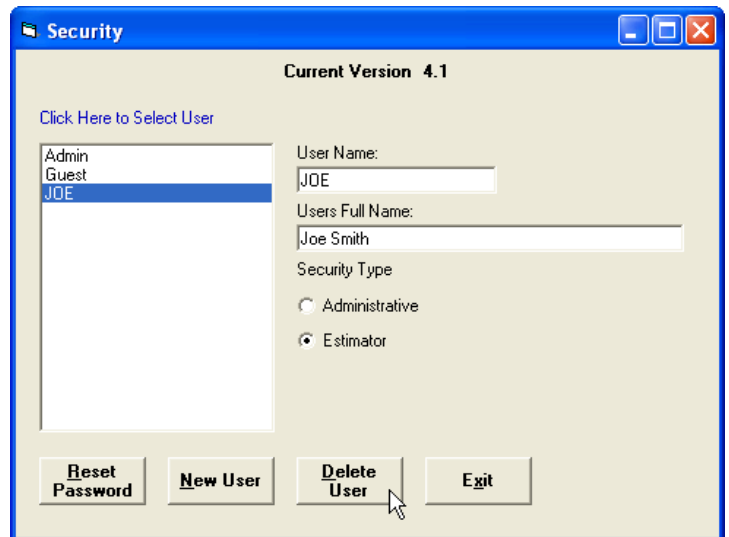
It should be noted that any user with “Administrative” rights may return to the “Security” window at any time to review and modify user setup.



SECURITY – Delete User From System

To delete an existing user from the system, complete the following procedure from the “Security” window. Select the user you want to delete from the “Select User” box on the left side of the screen. Choose DELETE USER.

NOTE: There must be at least one user in the system with “Administrative” rights at any given time. You cannot delete the Admin user from the system, although you can change the password for the Admin user.

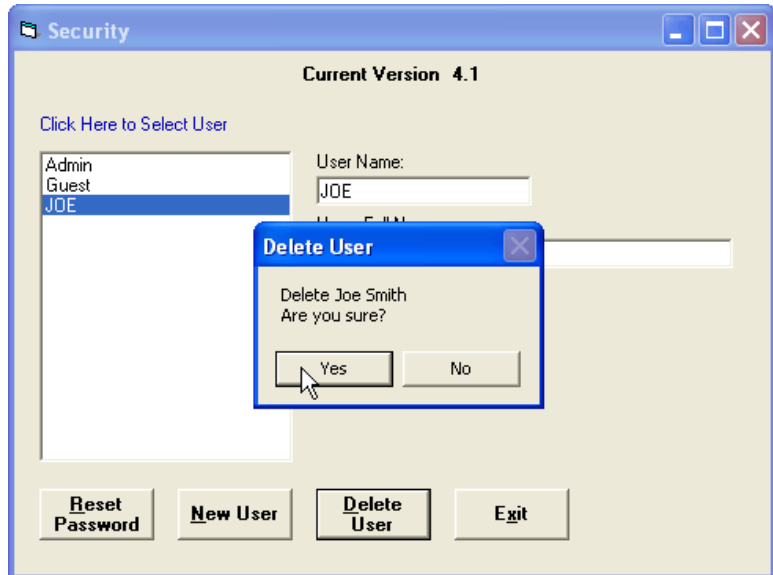


Security

SECURITY – Delete User From System

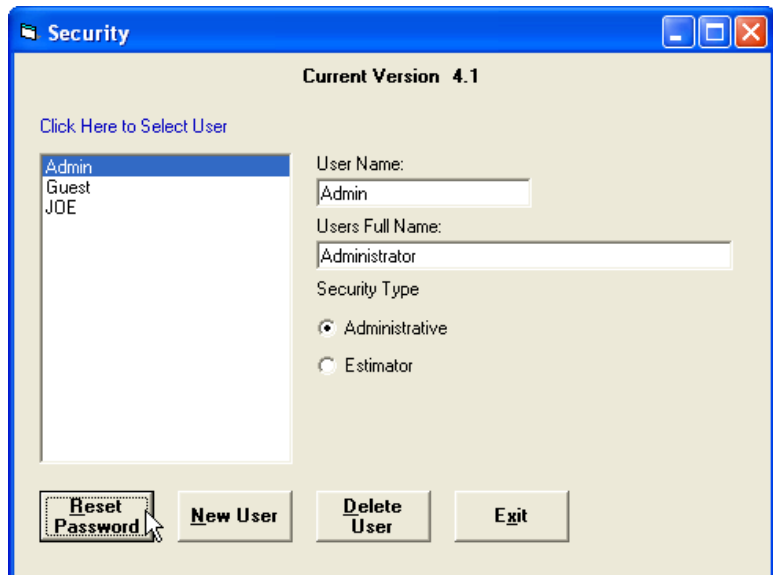
The “Delete User” window will display, prompting you to confirm your choice. Choose YES to permanently delete the user from the system, or choose NO to cancel the delete user process.

It should be noted that any user with “Administrative” rights may return to the “Security” window at any time to review and modify user setup.



SECURITY – Reset User Password

To reset the password for an existing user in the system, complete the following procedure from the “Security” window. Select the user you want to reset their password from the “Select User” box on the left side of the screen. Choose RESET PASSWORD. In this particular case, I want to reset the password for the “Admin” user.



Security

SECURITY – Reset User Password

The next time that user (In this case it's user "Admin") attempts to log in to the program, the "Change User Password" window will display. The user must enter their NEW PASSWORD twice (Once each in the provided boxes). Choose ACCEPT NEW PASSWORD to accept the changes or CANCEL to return to the "Log In" window.

NOTE: PASSWORDS ARE CASE SENSITIVE.

NOTE: For security, the only time a user must enter their "Old Password" is when CHANGE PASSWORDS is chosen from the "Log In" window.



Change User Password

Enter your new password twice!

User Name: ADMIN
Administrator

Old Password:

New Password:

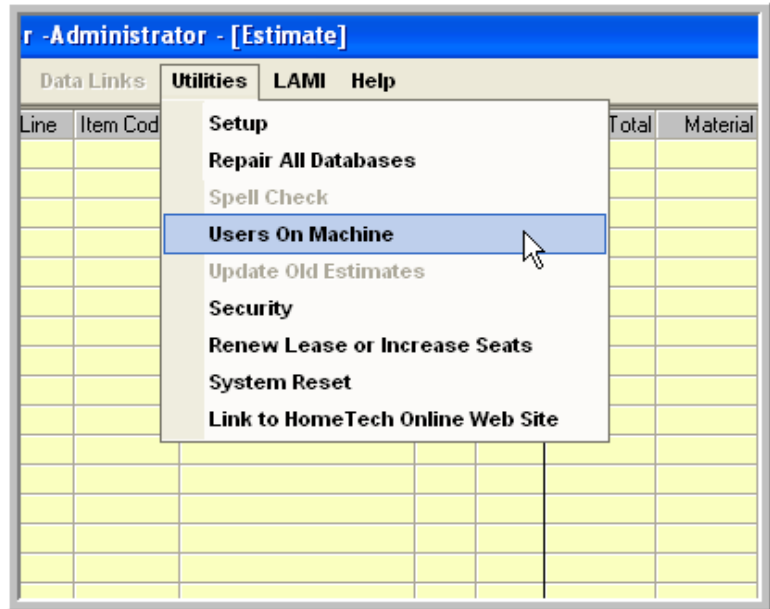
Re-Enter New Password:

Accept New Password Cancel

Users On Machine

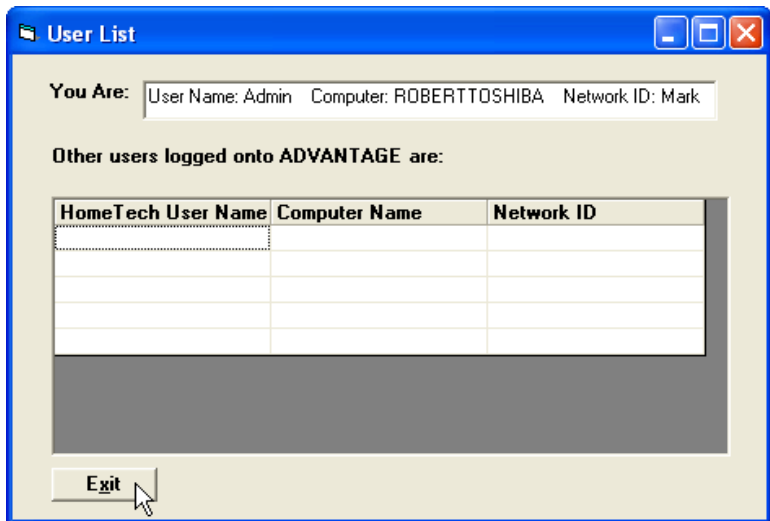
USERS ON MACHINE

This feature is more applicable to the Multi-User version of the software than the Single-User version. It allows you to monitor which users are currently using the HomeTech ADVANTAGE Cost Estimator program. From the Estimate Grid, choose the UTILITIES pull-down menu. Choose USERS ON MACHINE.



USERS ON MACHINE

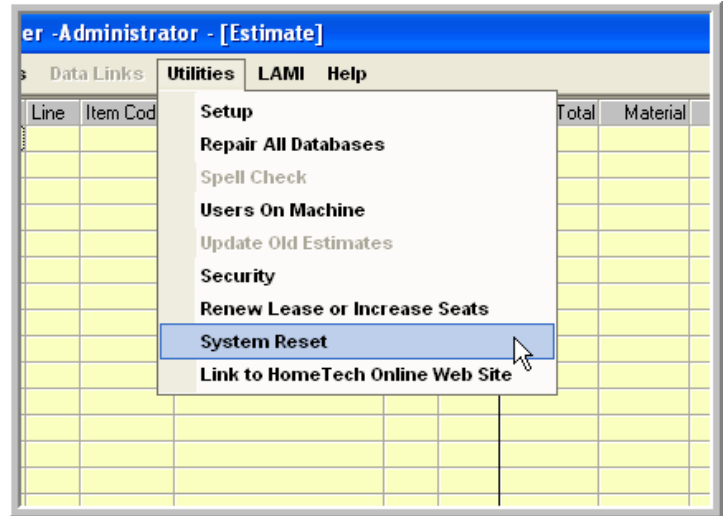
This will display the "User List" window. The "User List" window will display users who are currently using the HomeTech ADVANTAGE Cost Estimator program, and which computer in the network they are using the program on. Choose EXIT to return to the Estimate Grid.



System Reset

SYSTEM RESET

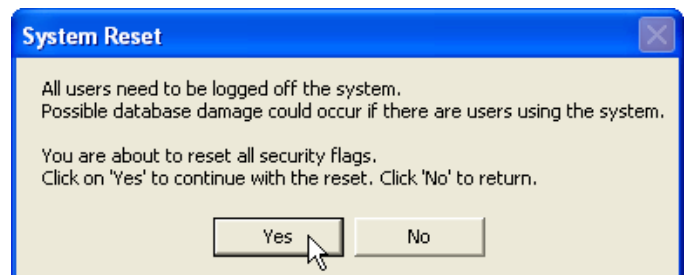
This is another feature that is more applicable to the Multi-User version of the software than the Single-User version. In a multi-user environment such as a network or server, there may be unforeseen system failures (Server or network 'crash', power failure, etc.). Any users logged in at the time of the failure may be 'blocked' from re-entering the system. Due to the system failure, the ADVANTAGE system may view those users as still 'logged in'. If this is the case the user will receive a message stating that "The user is already logged in" to the system. The SYSTEM RESET feature allows an "Administrative" user to log off any users the system views as active.



SYSTEM RESET

To reset the ADVANTAGE system and log off any active users complete the following procedure. Choose the UTILITIES pull-down menu from the Estimate Grid. Choose SYSTEM RESET. The "System Reset" window will display. To continue with the system reset, choose YES. To cancel to process and return to the Estimate Grid, choose NO.

NOTE: It is important to log off as many users as possible. Possible data corruption can occur for any users logged in to the system at the time of the system reset.



System Reset

SYSTEM RESET

To complete the reset procedure, choose OK in the "Security Reset" window. The ADVANTAGE program will close. At this time, it is recommended you REBOOT/RESTART your computer(s) using the ADVANTAGE system. It is also recommended you REBOOT your network or server at this time as well. This will help to ensure that both the ADVANTAGE system as well as the server/network have been properly reset.

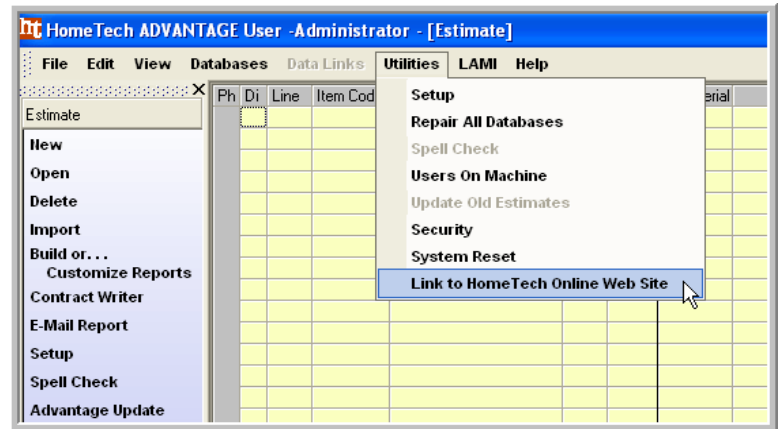


Link To The HomeTechOnline.net Website

LINK TO THE HOMETECHONLINE.NET WEB SITE

HomeTechOnline.net is a web site created for HomeTech customers. This web site is designed to provide the HomeTech user greater flexibility in maximizing the use of their HomeTech products. From this web site, users will have the following options:

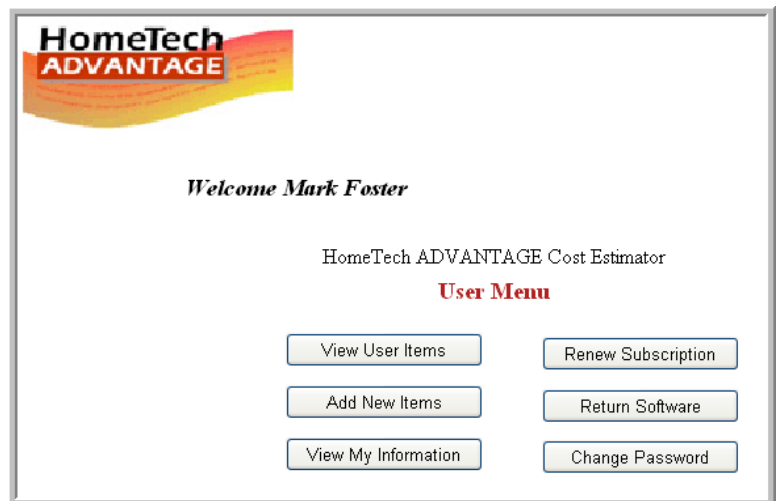
- Renew or upgrade an existing account.
- Change your HomeTechOnline.net password.
- Update their account information.
- Add to and download from a database of User-created items.



LINK TO THE HOMETECH ONLINE.NET WEB SITE

The following instructions will cover how to access the HomeTechOnline.net web site. **For more information regarding the specific features of this site refer to APPENDIX B – Using The HomeTechOnline.net Web Site To Manage Your Account.**

NOTE: TO ACCESS THE HOMETECHONLINE.NET WEB SITE, YOU MUST BE ONLINE AND CONNECTED WITH YOUR INTERNET SERVICE PROVIDER (ISP).

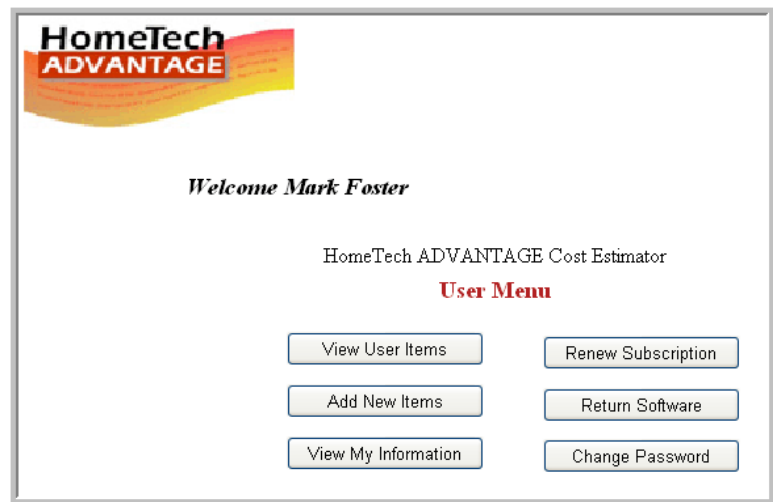


Link To The HomeTechOnline.net Website

LINK TO THE HOMETECHONLINE.NET WEB SITE

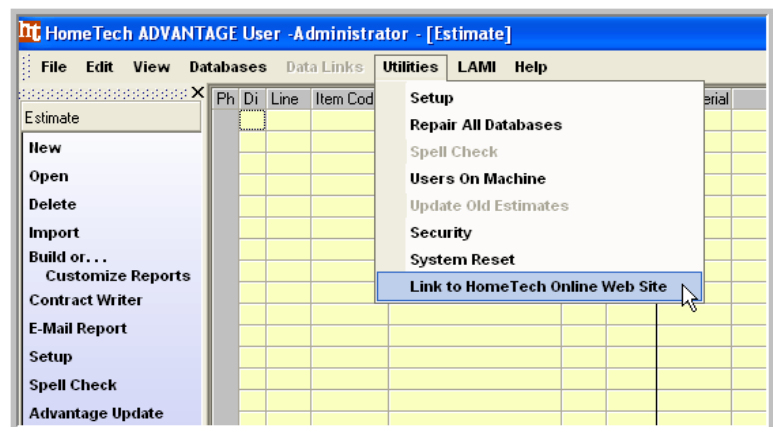
From the “User Menu” window, the user has several options available to them to help manage their account. The following options are available:

- **View User Items** – Allows users to browse a database of user-created items.
- **Add User Items** – Allows users to add their own custom items to a database of user-created items.
- **View My Information** – Allows a user to review and modify their account information.
- **Renew Subscription** – Allows current or expired users to renew their HomeTech ADVANTAGE software.
- **Change Password** – This allows the user to change their password needed to access the HomeTechOnline.net Web Site.
- **Return Software** – Allows a user to return the software package within the guaranteed trial



LINK TO THE HOMETECHONLINE.NET WEB SITE

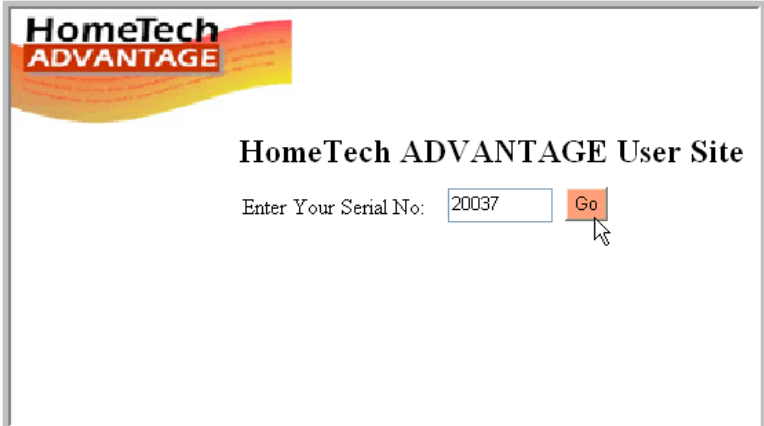
To get to the HomeTechOnline.net web site from the “Estimate” window, choose the UTILITIES pull-down menu. Then choose the LINK TO THE HOMETECH ONLINE WEB SITE feature.



Link To The HomeTechOnline.net Website

LINK TO THE HOMETECHONLINE.NET WEB SITE

This will display the "HomeTech ADVANTAGE User Site" log in window. Enter your HomeTech ADVANTAGE serial number. Choose GO to continue.



HomeTech
ADVANTAGE

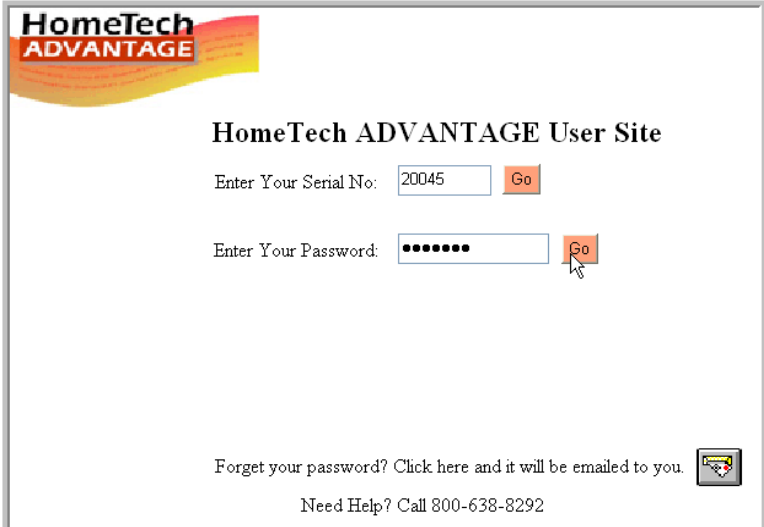
HomeTech ADVANTAGE User Site

Enter Your Serial No:

LINK TO THE HOMETECHONLINE.NET WEB SITE

Next, enter your HomeTechOnline.net password in the provided box. Choose GO to continue.

If you have forgotten or lost your password, click on the link to have your password emailed to you.



HomeTech
ADVANTAGE

HomeTech ADVANTAGE User Site

Enter Your Serial No:

Enter Your Password:

Forget your password? Click here and it will be emailed to you. 

Need Help? Call 800-638-8292

Link To The HomeTechOnline.net Website

LINK TO THE HOMETECHONLINE.NET WEB SITE

This will display the “User Menu” window. From this menu the user will have several options available. These options will help the user to manage their account, and help the user to maximize the use of their HomeTech ADVANTAGE Cost Estimator software.

For more information regarding the specific features of this site refer to APPENDIX B – Using The HomeTechOnline.net Web Site To Manage Your Account.

