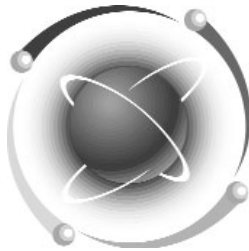


IDEA 2002
NETWORK VERSION



GETTING STARTED GUIDE

IDEA LICENCE AGREEMENT

IMPORTANT - READ CAREFULLY BEFORE OPENING.
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- 9.2.3. any of the events referred to in sections 6.4.1 to 6.4.6 occurs or the terms of this Agreement are otherwise breached.
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- 9.3.3. programming errors in the Software will be corrected;
- 9.3.4. the Software will accept data from, provide data to or otherwise operate in conjunction with other computer software;
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- 9.4. CII's sole liability for any breach of this limited functionality warranty shall be, in CII's sole discretion:
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- 9.4.2. with respect to an Access Device, to replace the Access Device; or
- 9.4.3. to refund license fees paid by Licensee for the year in which CII receives the notice referred to above.
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INTRODUCTION

Thank you for choosing **IDEA 2002**. Now available in over 10 languages, **IDEA** is more than ever the world's leading data analysis software for auditors, accountants, and systems and financial professionals. This booklet will guide you during installation of **IDEA 2002 – Network Version**. Within a few minutes, you will be able to experience the ease of use and powerful functionality of **IDEA 2002**.

With **IDEA**, you can read, display, analyze, manipulate, sample or extract from data files from almost any source – mainframe to PC, including reports printed to a file. **IDEA** extends your reach as an auditor or analyst by providing unique functions and features not found in generic software. Lower your audit cost, enhance the quality of your work, and take on new roles by putting the power of **IDEA** to work for you.

After you have installed **IDEA**, we strongly recommend that all users complete the tutorial in the *User Guide*. This gives an introduction to importing data files, conducting a range of audit tests, creating reports, reviewing the history logs, and housekeeping. This does not cover the full functionality of **IDEA** but is suggested as an introduction to the package before attending an **IDEA** training course. Please ask your **IDEA** distributor for a schedule of courses in your area, or check our website at www.caseware-IDEA.com.

If you don't have the printed copy of the *User Guide*, you can view it in Acrobat Reader by clicking Start – Programs – **IDEA** – Documentation – User Guide. You can also order printed copies of the *User Guide*. Please see the enclosed order form or talk to your distributor.

WHAT'S INCLUDED IN IDEA

Your package includes the following:

- **AladdinCARD** – a PCI Card used to count concurrent users.
- **NetHASP License Manager** – software used in conjunction with the AladdinCARD.
- **IDEA** software composed of four separate modules:
 - **IDEA** – The module for importing data and conducting audit testing and analysis.
 - **RDE** – The *Record Definition Editor* for defining the data layout of more complex files prior to importing into the **IDEA** module.
 - **DataImport for IDEA** – Used for importing data via Print Report Files. This is accessed from within the **IDEA** module.
 - **IDEAScript** – the VBA compatible programming tool. This is accessed from within the **IDEA** module.
- **IDEA** User Guide including *Getting Started Tutorial* with sample data files.

We advise all users, whether new to **IDEA** or upgrading from previous versions to complete the tutorial.

- *What's New in **IDEA 2002*** - an animated tour of new features.

If you are already an **IDEA** user, we recommend that you review the **IDEA 2002** new features presentation. You will be able to see features not found in other data analysis software and all of the new enhancements.

- Extensive Online Help
- Technical Notes
- Access to our Web-based technical support
- Access to free plug-ins through our website

INSTALLING IDEA



This section provides basic instructions for installing **IDEA 2002 Network Version**. The License Manager and **IDEA** software are supplied on a single CD-ROM. If you experience problems during the Installation, or for updated additional technical information, please access the website www.caseware-IDEA.com.



Upgrading from **IDEA Version 3.x** or **IDEA 2001**

It is necessary to first uninstall **IDEA Version 3.x** by selecting:
Start – Programs – **IDEA for Windows** – Uninstall **IDEA**.

To uninstall **IDEA 2001**, select:
Start – Programs – **IDEA** – Uninstall **IDEA**.

SYSTEM REQUIREMENTS

	MINIMUM SPECIFICATION	RECOMMENDED SPECIFICATION
Operating System	Windows NT4/98/ME/2000/XP	Windows NT4/98/ME/2000/XP
Processor	Pentium or above	Pentium II 350 or above
RAM XP	32 MB	128 MB for NT/Win 2000 or 64 MB for Win 98/ME
Disk Capacity:		
Program Files	60 MB	60 MB
Electronic Documentation	10 MB	10 MB
Data	1.5 x size of data files	1.5 x size of data files

PLANNING THE INSTALL

Ensure that Windows NT4/98/ME/2000/XP or any subsequent 32 bit version of Windows is already installed on your computer or workstation and that you have the rights to install the software. Ensure that no other Windows programs are running. It is possible that some programs are automatically started and these should be closed.

There are two steps required for the installation of **IDEA 2002** Network Version.

1. Install the License Manager software on the monitoring computer. This software controls the number of **IDEA** applications that can be run at one time.
2. Install **IDEA** on the workstations where **IDEA** will be used.

INSTALLING LICENSE MANAGER

License Manager tracks **IDEA** usage, and gives **IDEA** permission to run.

NOTE: License Manager requires that the supplied AladdinCARD PCI card and dongle be installed on the monitoring computer. See the AladdinCARD Installation Guide for instructions.

The **IDEA** CD-ROM is AutoRun-enabled. If your system includes this feature, just insert the CD-ROM into the drive of the selected monitoring computer. The Install screen will then be displayed.

If your system does not support the AutoRun feature then follow the steps below to display the Setup Screen.

Choose RUN from the Start Menu. When the RUN dialog box appears, enter the command **D:\Setup** where D: is the drive letter of the CD-ROM drive. Click **OK** or press **Enter** to display the Setup Screen.



IDEA Setup Starts the **IDEA** Setup program.

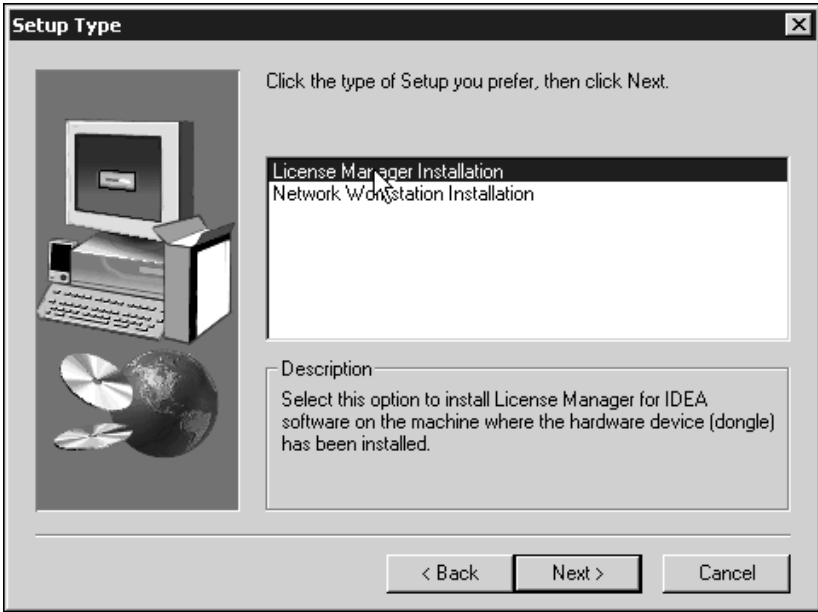
What's New in IDEA 2002 An animated tour of new features.

Release Notes	Displays the Release Notes (README.TXT) using Notepad program.
Internet Explorer Setup	Runs the <i>Microsoft Internet Explorer 5.0</i> Setup program. IDEA Help system requires components from <i>Internet Explorer 4.01</i> or above for full functionality, but <i>Internet Explorer 5.0</i> or above is recommended. If you are running Windows 98 or above, then you will not need to use this option.
Adobe Acrobat Setup	Starts the <i>Adobe Acrobat</i> Setup program. The IDEA User Guide is supplied on the CD in Adobe Acrobat pdf format. If you do not have <i>Adobe Acrobat</i> and wish to read the <i>User Guide</i> on screen then please select this option.
IDEA on the Web	Opens your Internet browser and goes to the IDEA website, www.caseware-IDEA.com .
Explore the CD	Opens <i>Windows</i> or <i>NT Explorer</i> .
Exit	Exits the Setup Screen.

When you are ready to proceed then please select the **IDEA Setup** option and follow the instructions on screen. Click the **Next** button.

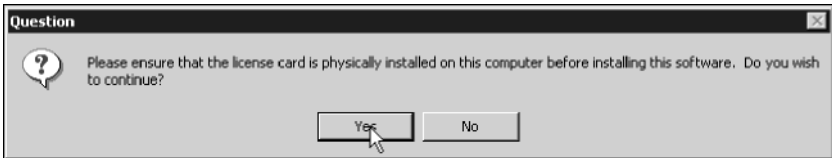
Read the License Agreement and click the **Yes** button if you accept all terms. **IDEA** will prompt you to browse the Setup Notes.

Next you will be prompted to choose the Setup Type.



Select **License Manager Installation** and click **Next**.

A warning dialog, reminding you that a license card must be installed on the computer, is displayed.



Click **Yes** on the warning dialog to continue with the installation.

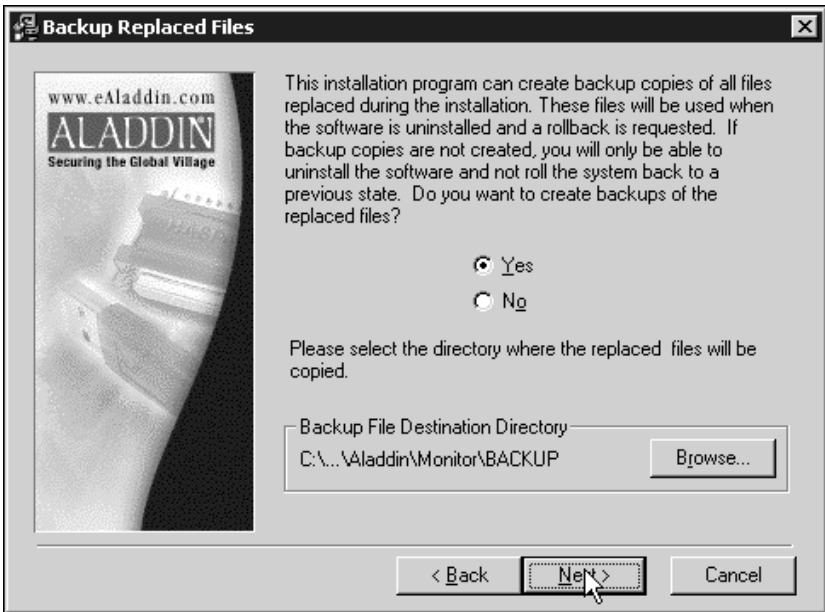
Click **Next** on the **Aladdin Monitor Welcome** dialog. Aladdin Monitor is the interface for License Manager. It allows you to view the active **IDEA** applications that License Manager is tracking, and the amount of time remaining on each license.

The **Choose Destination Location** dialog is displayed.

Select one of the following options:

- Click **Next** to accept the default installation location.
- Click the **Browse** button to select an alternate installation location on your system. Click **Next** when the required installation location is displayed.

The **Backup Replaced Files** dialog is displayed.



Select one of the following options:

- Select **Yes** to create a backup of installed files for use in a system rollback after uninstalling License Manager.
 - Click **Browse** to select an alternate saving location, if required.
 - Click **Next** to accept the displayed saving location and continue with the installation.
- Select **No** to not create a backup installation, and click **Next** to continue with installation. The **Start Installation** dialog is displayed.

Click **Next**.

The files are installed into the selected location.

An **Installation Complete** dialog is displayed when files are installed onto your computer.

Click **Finish**.

The **NetHASP License Manager** installation prompt is displayed.

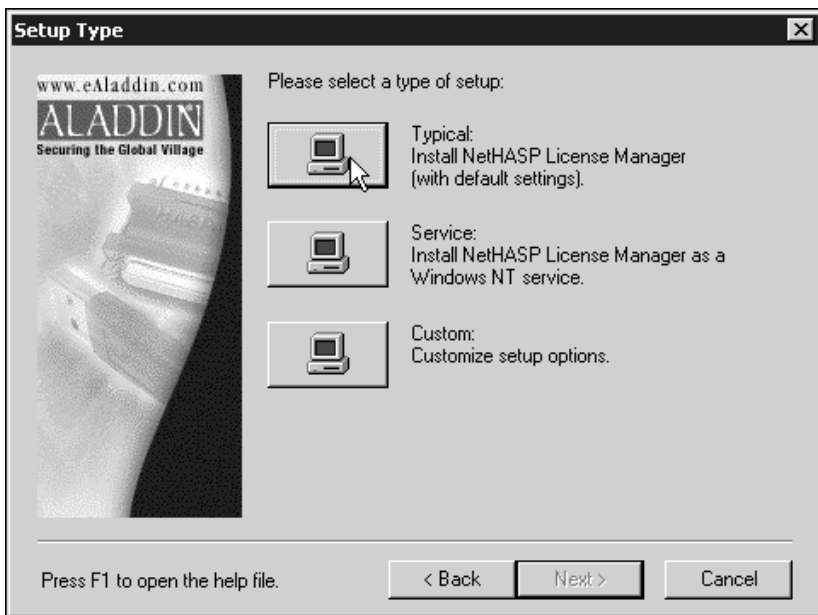
Click **Yes** to install **NetHASP** License Manager.

Click **Next** on the warning dialog.

The **NetHASP License Manager** status window is displayed.

Click **Next**.

The **Setup Type** dialog is displayed.



Select one of the following options:

- Click **Typical** to install NetHASP License Manager with default settings
- Click **Service** to install NetHASP License Manager as a Windows NT service that launches at startup
- Click **Custom** to customize setup options.

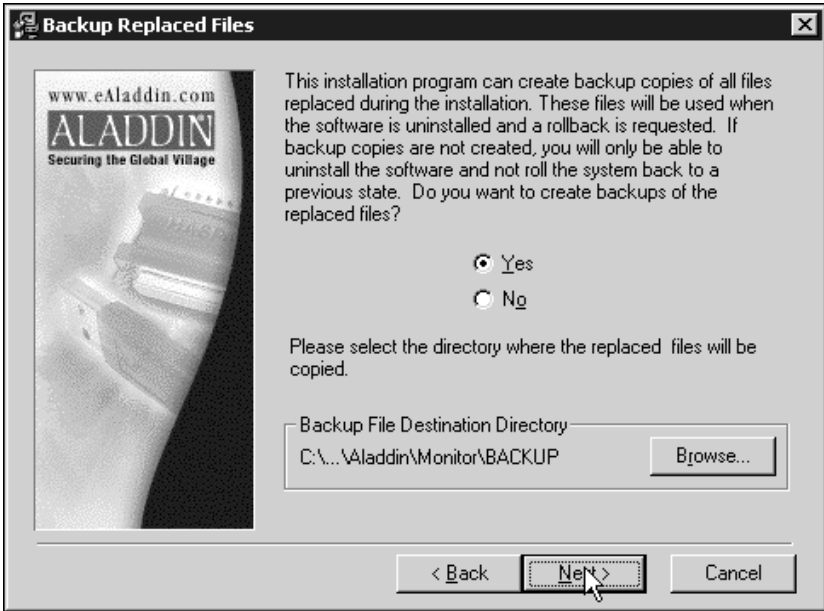
The **Select Destination Directory** dialog is displayed.

Click **Next** to accept the displayed destination and continue with installation.

Or, click **Browse** to select an alternate installation destination and click **Next** to continue with installation. If the selected directory does not exist, a prompt window will ask you if you want the setup program to create the selected directory.

Click **Yes** on the prompt.

The **Select Program Folder** dialog is displayed.



The dialog displays the name of the subfolder, under Programs, where program icons will be installed.

Select **Next** to accept the displayed folder.

Or, select an alternate folder from the list and click **Next**.

A confirmation dialog is displayed.

Click **Next** to accept the entered settings and continue with installation.

Or, click **Back** to re-enter settings as required.

Files are installed into the selected directory.

A prompt window informs you that NetHASP Device Drivers must be installed.

Click **Yes** on the prompt window.

The drivers are installed and a confirmation dialog is displayed.



Click **OK** on the dialog.

The **Setup Complete** dialog is displayed.

Click **Finish**.

The License Manager icon is now displayed in the task bar at the bottom of the screen.



The Aladdin Monitor welcome dialog is displayed.

INSTALLING IDEA ON A WORKSTATION

The **IDEA** CD-ROM is AutoPlay-enabled. If your system includes this feature, just insert the CD-ROM into the drive of the workstation. The Install screen will then be displayed.

If your system does not support the AutoRun feature then follow the steps below to display the Setup Screen.

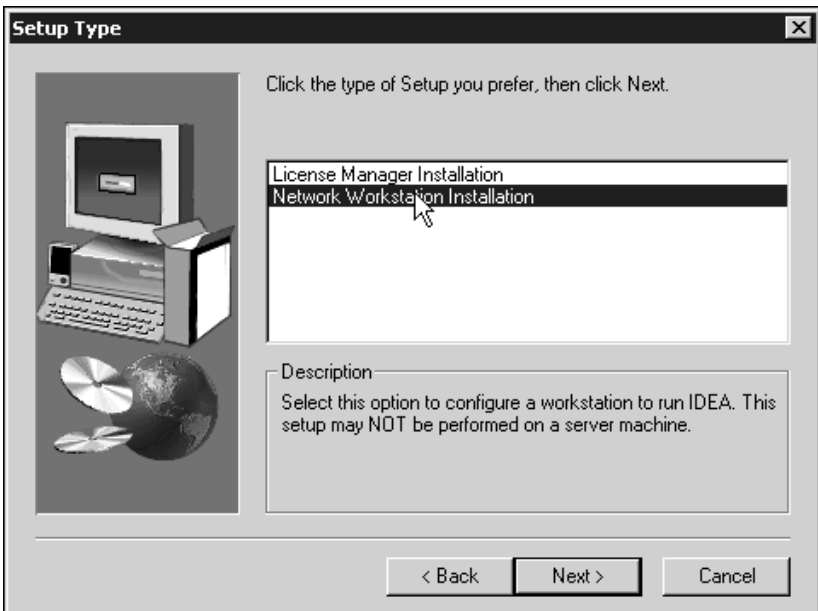
Choose RUN from the Start Menu. When the RUN dialog box appears, enter the command **D:\Setup** where D: is the drive letter of the CD-ROM drive. Click **OK** or press **Enter** to display the Setup Screen.



When you are ready to proceed select the **IDEA Setup** option and follow the instructions on screen. Click the **Next** button.

Read the License Agreement and click the **Yes** button if you accept all terms. **IDEA** will prompt you to browse the Setup Notes.

Next you will be prompted to choose the Setup Type.



Select **Network Workstation Installation**. Click **Next**.

The **Choose a Destination Location** dialog is displayed.

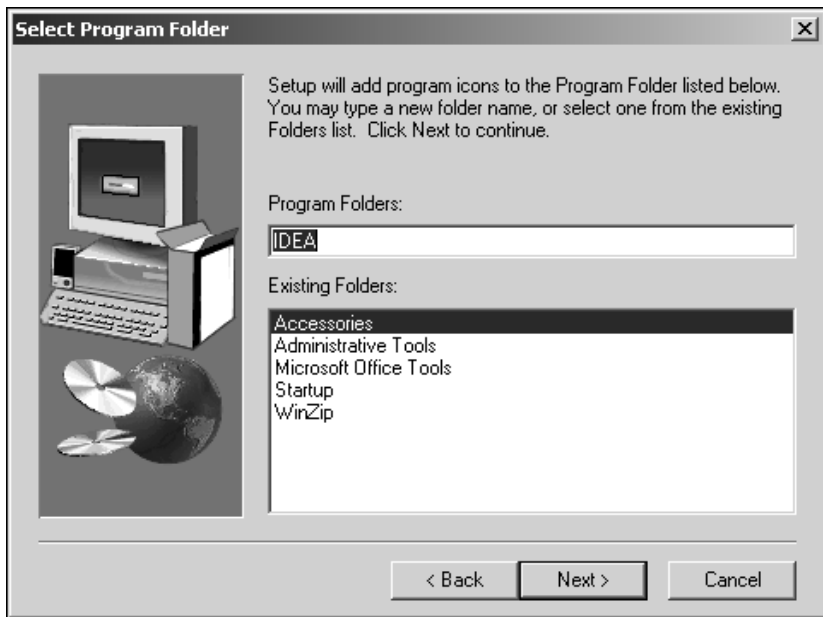


IDEA will by default install the software in the following directories:

FILES	LOCATION
IDEA program files:	C:\Program Files\ IDEA
Report Files	C:\Program Files\ IDEA \Reports
Sample Data Files	C:\Program Files\ IDEA \Samples
Tutorial Data Files	C:\Program Files\ IDEA \Tutorial

If you wish to install elsewhere, please modify the folder name. We recommend that you accept the default folders.

Click the **Next** button.

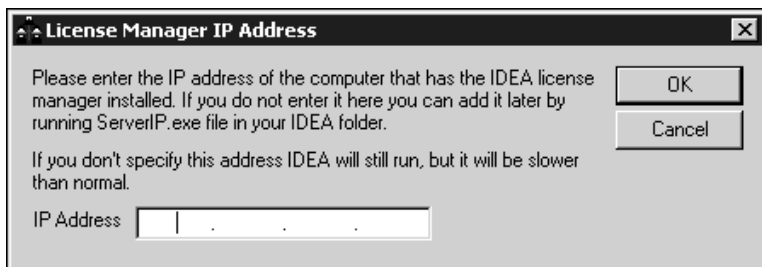


Select the Program Folder that you want to install **IDEA** shortcuts to, or simply click on the **Next** button (recommended).

MICROSOFT DATA ACCESS COMPONENTS

The **IDEA** program set includes a number of Microsoft Data Access Components (MDAC drivers). If Setup detects that you do not have them, you will be asked if you wish to install them. If you respond "No", the **IDEA** installation will cease (as **IDEA** requires MDAC).

After the files are copied onto your computer, a **License Manager IP Address** dialog is displayed.



Enter the IP address of the computer where License Manager is installed.

The **Setup Complete** window is displayed.

Click **Finish** to reboot.

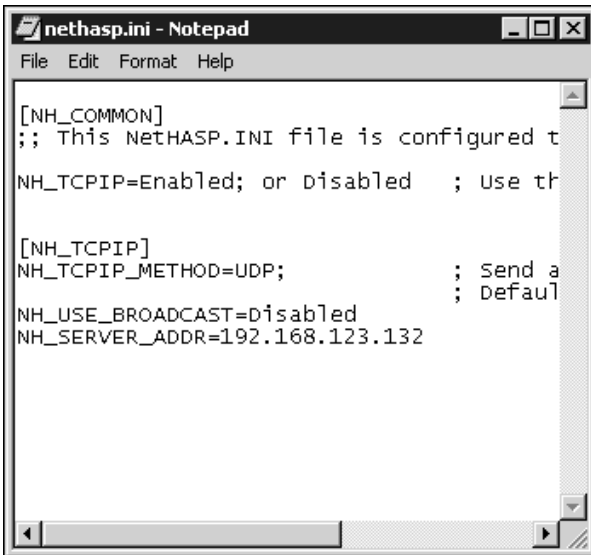
ADDING OR MODIFYING THE MONITORING COMPUTER'S IP ADDRESS

IDEA searches the network for the monitoring computer. When the monitoring computer's IP is entered during **IDEA** installation, **IDEA** can identify the monitoring computer quickly. The monitoring computer's IP address can be added or modified after **IDEA** installation with the following procedure:

Locate and open **NetHASP.ini** on your computer.

Ensure that the value beside **NH_USE_BROADCAST=** is **DISABLED**.

Enter the correct IP address beside **NH_Server_ADDR=**



```
[NH_COMMON]
;; This NethASP.INI file is configured t
NH_TCPIP=Enabled; or Disabled ; use th

[NH_TCPIP]
NH_TCPIP_METHOD=UDP; ; send a
NH_USE_BROADCAST=Disabled ; Defaul
NH_SERVER_ADDR=192.168.123.132
```

Click **File – Save** on the NetHASP.ini editing window.

Click **File – Exit** on the NetHASP.ini editing window.

MANAGING IDEA LICENSES

You must start License Manager before a user on the network can use **IDEA**. Open the License manager by clicking Start – Programs – **NetHASP License Manager – NetHASP License Manager**.

Optionally, you can view active licenses with the Aladdin Monitor.

Open the monitor by clicking Start – Programs – **Aladdin – Monitor – AKS Monitor**.

Refer to the online Help within the License Manager AKS for more information.

WARNING: If an **IDEA** workstation is not shut down properly (File - Exit), the workstation maintains its license for eight hours.

To clear the workstation from License Manager, you must shut down all other instances of **IDEA** and restart the License Manager.

STARTING IDEA

Access the **IDEA** program by clicking on the **IDEA** shortcut icon on the desktop or select:

Start – Programs – **IDEA – IDEA**.

Once **IDEA** loads, a working folder must be set and the data file(s) can then be imported.

Audit analysis/testing can then be carried out on these databases.

Please see the Tutorial in Section 4 of the *User Guide* to guide you through these steps.

RELEASE NOTES

The Release Notes Readme file contains important information about **IDEA**.

Please read this information prior to running **IDEA** by selecting:

Start – Programs – **IDEA – Release Notes**.

CASEWARE-IDEA.COM

The **IDEA** Support section, available on the **CaseWare IDEA** website, is a Help system containing Technical Bulletins, Tips & Hints, Frequently Asked Questions and details of **IDEA** Events. Access the Knowledge Base via www.caseware-IDEA.com.

Please access and read this information on a regular basis by selecting:

HELP – Internet – IDEA Home Page

Note: This requires a Web Browser and Internet access to run.

PRODUCT SUPPORT

If you have any questions about using **IDEA**:

- please refer to the relevant section of this manual
- check the Online Help
- access the **IDEA** Support section at www.caseware-IDEA.com
- If you cannot find the answer you need, please contact the **IDEA** support center for your country. Details are given on the **IDEA** website www.caseware-IDEA.com accessed from the Internet option on the **HELP** menu. Be sure to quote the following information: the hardware specification and version of Windows being used, a description of the sequence of events, and details of any messages from **IDEA**.

CONVERTING FROM IDEA VERSIONS 1.X, 2.X, 3.X OR 2001

Record Definitions

IDEA Version 3.x and **IDEA Version 2001** record definitions can be used directly in **IDEA 2002**.

IDEA Version 1.x and **2.x** record definitions must be converted into **IDEA 2002** format using the **IDEA** 16 to 32 bit File Conversion utility.

If you have been using **IDEA DOS Versions 4** or **5** then you can convert record definitions and import files into **IDEA**. Within the *RDE module* the File Import option will read **DOS Versions 4** and **5** definitions or schema files which can then be saved in **IDEA**.

Equations

Equations created in earlier versions can be read into **IDEA's Equation Editor** using the **FILE – Open** option (in the **Equation Editor**).

Data Files

IDEA Versions 1.x and **2.x** databases can be read directly in **IDEA 2002**. After the Working Folder is set in **IDEA**, if there are any data files present that were created in earlier versions of **IDEA**, you will be prompted to convert/copy these files so that they can be read with **IDEA 2002**.

IDEA Version 3.x and **IDEA Version 2001** files can be read directly by **IDEA 2002** without the need for conversion.

FINAL NOTE

The release of **IDEA 2002** marks the first new version of **IDEA** developed entirely under CaseWare International Inc. Its name carries the year of release, signifying our intention of providing a new version each year. **IDEA 2002** significantly advances the functions and features while still maintaining **IDEA**'s world-renowned ease of use. Surveys have shown that users rank **IDEA** highest in its category for ease of use, initial training requirements and overall satisfaction. We intend to aggressively maintain that position by listening to our users and continually pushing the boundaries of data analysis functionality.

During the last year, we have revitalized our website and I urge you to visit www.caseware-IDEA.com. We have also undertaken a corporate branding exercise resulting in a new graphic look for the CaseWare family of products, to better reflect our commitment to providing quality products, competitively priced, with leading edge functionality.

Our **IDEA** team hopes that you enjoy and profit from **IDEA 2002**. To support our commitment to continuous improvement, we welcome any comments you may have on this version or suggestions for future versions.



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