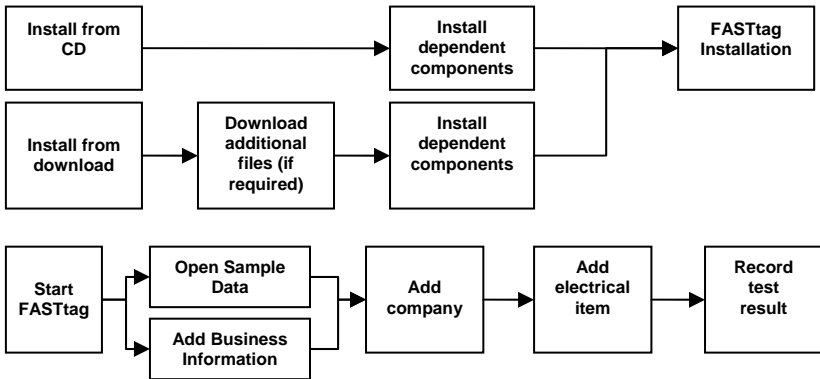




Getting Started Guide

Welcome to **FASTtag**, the next generation in electrical test and tag management software. This guide will help you to quickly get **FASTtag** installed and running, making it easy to begin recording your test information.

Getting Started Overview



The following sections will guide you through each of these steps.

Install from CD

Put the CD in the CD drive and the installer will start automatically. If it does not start automatically (autorun may be disabled), use My Computer to explore the CD contents and double click on setup.exe.

1. If your computer is missing any of the components that **FASTtag** requires, they will be automatically installed (the CD contains all required software). The **FASTtag** installation process will then be started.

Install from Download

1. When you click on the **FASTtag** download link on the web site, you will be prompted to Run or Save – click Save, then specify a convenient location (e.g. the Desktop).
2. When the download completes, click Open, then click Run. This will initiate the installer.
3. If your computer is missing any of the components that **FASTtag** requires, they will be automatically downloaded and installed. The **FASTtag** installation process will then be started.

FASTtag Installation

1. The **FASTtag** Installation Wizard will guide you through the install process. Click on the Next button to continue.
2. Click the Next Button in the Welcome screen.
3. You can scroll down to read the License Agreement. To accept the License Agreement click on “I accept the terms in the license agreement” to continue. Then click the Next button.
4. If required, specify an installation location. Click the Next Button.
5. Confirm the installation by clicking the Next button.
6. You will see a progress bar as **FASTtag** is being installed. When completed click the Close button.

Starting FASTtag

Start **FASTtag** from the Start menu, Start > All Programs > FASTtag > FASTtag.

When you receive the message that **FASTtag** is running in Demo Mode, click on “Go to License Window” to install your license Serial Number and Key. This will have been provided by your supplier, or may be printed on a label on the back of the CD cover. In the License Window click “Validate Now” to continue.

Open Sample Data

To help you become familiar with **FASTtag**, test data for a sample company has been provided.

1. Click File > Open

2. In My Documents select BetterElec and click Open.
3. The sample data will be opened.

You can use the BetterElec sample data file to explore the various features of **FASTtag**. The following sections will guide you through the operations of adding companies, electrical items (appliances, leads, powerboards, RCDs, etc) and test results.

More information about the operation of **FASTtag** can also be obtained from the detailed User Guide, which is accessed from the Start menu, Start > All Programs > FASTtag > User Guide.

Enter Business Information

This is the information that will be printed at the top of each report, that identifies the company or person that performed the testing.

1. Click Tools > Business Information.
2. Enter the details for the business, and the Electrical Testing information.
3. Click OK to save the Information.

Add a Company

In **FASTtag**, Companies are the owners of the equipment being tested.

1. Click Edit > Add Company.
2. Enter the details for the Company. On the Advanced tab, specify a Default Test Interval.
3. Click OK to save the information.

For in-house testing, there may be only one company, which will have the same entries as the Business Information.

Add an Item (appliance, lead, etc)

1. Click Edit > Add Item, or click the Add Item button in the main window.
2. Enter the Description for the item.
3. Enter other information as required. It is a good idea to set an Equipment Type and also ensure the Test Interval has been set (it will default to the Test Interval for the Company).
4. The Identifier can be set to the numbering or naming scheme being used. If a number is used, it will be automatically incremented for the next Item added.
5. Click OK to save the information.

The Item will be displayed in the list in the main window.

Record a Test Result

1. Locate the Item to be tested in the List View. You can use the scroll bars, or type search information into the Filter text box to help you quickly locate the item.
2. Click the Test button for the item to be tested.
3. In the lower part of the Item Details window, enter the test information. The test date will automatically be completed with the current data.
4. (Optional) Enter the new Tag number. If you enter a tag number, it will be automatically incremented for the next Test you add. Enter any comments as required.
5. When Visual and Electrical Tests are passed, the Checkboxes can be clicked.
6. Enter the Test Status by clicking on the Combo Box and selecting from the list.
7. Click OK to save the information.
8. **FASTtag** will automatically update the date for Next Test according to the item's Test Interval.

Print Reports

Once the items and test results have been entered, you will usually want to print a permanent copy of test results.

1. Click the Reports menu to see the available reports.
2. Click on the required report.
3. There will be a short delay while the report is generated and formatted, then displayed in a window.
4. To print the report, click on the print button at the top of the window.

More Information

This guide has only covered very basic features to help you start working with **FASTtag**. There are many other advanced features that will help you to be more productive and improve the management of your testing information. For more detailed information, including extensive screen shots, please refer to the **FASTtag** User Guide, which has automatically been installed.

The User Guide can be opened from the Start Menu, Start > All Programs > FASTtag > User Guide.