



FastTrack Schedule 10

Concurrent-Users Guide



FastTrack Schedule Concurrent-Users Guide

Version 10.0.0

by Carol S. Williamson

AEC Software, Inc.

With FastTrack Schedule 10, the new version of the award-winning project manager, it's easier than ever to plan and manage your projects.

Powerful tracking tools and dynamic status reports keep team members in sync, costs under control, and projects on schedule.



FastTrack Schedule 10 Concurrent-User Guide

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1 Welcome to FastTrack Schedule Concurrent-Users Guide

1.1 About this guide

This guide is written for the network administrator who will be installing FastTrack Schedule on a network. This guide provides instructions for installing FastTrack Schedule on a network server and information relevant to running FastTrack Schedule over a network.

- ♦ **Chapter 1, *Welcome to FastTrack Schedule***, describes the minimum requirements for running the application, how to register the application, and provides details on AEC Software Support Services.
- ♦ **Chapter 2, *Installing FastTrack Schedule***, provides instructions for installing the application on a network server, entering the license key, adding licenses for concurrent users, and creating aliases and shortcuts on individual workstations.
- ♦ **Chapter 3, *Additional Installation Activities***, describes the following installation activities: setting user access privileges and defining templates.
- ♦ **Chapter 4, *Using FastTrack Schedule Over a Network***, describes issues and situations that may arise when running FastTrack Schedule over a network. This chapter includes general issues, as well as platform-specific issues.
- ♦ **Chapter 5, *License Agreement***, describes the AEC Software End User License Agreement.

The License Log, which appears on the back cover of this guide, provides an easy and accessible way to keep track of your FastTrack Schedule licenses.

All FastTrack Schedule documentation assumes that you are familiar with using your computer, operating system, and printer. You should also be familiar with the typical operation of applications on Windows or Mac operating systems. This includes common operations like dragging using a mouse and cutting, copying, and pasting text. If you have any questions, refer to the documentation that describes your operating system and these common operations.

1.2 Hardware and software requirements

The following hardware and software is required to run FastTrack Schedule:

To run FastTrack Schedule on a Microsoft Windows® operating system, you need:

- ♦ A computer properly configured and running Microsoft Windows 7, Windows Vista, Windows XP.
- ♦ 512 MB or more of random access memory (RAM)
- ♦ 150 MB or more of available hard disk space
- ♦ A CD-ROM drive or Internet access
- ♦ A color monitor with 1024 x 768 resolution or greater

To run FastTrack Schedule on a Mac® computer, you need:

- ♦ A computer properly configured and running Mac OS X version 10.5.8 or greater.
- ♦ 512 MB or more of random access memory (RAM)
- ♦ 150 MB or more of available hard disk space
- ♦ A CD-ROM drive or Internet access

- ◆ A color monitor with 1024 x 768 resolution or greater

1.3 Registering your application

It is extremely important that you register your application online as soon as possible. This is the only way we can provide you with the customer support that you deserve. When you register your application, we make available these valuable services:

- ◆ Technical support
- ◆ Customer support
- ◆ Notices of upgrades and changes via email
- ◆ Free updates

You can register online at: <http://www.aecsoftware.com/support/register/>

Please take a minute now to register your application and read the following information about customer and technical support. Our privacy statement is available online.

1.4 AEC Software support services

If you have a question about the operation of the application, first look in the Online Help system or in this manual. If you cannot find the answer to your question, contact AEC Software Technical Support. Technical Support is typically available Monday through Friday, between 8:00 AM and 5:00 PM Eastern Standard Time, USA.

You can contact AEC Software Technical Support in a variety of ways:

- ◆ Phone: (703) 450-2318
- ◆ Fax: (703) 450-9786
- ◆ Email: support@aecsoftware.com
- ◆ WWW: <http://www.aecsoftware.com/support>

For sales information, (703) 450-1980.

When you call AEC Software Technical Support, your computer and FastTrack Schedule should be running and you should be in front of your computer.

Please be prepared to provide the following information:

- ◆ Your license key. (This number is found on the CD sleeve, or in the purchase confirmation email.)
- ◆ The product version number.
- ◆ The type of hardware and the operating system on which you are running the application.
- ◆ The exact nature of your problem and what you were doing when it occurred.
- ◆ The exact message in any alerts or dialog boxes that appear on your screen in response to your problem.
- ◆ Any and all steps you have taken to solve the problem.



2 Installing FastTrack Schedule

The primary activities involved in installing the concurrent user version of FastTrack Schedule are:

- ◆ Removing earlier versions of FastTrack Schedule software (if you are upgrading)
- ◆ Installing the latest FastTrack Schedule software
- ◆ Entering your license key
- ◆ Adding licenses for concurrent users
- ◆ Setting up quick access to FastTrack Schedule on individual workstations

If you have an earlier version of FastTrack Schedule installed on your network, begin with the section, *Upgrading from an earlier version of FastTrack Schedule*. If you do not have an earlier version of FastTrack Schedule installed on your network, begin with the section, *Installing the concurrent user version of FastTrack Schedule*.

After completing the installation activities described in this chapter, see **Chapter 3**, Additional Installation Activities for instructions on how to perform the following final installation activities:

- ◆ Setting user access privileges
- ◆ Redefining the factory default schedule

2.1 Upgrading from an earlier version of FastTrack Schedule

2.1.1 Removing previous versions

If you are upgrading FastTrack Schedule from an earlier version, the FastTrack Schedule Installer will not automatically delete the older version. You **MUST** delete the older version of FastTrack Schedule. The license for the older version is void once you install a new version.

Important:

Before you delete the older version of FastTrack Schedule, move or copy all your FastTrack Schedule data files to a folder other than the FastTrack Schedule folder. Once you delete a file, it may not be possible to restore the file. Consult your operating system documentation for more information about deleting, copying, and restoring files.

2.1.2 Removing a previous version from a Mac network

To remove an earlier version of FastTrack Schedule, you must delete the FastTrack Schedule folder and all its subfolders from the network server, and then delete FastTrack Schedule aliases from individual workstations.

To remove a previous version of FastTrack Schedule from a Mac network:

1. On the network server, find the folder that contains the previous version of FastTrack Schedule.

This folder should contain the FastTrack Schedule application, as well as the Help, Examples, Templates, and Tutorial folders. If you are removing FastTrack Schedule 4.0x, 5.0x, 6.0x, 7.0x, or 8.0x, this folder will also contain the AppData folder.

2. Move any templates you wish to save to another folder.
3. Select the folder, and then drag it to the **Trash**.
4. On each workstation, find the **FastTrack Schedule** alias.
5. Select the alias, and then drag it to the **Trash**.

2.1.3 Removing a previous version from a Windows network

To remove an earlier version of FastTrack Schedule, you must delete the FastTrack Schedule directory and all its subdirectories from the network server and then delete FastTrack Schedule shortcuts and program groups from individual workstations. If you wish to save your templates, copy them to a different folder before deleting.

The method for deleting the FastTrack Schedule directories and subdirectories depends on which version of FastTrack Schedule is installed. This guide describes the methods for removing versions 4.0x, 5.0x, 6.0x, 7.0x, 8.0x, or 9.0x. Contact AEC Software Technical Support for instructions on removing earlier versions of FastTrack Schedule.

2.1.4 Removing FastTrack Schedule version 4 through 9 from Windows Server

To remove a previous version from the server:

1. From your console, click the **Start** button.
2. From the **Start** menu, select **Settings**, and chose **Control Panel**.
3. Double-click **Add/Remove Programs**.
4. If it is not already selected, click the **Install/Uninstall** tab.
5. Select **FastTrack Schedule** from the list of installed applications.
6. Follow the instructions displayed on the screen.
7. On each workstation, find the **FastTrack Schedule** shortcut icon.
8. Select the icon, and then press the **Delete** key.

Note:

Remember that the directions above must be performed on the network server—not just a remote computer.

2.2 Installing the Concurrent-User version of FastTrack Schedule

2.2.1 Installing the Windows concurrent user version

Installing FastTrack Schedule on a Windows network is similar to installing to a local drive. You first prepare the network for installation, and then install the software on the server. After installing FastTrack Schedule on the server, you create shortcuts on the individual workstations used by the end users.

2.2.1.1 Preparing the network

To prepare the network for installation:

1. Login as the System Administrator (or its equivalent) for your network.
2. Connect to the destination server and shared directory where you wish to install FastTrack Schedule.
If you are installing on a Windows server that is running NTFS file system, you need to set Share level permissions as well as File level permissions.
3. Continue to the next subsection, "Installing FastTrack Schedule on a Windows server."

2.2.1.2 Installing FastTrack Schedule on a Windows server

It is best to install the software directly at the server. Installing from a remote workstation will require additional steps.

To install FastTrack Schedule on a Windows server:

1. Exit all currently running applications and disable virus protection software.
2. Insert the FastTrack Schedule CD-ROM into the CD-ROM drive.
3. Wait for a dialog to automatically appear.
4. Click the **Install** button.
5. Read the license agreement and click **Yes** to accept it.
6. Read the contents of the **ReadMe** file, and then click **Next**.
7. In the **Location Installation** screen, click **Browse** to navigate to the location on the server to which you want to install FastTrack Schedule.
8. Follow the instructions displayed on the screen to select the location.
9. Click **Next**.
10. In the **Setup Type** screen, select the installation type.
11. Click **Next**.
12. Select your Shortcut options.
13. Click **Next**.
14. In the **Select Program Folder** screen, if you want to, change the default name of the **FastTrack Schedule** program folder by typing a new name or selecting one from the existing list.
15. Click **Next**.
16. If you have already read the **ReadMe** file, deselect the **Yes, I would like to read the ReadMe file now** option.
17. If it is not already selected, select the **Yes, I would like to run FastTrack Schedule now** option.
18. Click **Finish** to launch FastTrack Schedule.
19. Continue to the section, *Entering your license key*.

2.2.2 Installing the Mac concurrent user version

Installing FastTrack Schedule on a Mac network is similar to installing it on a local drive. You first prepare for network installation, and then install the software on the server. After installing FastTrack Schedule on the server, you then create aliases to FastTrack Schedule on the individual workstations used by the end users. Instructions for creating aliases appear later in this chapter.

To install FastTrack Schedule on a Mac server:

1. Disable virus protection software.
2. Login as the System Administrator (or its equivalent) for your network.
3. Connect to the destination server and shared folder where you want to install FastTrack Schedule.
4. Insert the FastTrack Schedule CD into the CD-ROM drive.
5. Double-click the **Start Here** icon.
6. Click the **Click to Install FastTrack Schedule 10** button to run the installer.
7. Read the **ReadMe** file.
8. Click **Continue**.
9. Read the license agreement, click **Continue** and select **Agree** to continue.
10. Click the **Select Folder** button and navigate to the location on the server where you want to install FastTrack Schedule.
11. Click **Choose**.
12. Click **Continue**.
13. Select the installation type and follow the instructions displayed on the screen.
14. When the alert appears saying the application was successfully installed, click **Quit**, to quit the installer.
15. Continue to the next section, *Entering your license key*.

2.3 Entering your license key

When you start the application for the first time, the Registration dialog opens. Enter your name, organization, and your application's license key in this dialog. You can find your license key on the back cover of FastTrack Schedule User Manual in the purchase confirmation email, on the registration card, or on the CD container.

To enter your license key for FastTrack Schedule:

1. If FastTrack Schedule is not already running, start the application.
2. Enter your name, organization, and your application's license key.
3. Click **OK** to close the **Registration** dialog.
Your registered copy of FastTrack Schedule opens.
4. To close the application:
On Windows: From the **File** menu, choose **Exit**.
On Mac OS X: From the **FastTrack Schedule** menu, choose **Quit FastTrack Schedule**.
5. Continue to the next section, *Adding licenses for concurrent users*.

2.4 Adding licenses for concurrent users

The term *concurrent users* is defined as more than one person accessing, at the same time, a single copy of FastTrack Schedule stored on a network server. Your concurrent user version of FastTrack Schedule has a license key that controls the maximum number of concurrent users.

When you initially install FastTrack Schedule, the default number of concurrent users is one. To enable more than one user to concurrently use FastTrack Schedule, you need to enter a valid Concurrent User License Key. This number is found in the purchase confirmation email,

and on the envelope containing the CD-ROM.

To configure your copy of FastTrack Schedule for concurrent users:

1. Make sure that FastTrack Schedule has been installed on a server or shared directory.
2. If it is not already running, start FastTrack Schedule from a workstation.
3. To open the **About** dialog:
On Windows: From the **Help** menu, choose **About**.
On Mac OS X: From the **FastTrack Schedule** menu, choose **About FastTrack Schedule**.
4. Click the **Change License** button.
The Enter License dialog opens.
5. Enter your License Key in the **License Key** box.
6. Click **OK** to close the **Enter License** dialog.
7. Click **OK** to close the **About FastTrack Schedule** dialog.
8. To close the application:
On Windows: From the **File** menu, choose **Exit**.
On Mac OS X: From the **FastTrack Schedule** menu, choose **Quit FastTrack Schedule**.
9. Manually update your license log on the back cover of this guide by writing the license key using a pen or pencil.

Note:

Adding more concurrent users to your license is an easy task. If you wish to purchase additional licenses to increase the number of licensed concurrent users, call the AEC Software Corporate Sales Department at (800) 450-1985 or (703) 450-1980, or send an email to sales@aecsoftware.com. When ordering, you will need to verify your license key. This number is found in the purchase confirmation email, on the envelope containing the CD-ROM.

Upon purchasing additional licenses for concurrent users, you will receive a new purchase confirmation email new registration card with a new license key. Your serial number, however, will remain the same.

Important:
The license key for the previous number of licenses is VOID once you install the new license key. You must delete or cover all references to the prior license key from the CD cover, and your registration information.

10. Continue to the next section, *Setting up quick access for the end user*.

2.5 Setting up quick access for the end user

Once you have installed FastTrack Schedule on the network server, you can create an alias or shortcut for FastTrack Schedule on the end user's workstation. The end user will then be able to run FastTrack Schedule without manually navigating to the server each time.

2.5.1 Creating a shortcut on a Windows workstation

To create a shortcut on a Windows workstation:

1. From a Windows workstation, login as an end user.
2. Create shortcuts to the application on each user's workstation.
3. Continue to the subsection "Setting user access privileges", *Additional Installation Activities*.

2.5.2 Creating an alias on a Mac workstation

To create an alias on a Mac workstation:

1. From a Mac workstation, login to the server as an end user.
2. From the Mac workstation, navigate to the FastTrack Schedule application on the server.
3. Press the Control key and click on the **FastTrack Schedule 10** icon.
4. From the Context Menu select Make Alias.
The Alias will appear.
5. Drag the Alias to the user's desktop or to the user's dock.
6. Repeat Steps 1 through 5 for each Mac workstation.
7. Continue to the subsection "Setting user access privileges" in **Chapter 3**.



3 Additional Installation Activities

This chapter describes the following installation activities:

- ◆ Setting user access privileges
- ◆ Defining factory and default schedules
- ◆ Defining templates

3.1 Setting user access privileges

In general, application access privileges are granted automatically to any user who has rights to access the folder that contains the FastTrack Schedule application and view the folder from their individual workstation. To ensure that appropriate access is granted, make sure the following access rights are designated.

3.1.1 Setting user access privileges for Windows users

To set user access privileges for Windows users:

1. Designate the following application and directory as shareable:
FastTrack Schedule directory and application (**FSch.exe**)
2. Give users read/write privileges to the **AppData** directory and its contents in the **FastTrack Schedule** directory on the server.

If you are installing on a Windows server that is running NTFS file system, you need to set Share level permissions as well as File level permissions. Share level permissions are accessed in the “Sharing” tab by clicking the “Permissions” button. File level permissions are accessed in the “Security” tab.

Users need only read-only privileges for all other FastTrack Schedule files and directories, including the application itself, Template files/directory, Example files/directory, Help files/directory, and Tutorial files/directory. See your network documentation for specific instructions on how to set access privileges.

3.1.2 Setting user access privileges for Mac users

On Mac OS installations of FastTrack Schedule, the FastTrack Schedule application is built into a package. A package functions as a folder that Mac OS X treats like a simple application. Although Mac packages are “seen” as one file, they are treated like a folder on the file system level and carry the same access privileges as any other folder.

To set user access privileges for Mac users:

1. Designate the following applications and folders as read-only access
FastTrack Schedule 10 application and enclosing folder
2. Give users read/write privileges to the **AppData** folder and its contents inside the **FastTrack Schedule** application/package on the server using the following steps.
3. Control-click on the **FastTrack Schedule 10** application icon and select **Show Package Contents** from the pop-up menu.

- This opens the package as a folder.
4. Locate the subfolder using the following path:
FastTrack Schedule.app:Contents:MacOS:AppData
 5. Control-click the folder and select Get Info.
 6. Make sure that the folder privileges are set to allow read/write access.

3.2 Defining factory and default schedules

The installation of FastTrack Schedule includes a file named **FSch.dft**, which is located in the AppData folder beside the application on the server. This file is the AEC Software-provided “factory schedule.”

The first time an end user selects New from the File menu, and then selects New Blank Document the factory schedule opens. Once it has been opened in this way, the factory schedule is saved as that workstation user’s default schedule.

The workstation’s “default schedule”, also named FSch.dft, can be found in the FastTrack Schedule 10 folder within the AEC Software folder at the following local locations:

- ◆ The workstation’s user roaming settings (for Windows Vista and 7)
- ◆ The workstation’s user documents and settings (for Windows XP)
- ◆ /Users/*username*/Library/Preferences/AEC Software/ FastTrack Schedule 10 (on Mac OS X)

Important:

The local locations listed above will be referenced repeatedly in this chapter.

Once a workstation’s FSch.dft file has been created, FastTrack Schedule will use it to open a new blank schedule.

A default schedule contains the following schedule elements:

- ◆ Custom bar styles
- ◆ Custom filters
- ◆ Custom ranges
- ◆ Custom sorts
- ◆ Custom layouts
- ◆ FastSteps scripts
- ◆ Default timescale rows
- ◆ Values for the Format Schedule View dialog (including values for the timeline start and finish dates, base timeline units, dateline, and Work Calendar)
- ◆ Values for the Format Resources View dialog (including values for the timeline start and finish dates, base timeline units, dateline, and Resource Allocation Units)
- ◆ Values for the Format Calendar View dialog (including values for the range start and finish dates)

The default schedule also contains the following formatting information:

- ◆ Default size and position of the schedule window (if not zoomed to maximum position)
- ◆ Default column formatting

- ◆ Default row formats (row height and summarization)
- ◆ Default font settings
- ◆ Default graphic item formats
- ◆ Default import and export settings
- ◆ Headers and footers
- ◆ Default printer information
- ◆ Default page options
- ◆ Default font attributes

A default schedule makes it easy for end users to get a quick start when creating a new schedule. They will not need to define commonly used elements and settings. For example, if users always use a particular column displayed in the schedule, it can be included in the default schedule.

3.2.1 Customizing the factory schedule: overview

This section provides an overview of the process of customizing the factory schedule. The actual steps for customization are described in the next subsection, “Creating a custom factory schedule.”

When FastTrack Schedule is installed, it includes a factory schedule—it is stored in the file named FSch.dft, located in the AppData folder beside the application on the server. This schedule is referred to as the AEC Software-provided “factory schedule.”

As a network administrator, you may be responsible for customizing the AEC Software-provided factory schedule to one that is tailored to the needs of your company. For example, your company may always want to include custom columns or custom sorts and filters. By redefining the AEC Software-provided factory schedule, you can create a custom schedule that will become the default schedule on each workstation.

You begin by creating a schedule that has the settings that you want. These settings were described in the previous section. After defining the schedule, you can save its settings by selecting Capture Current from the Options> Application>General dialog (on Windows) or Preferences>Application>General dialog (on Mac).

After saving the schedule, you need to make it accessible to the users on your network. Copying the FSch.dft file, in the FastTrack Schedule 10 folder in the AEC Software folder found on the local workstation, to the AppData folder located on the server replaces the factory schedule provided by AEC Software with your custom default schedule.

When FastTrack Schedule is accessed from a workstation for the first time, the file FSch.dft in the AppData folder is automatically copied to the workstation location.

Important:

You should avoid deleting the AEC Software-provided factory schedule, which is located beside the application in the AppData folder on the server. The factory schedule provides a useful framework for creating a new schedule. You can back the factory file up and replace it, but if it does get deleted and there is no backup, simply reinstall the application and it will be restored.
--

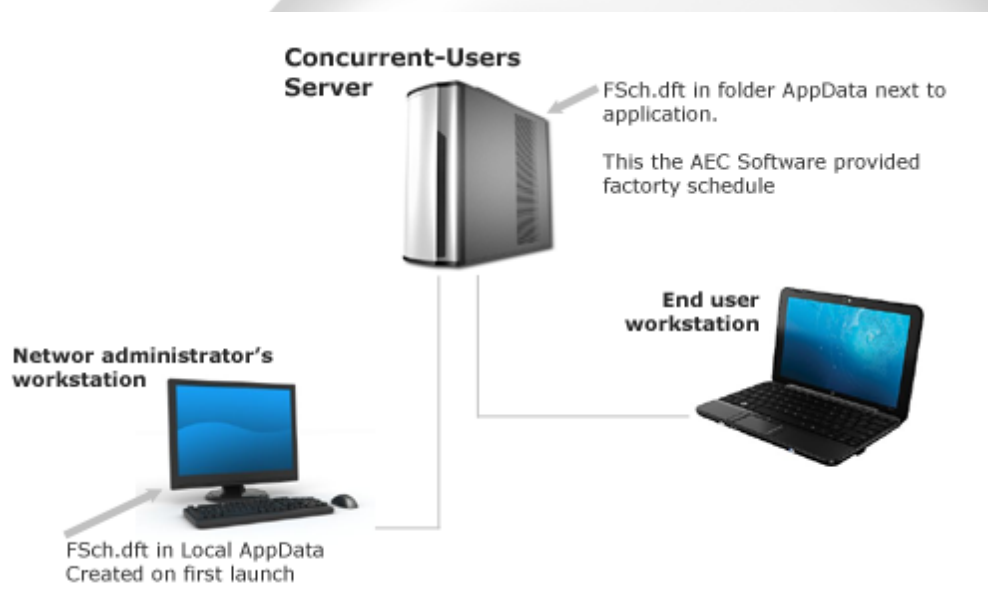
Notes:

- ◆ This installation procedure is optional. You can redefine the AEC-provided factory default schedule at any time. However, if you perform it at a later point in time, you will need to make sure that the revised version of the file FSch.dft is distributed to the end-user workstations. The first time FastTrack Schedule is run on the workstation, a copy of the FSch.dft file is created on the workstation but a revised version on the server is not automatically copied to the workstation.
- ◆ If you plan on opening or importing MindManager MindMap files, you may also wish to customize the fschmmap.dft file. When you open a mmap file, this default file is used instead of the FSch.dft file. It can be edited in the same manner as the factory default schedule.
- ◆ If you plan on importing schedules from MS Project in xml format, you may also wish to customize the fschxml.dft file. When you open an xml file, this default file is used instead of the FSch.dft file. It can be edited in the same manner as the factory default schedule.
- ◆ If you plan on importing schedules from MS Project in mpx format, you may also wish to customize the fschmpx.dft file. When you open an xml file, this default file is used instead of the FSch.dft file. It can be edited in the same manner as the factory default schedule.

The procedure that is described in the following section assumes that you are redefining the factory default schedule before any end users have used the newly installed copy of FastTrack Schedule.

3.2.2 Creating a custom factory schedule

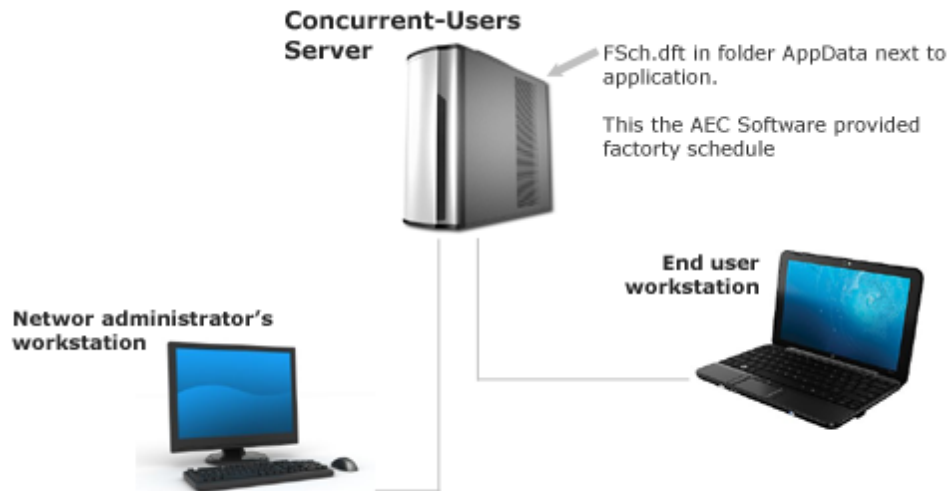
The following figure shows the configuration of a network just after FastTrack Schedule was installed on the server.



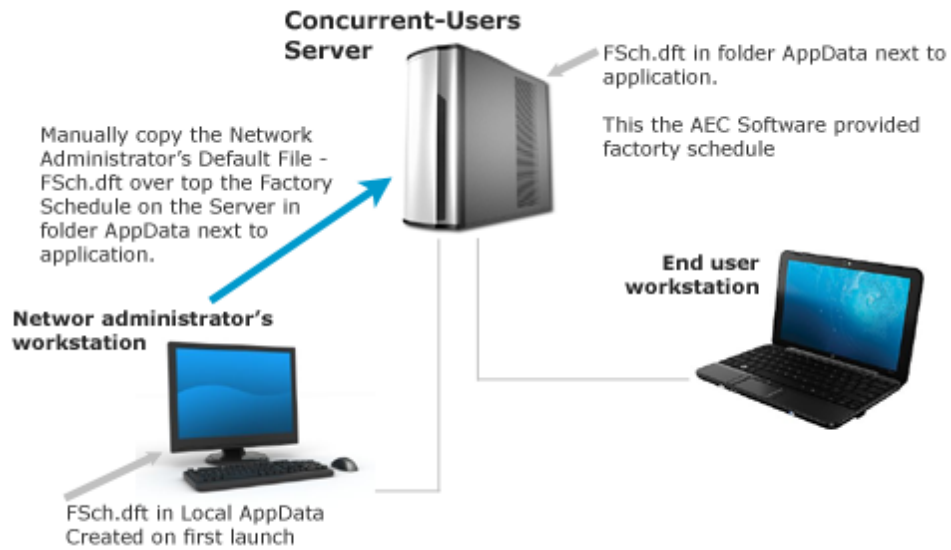
Perform the following steps to create a custom factory default schedule that is copied to the server and then to the end-user workstations.

To define a custom factory default schedule:

1. Start FastTrack Schedule from the network administrator's workstation.
2. From the **File** menu, select **New**.
The New File dialog opens.
3. Select **New Blank Document**.
4. Click **OK** to create the new document and close the **New File** dialog.
5. Create a schedule with the desired default settings.
6. Access the schedule default options:
On Windows: From the **Tools** menu, select **Options** then choose **Application** to open the **FastTrack Schedule Options** dialog.
On Mac OS X: From the **FastTrack Schedule** menu, select **Preferences**, then choose **Application** to open the **FastTrack Schedule Preferences** dialog.
7. In the **General** tab, select **Capture Current** from the **New Schedule Defaults** area.
8. Click **OK** to capture the schedule and close the dialog.
The user's local location on the network administrator's workstation now contains an AEC Software folder. The default file, **FSch.dft**, in the FastTrack Schedule 10 folder contains the new custom settings you just created. The following figure illustrates the resulting network configuration.

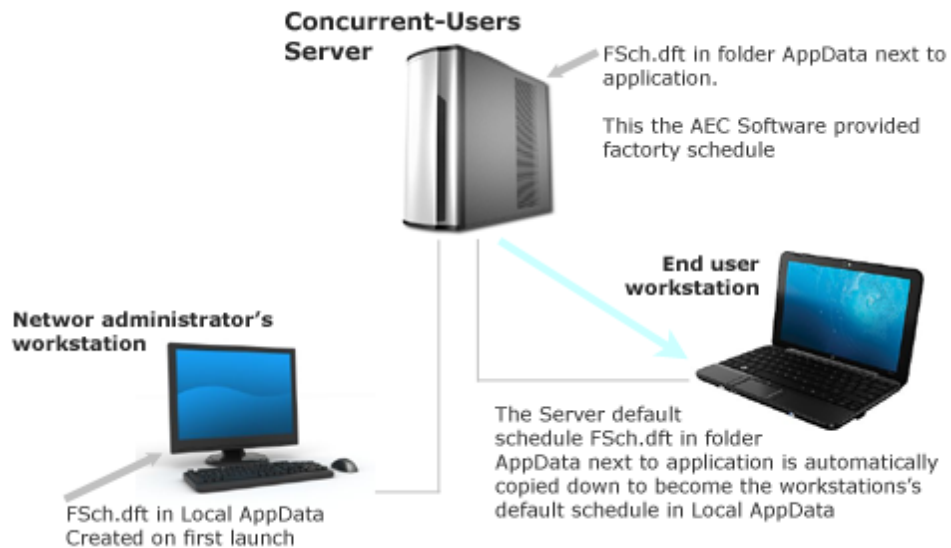


9. To close the application:
On Windows: From the **File** menu, choose **Exit**.
On Mac OS X: From the **FastTrack Schedule** menu, choose **Quit FastTrack Schedule**.
10. Copy the **FSch.dft** file from the local location on the network administrator's workstation to the **AppData** folder in the **FastTrack Schedule** folder on the server. This alters the factory schedule so that its settings are now those of the network administrator's customized default schedule.
The following figure illustrates the resulting network configuration.



11. Start FastTrack Schedule from each of the end-user workstations.

When FastTrack Schedule is run for the first time on an end-user workstation, the AEC Software/ FastTrack Schedule 10 folder/directory is created in the user's local location, and the factory file, FSch.dft, is automatically copied from the server to the newly-created FastTrack Schedule 10 folder, thus becoming that workstation's default file. The following figure illustrates the resulting network configuration.



3.2.3 Restoring the custom default schedule settings

An end user can redefine the default schedule on a workstation by opening a schedule, altering it, opening the FastTrack Options dialog (on Windows) or the FastTrack Preferences dialog (on Mac), and choosing Capture Current. The settings of the opened schedule are

saved as the settings of the default schedule; the FSch.dft file in the local location on the workstation is updated with the new settings.

If a specific end user wants to restore the default schedule's settings to those of the factory schedule, they should perform the following steps on their workstation.

To restore the custom default schedule:

1. Access the schedule default options:
On Windows: From the **Tools** menu, select **Options** then choose **Application** to open the **FastTrack Schedule Options** dialog.
On Mac OS X: From the **FastTrack Schedule** menu, select **Preferences**, then choose **Application** to open the **FastTrack Schedule Preferences** dialog.
2. In the **General** tab, select **Restore to Factory** from the **New Schedule Defaults** area.
3. Click **OK** to restore the schedule and close the dialog.
The factory file, FSch.dft, located in the AppData folder on the server is copied to the AEC Software folder on the end-user workstation.
4. Repeat Steps 1-3 for all workstations that need the custom factory schedule's settings restored as their default.

3.3 Defining templates

In addition to default schedules, FastTrack Schedule users can also use templates to create new schedules. A template is very similar to a default schedule. Like a default schedule, a template can contain schedule elements and formatting; but in addition, it can also contain schedule data such as activity names, activity dates, and data from other columns. Templates are useful when many projects involve essentially the same activities. Including these activities in a template means that users do not have to redefine or transfer the activities each time they create a new schedule.

To create a new schedule using a template, an end user first chooses **New** from the **File** menu. In the **New File** dialog, the user clicks the **Template** tab. The user can select from the categories of available templates or click the **Browse** button to navigate to a template saved in another location. The **Templates** tab contains a list of existing templates that the user can choose from. This list contains templates that are stored on both the server and individual workstations. Only those templates stored on the server are accessible to all users on the network.

Templates stored on the server are located in the **Templates** subfolder/subdirectory that is in the same folder as the FastTrack Schedule application. To locate templates stored on individual workstations navigate to the "AEC Software/FastTrack Schedule 10" folder at the local location. Open the **AppData**, **AEC Software**, and **FastTrack Schedule 10** folders. The **Templates** subfolder/subdirectory is stored in the **FastTrack Schedule 10** folder.

In FastTrack Schedule 10, all files saved in your local or network **Templates** subfolder/subdirectory appear in the **Templates** tab of the **New File** dialog. If you create a folder in the **Templates** subfolder/subdirectory, this will appear as a category in the **Templates** tab. This allows you to organize your templates by creating whatever categories you choose and moving your schedules between them.

4 Using FastTrack Schedule Over a Network

The concurrent user version of FastTrack Schedule provides seamless integration of files between local workstations and the server. This chapter contains information about concurrent usage, file locking, fonts, and cross-platform issues that network administrators should be familiar with. It also contains information about online help, troubleshooting, and frequently asked questions.

4.1 Concurrent Usage

4.1.1 Exceeding the number of licensed concurrent users

When a user launches FastTrack Schedule and the number of current users exceeds the number permitted by the concurrent-user license, FastTrack Schedule displays a dialog. When the user clicks “Conflicts”, a dialog appears listing the user names currently running that licensed version of the application.

When the user clicks “OK”, a dialog appears that allows him to save open files.

4.1.2 Read/write and read-only access

FastTrack Schedule allows only one user at a time to open a file and make changes to it as a read/write file. Subsequent users attempting to concurrently open that file will only be able to open the file as a read-only file until the first user closes the file.

If you open a file with read-only privileges, and the file later becomes available with read/write access privileges while you are still working within the application, you must reopen the file to gain read/write access privileges. You will not be able to save the file using Save, but you can save the file under another name by selecting Save As from the File menu.

To open a file on the network:

1. Open the file.
 - ♦ If the file is not currently in use with read/write access privileges by another user, use the file the same way you would use other files.
 - ♦ If the file is currently in use with read/write access privileges by another user, a warning will appear. This warning is a function of your network.
2. To save a new copy of a file opened with read-only access privileges, select **Save As** from the **File** menu.

None of the changes made to a read-only file will be saved at this time. The file is saved as an exact replica of the read-only file, but once the user that opened the file closes it, the user can then open it again with read/write access.

To re-establish read/write privileges after a file has been closed:

1. If you have a file with read-only access open, close the file.
2. Reopen the file to establish read/write privileges.

You now have read/write privileges. Any other users that try to open the file will be warned that they may only open the file as read-only.

4.2 Apple File Protocol permission model

The Apple File Protocol (AFP) permission model is a Mac networking protocol that allows a FastTrack Schedule file with read-only privileges to be opened multiple times across a Mac network. Without the AFP permission model, only one user at a time can open the file. If your network does not use the AFP permission model, you will not be able to open a file multiple times. This technology only affects whether or not a file can be opened multiple times and does not impact the performance of FastTrack Schedule.

Note:

Most current network operating systems comply with the Apple File Protocol permission model, but some older systems may not.

4.3 Fonts

If a file is opened on a workstation that has different fonts than the workstation it was created on, font substitution may occur, causing text in columns, headers, and footers to wrap differently. Use fonts that are common to both workstations to prevent font substitution.

4.4 Using files across platforms

You can create a schedule using either the Mac or Windows versions of FastTrack Schedule and effortlessly use it between the two platforms. To convert a schedule, simply open the schedule on the other platform; FastTrack Schedule automatically converts the file. This flexibility provides you with the most dynamic cross-platform project scheduling solution. There are, however, some issues related to converting schedules of which you should be aware.

4.4.1 Printer information

The page orientation, page size, and percent of enlargement or reduction set for a file on one platform is not transferred to the other platform. These settings are independent of FastTrack Schedule and are stored uniquely for printers on each of the platforms on which the schedules are saved.

The default printer settings for the platform on which a schedule file is converted determines the settings used. If the page orientation, page size, or percent enlargement or reduction needs to be changed, select Page Setup from the File menu to set the printer setting to the desired values.

4.5 Using online help

Online help is available to all concurrent users provided that the Help folder is designated as sharable and is in the location where the FastTrack Schedule application was installed.

4.6 Restarting after unexpected termination

FastTrack Schedule keeps track of which users are concurrently using the licensed copy of the application. If the application should terminate unexpectedly (for example, a power failure or system error), this information could be inconsistent with the actual number of concurrent users. FastTrack Schedule automatically cleans up damaged information after an unexpected termination; however, the application must be running to do so.

To facilitate a faster clean-up of the unexpected termination:

1. Restart FastTrack Schedule from any workstation that was running FastTrack Schedule and experienced an unexpected termination.

The application can be used by this workstation or any other workstation during this time; clean-up occurs in the background. If you cannot run the application because the Concurrent Users dialog appears, then try Step 2.

2. If you do not know which workstation(s) were running FastTrack Schedule when the unexpected termination occurred, run the application from any workstation for approximately 15 minutes (time will vary based on the number of users and network traffic) to clean-up the unexpected termination.

A minimum of one user must be able to launch FastTrack Schedule to clean-up unexpected terminations. If you cannot run the application (the Concurrent Users dialog appears), locate one of the users listed in the dialog and try Step 1 again from that user's workstation. If you are still not successful in cleaning-up after the unexpected termination, try Step 3.

3. If neither of the previous steps clean-up the unexpected termination, clean-up the termination by deleting the **AppD2100.ApD** file from the **AppData** folder next to the **FastTrack Schedule** application.

4.7 Frequently asked questions

Question: Why does FastTrack Schedule require that I enter the license key each time I start the application?

Answer: You do not have read/write privileges for the AppData folder and its contents. See "Setting user access privileges" in **Chapter 3, Additional Installation Activities**, for more information.

Question: Why do I get a Concurrent Users alert when I try to open FastTrack Schedule?

Answer: If you are not exceeding the maximum number of licensed concurrent users, then, most likely, FastTrack Schedule was active when you had an unexpected termination. For example, FastTrack Schedule was open (either in the foreground or background) when the

operating system crashed and you had to restart your computer.

To solve the problem, follow the directions in the previous section, *Restarting after unexpected termination*. If you are running a network-installed version and the maximum number of concurrent users has not been reached, FastTrack Schedule will open the application using another one of the available concurrent-user licenses.

Question: Why is the Concurrent User number that is currently displaying different from the number of licenses I purchased?

Answer: Check to be sure that you entered the correct enabling license key.

Question: Why do I get an alert message telling me that the maximum number of users is running FastTrack Schedule over the network when no one is running the application?

Answer: This can occur following a crash at any user's workstation. The Network Administrator needs to delete the AppD2100.ApD file from the AppData folder next to the application located on the server. It will be regenerated when you run the application.

Question: Once a minute, my computer gives off a default alert sound; why?

Answer: The Network Administrator needs to give you read/write privileges to the AppData folder. The alert sound is triggered by your computer's attempts, at 60-second intervals, to open the AppData folder properly (read/write). When it is unable to do this, the alert is activated. See "Setting user access privileges" in **Chapter 3, Additional Installation Activities**, for more information.



5 End User License Agreement

5.1 License Agreement

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