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1 Installation Guide

1.1 Before Installation - System Requirements

Before the installation, check the following,

- Microsoft Windows XP, Windows 2000.
- 128 MB of RAM or higher recommended.
- 100 MB of available Hard Disk space.
- Printer Setup (for Report Printing).
- Scantron Supported Scanner.
- Adobe Acrobat Reader 6.

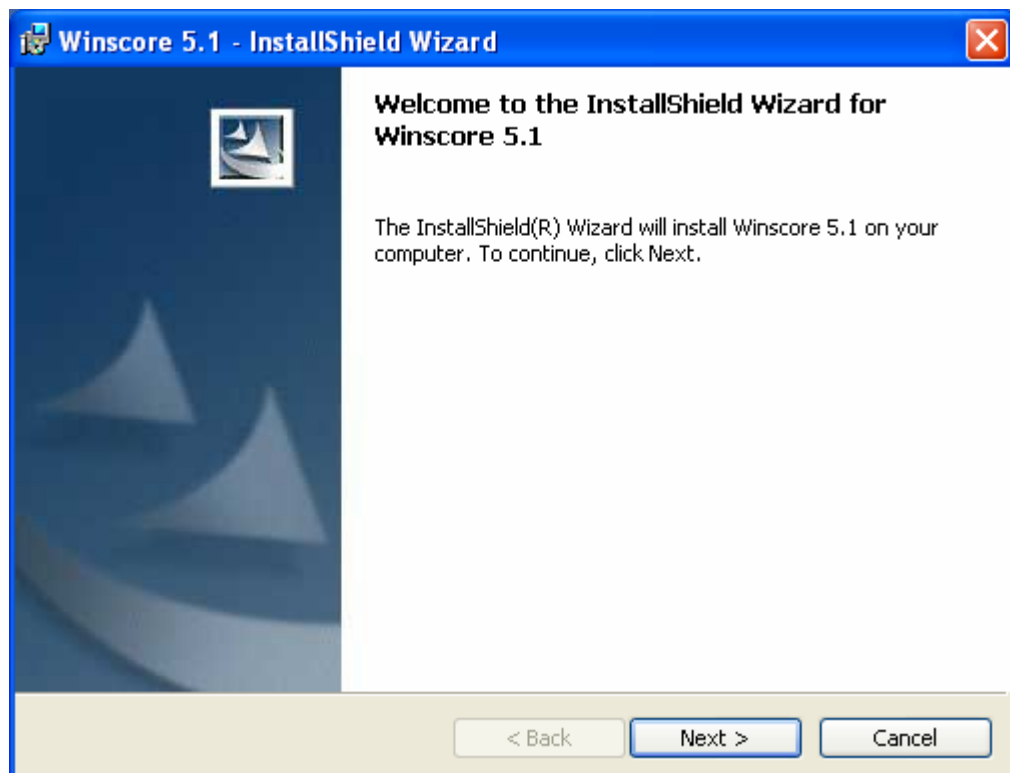
1.2 Installing the Software

The software installation will be integrated with the Scanner interface software and Scoring application, Winscore 5.

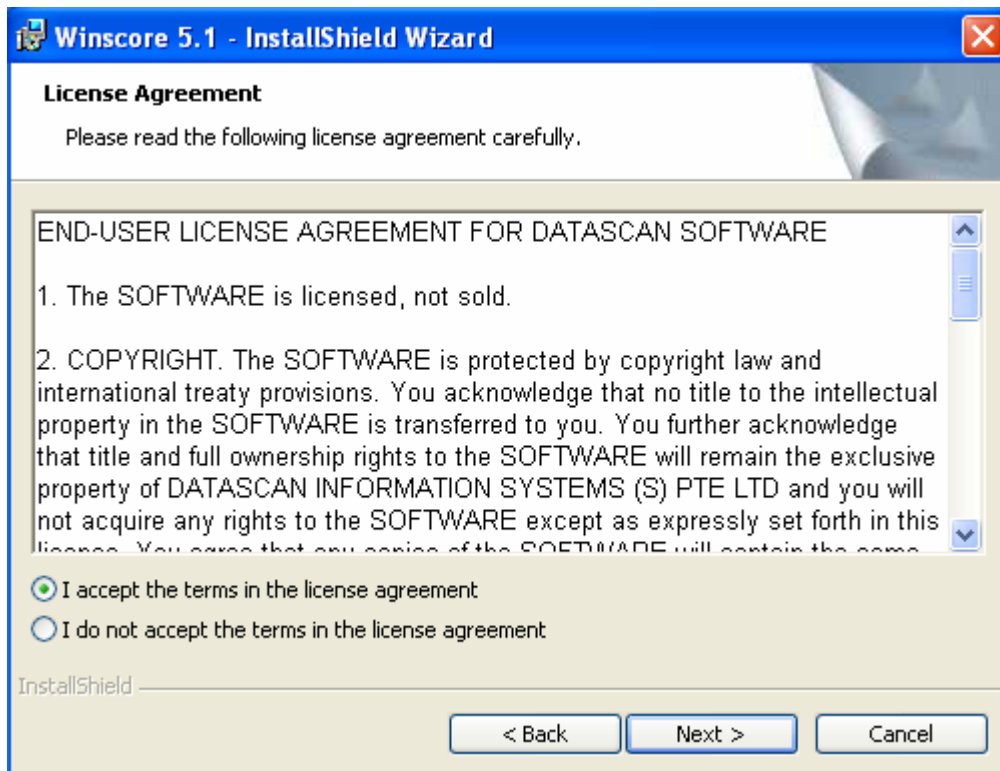
Note: To user of existing Winscore 5.0 Build 005 or below, this installer will provide a direct installation over your existing version; refer to Section 3, 'Upgrade your version' for detail.

NOTE: Logon as LOCAL ADMINISTRATOR to perform the installation.

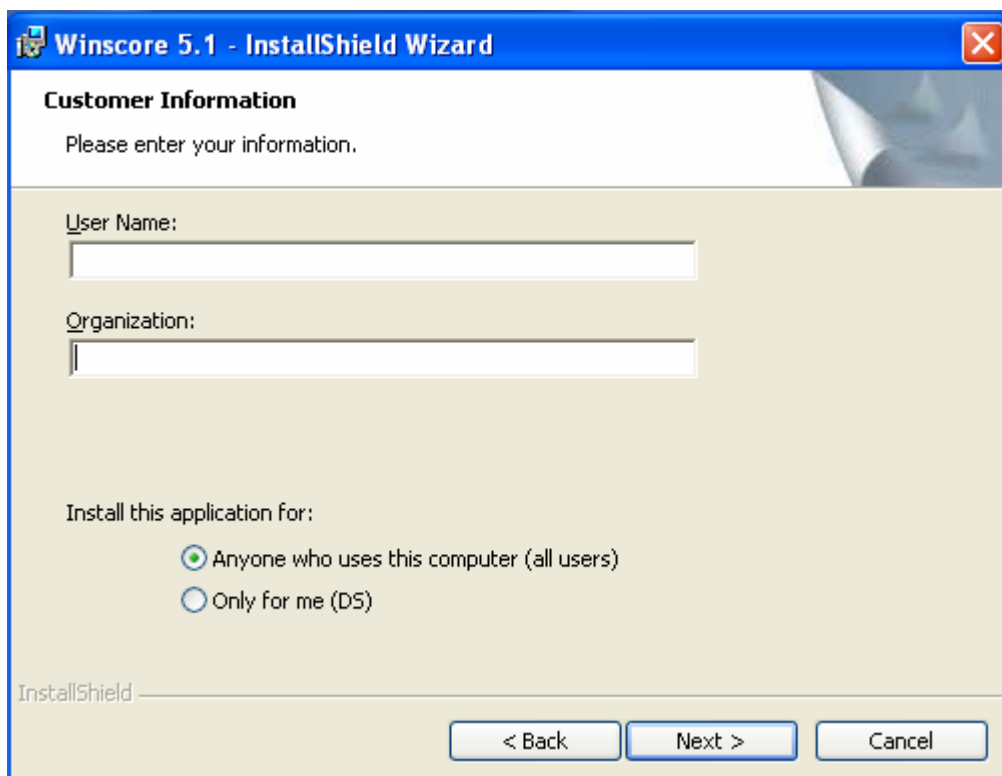
1. Installer can be obtained from our Web site (www.datascan.com.sg) or on CD-ROM media (New Scanner purchased).
2. Insert the Installation CD-ROM into your CD-ROM drive. System will automatically start the installation and you can see Installation Preparation Window. If auto run is disabled, starts Window Explorer, navigate to the CD drive, click on **setup.exe** to start the installation.
3. Click on the Setup program, download from our web site, to start the installation.
4. Click **Next** to start the Winscore 5 Installation.



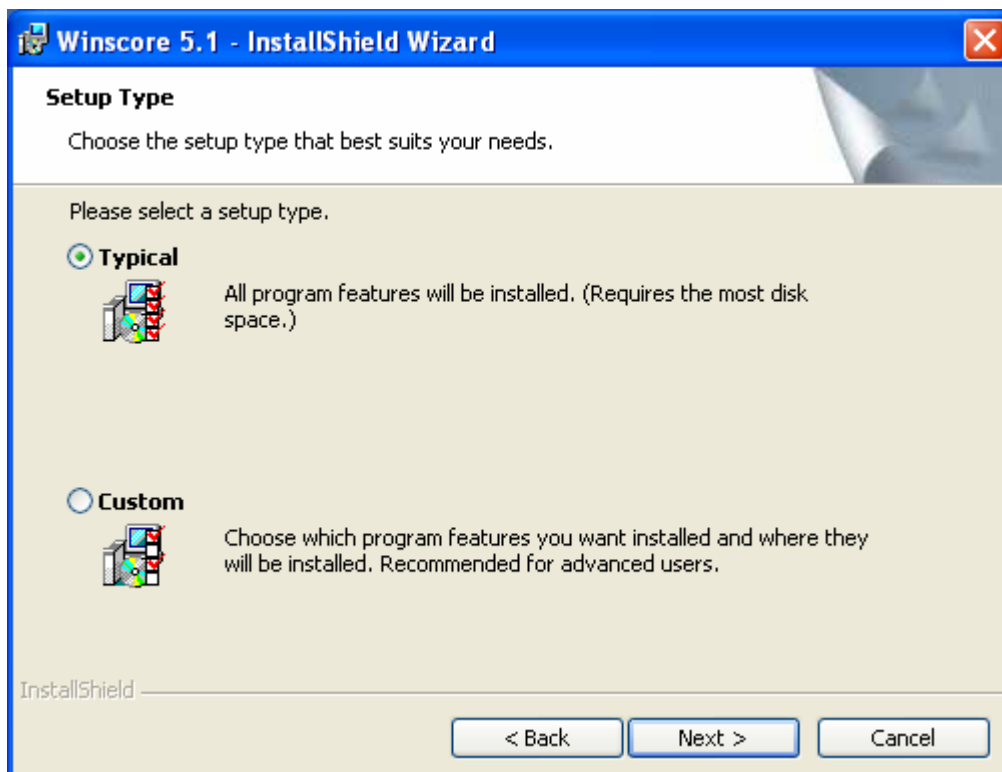
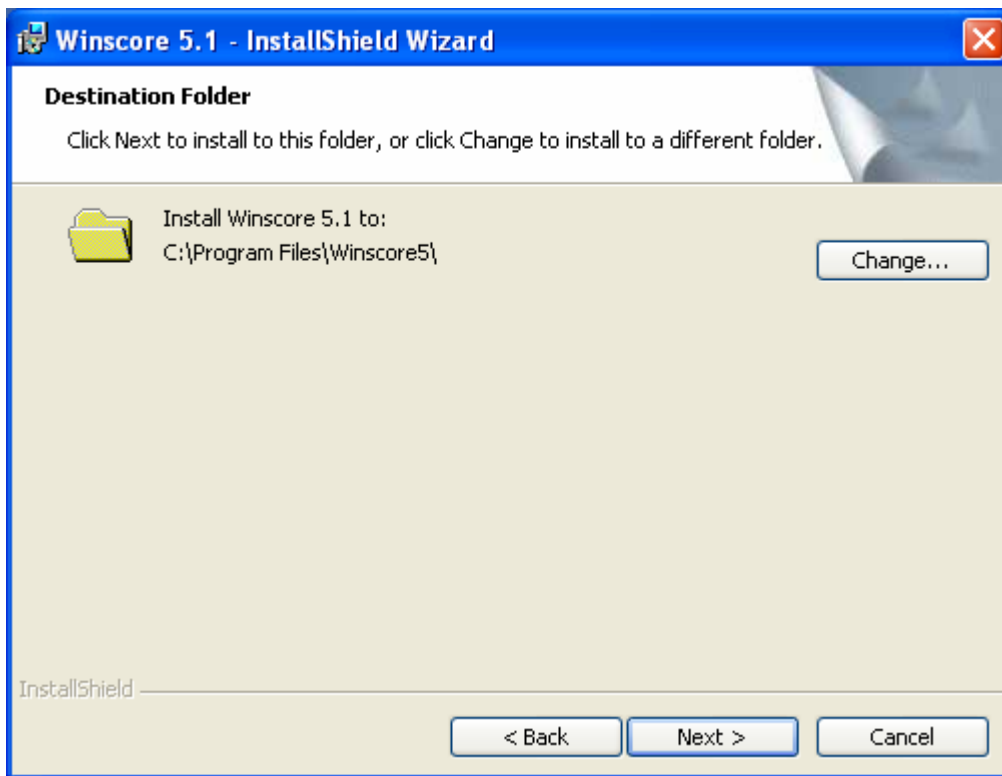
5. Accept the License Agreement and click Next



6. Key in User Name and Organization, then click Next



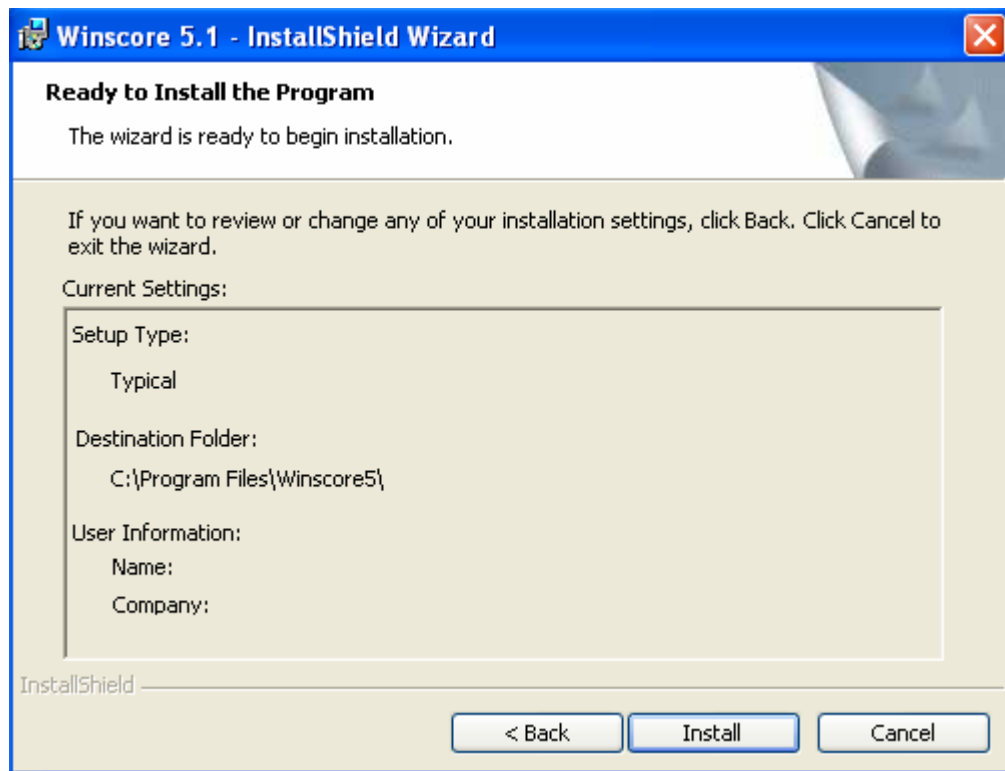
7. Select the default Destination Folder to install Winscore 5 (Recommended) and click Next.



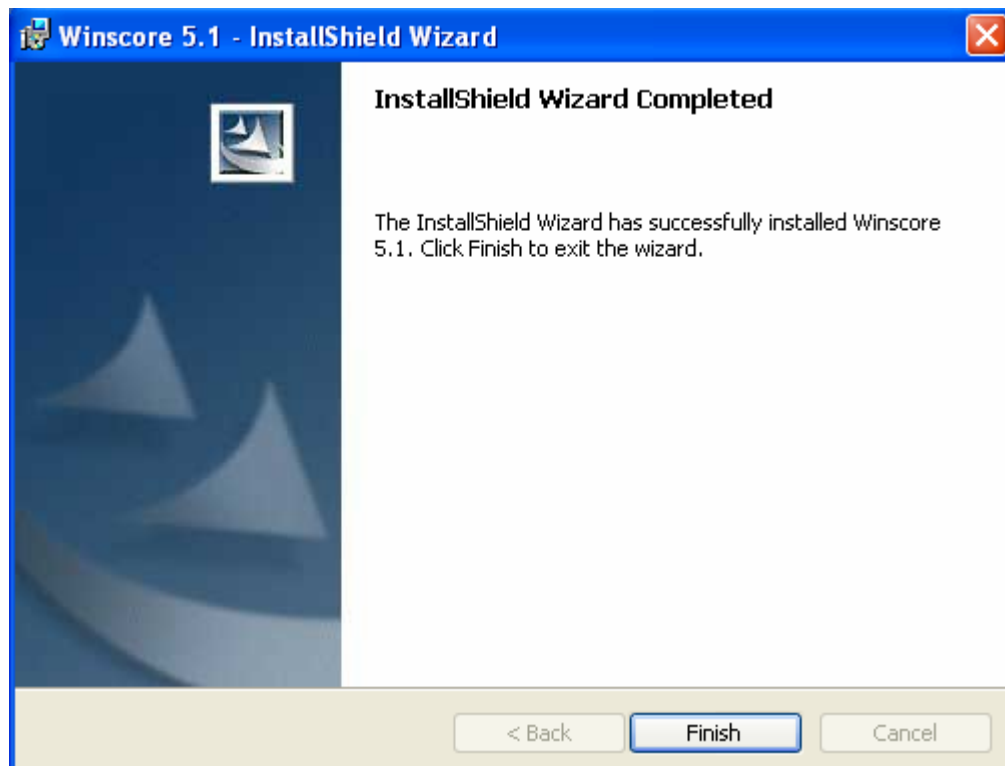
Select "Typical" and click "Next".

For existing Winscore 5 Build 005 and below, you may select the "Custom" option to perform a faster installation.

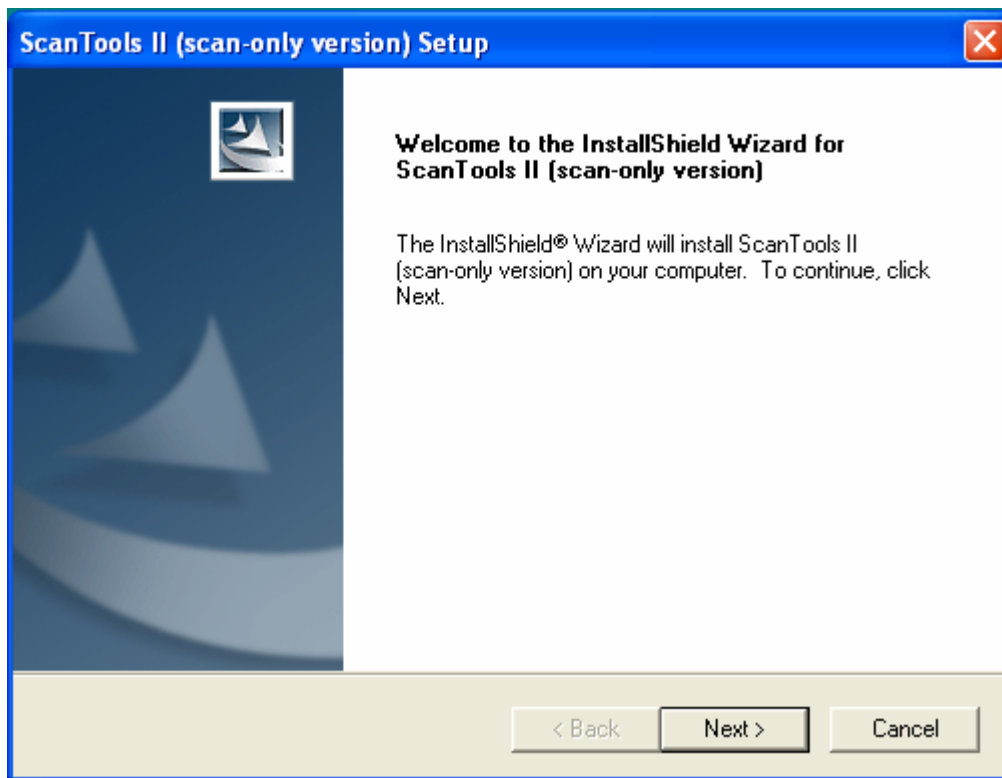
8. Click Install to continue the installation.



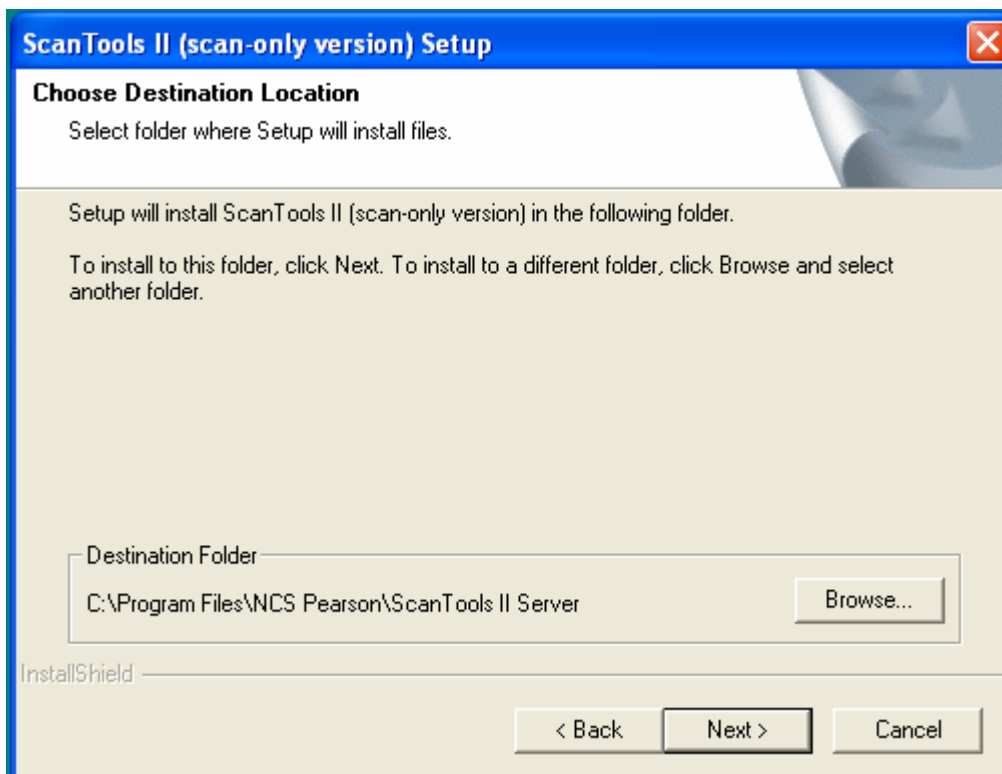
9. Click Finish.



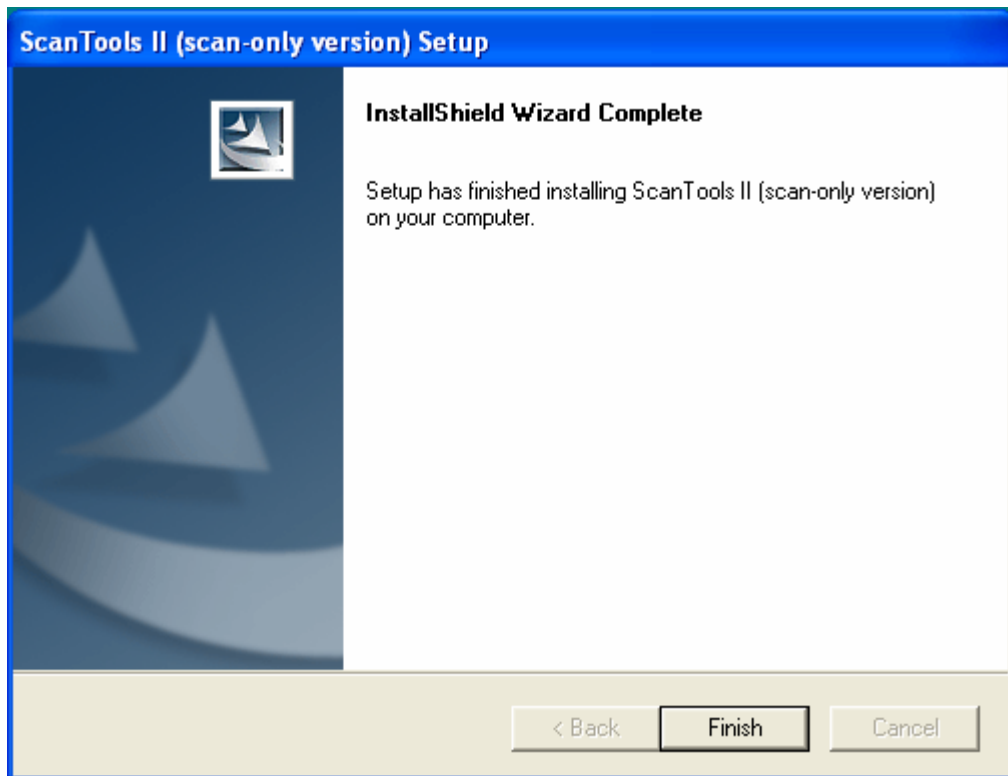
10. The **ScanTools II** setup wizard will automatically started. Click Next to continue.



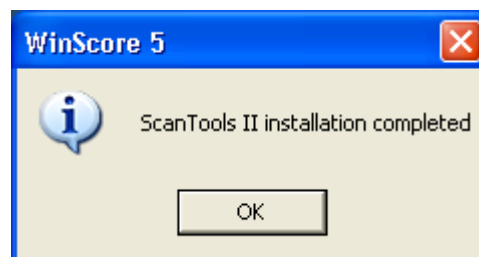
11. Select the default Destination Folder to install (Recommended) and click Next.



12. Click Finish.



13. Once completed, you get ScanTools II installation completed dialog box as shown below. Click OK.




Upon completing the installation, the installer creates an icon on your desktop as shown below.



2 Getting Started

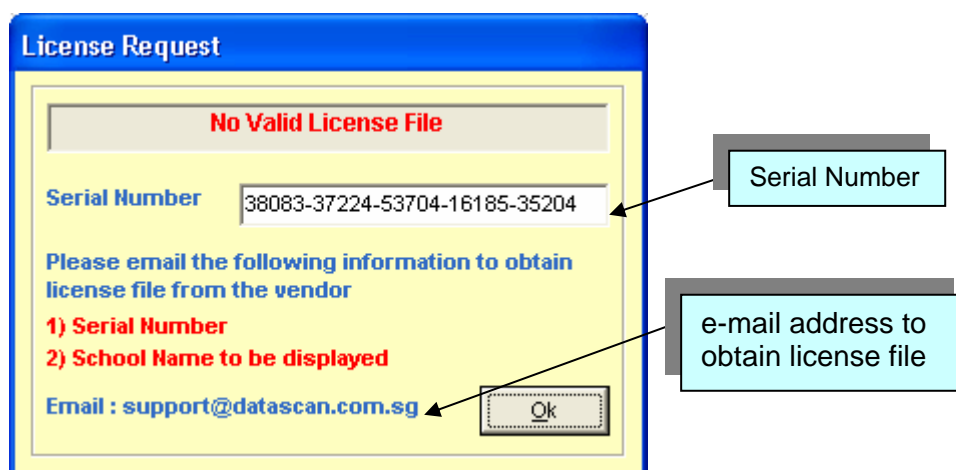


On your desktop, double click on  icon to start the Winscore 5 scanning application.

You get a flash screen as shown below with the warning message. Click OK.



The license key information window will pop-up as shown below.



The License File

License file allows school to access the Winscore 5 scanning application.

Winscore 5 is distributed by **Datascan Information Systems Pte Ltd.**

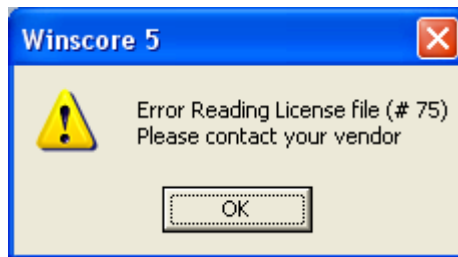
Steps to obtain the license file

E-mail your Serial Number and School Name to support@datascan.com.sg to get license file called Winscore5.lic.

(Please make sure that the Serial Number is 25 digits)


After receiving the **Winscore5.lic** file, **copy** it to "**C:\Program Files\Winscore5**" path.

DO NOT MOVE this file to the destination folder as this may cause problem on the license file's permission. Non-Administrative user will get the following error message when there is no read access to the license file.



If this error appeared after you copied the file then check and ensure the license file's security is set to Full Control for "Everyone".



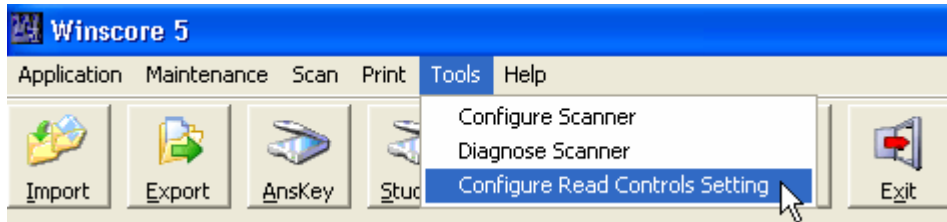
After copying the file, restart Winscore again by double click on  icon.

Should after installing the license file and you still cannot access the application; contact Datascan Information Systems for assistance.

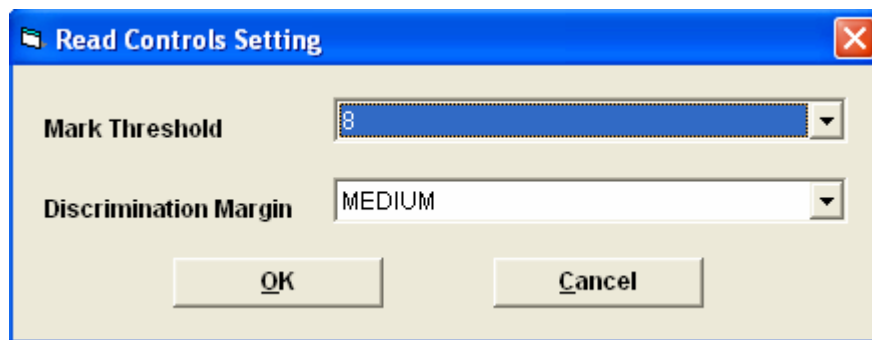
3 Initial Configuration

Once you can successfully launch the Winscore 5 application, need to ensure the following setting is correct.

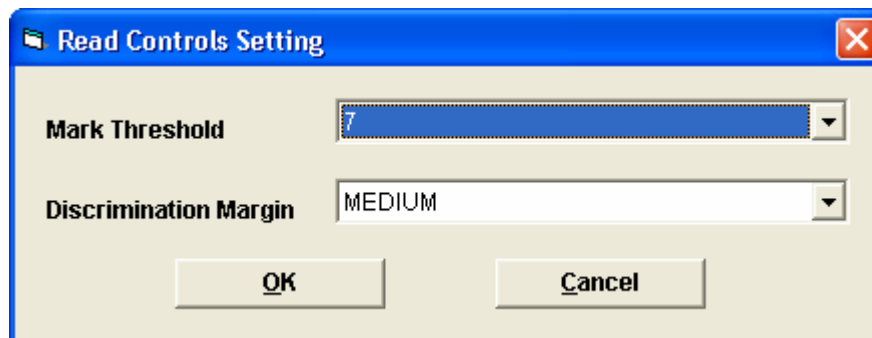
- To configure read threshold setting, click on **Tools** and select **Configure Read Controls Setting**.



For Primary School – Mark Threshold to 8
Discrimination Margin to MEDIUM



For Non-Primary School – Mark Threshold to 7
Discrimination Margin to MEDIUM



Mark Threshold

The mark threshold is how dark a mark must be on a form before the scanner detects it.

Light causes ScanTools to accept very light marks.

Normal is the setting to use for most normal scanning tasks.

Dark causes ScanTools to accept only very heavy marks.

Discrimination Margin

The discrimination margin is the degree of difference in darkness that is permitted for valid marks.

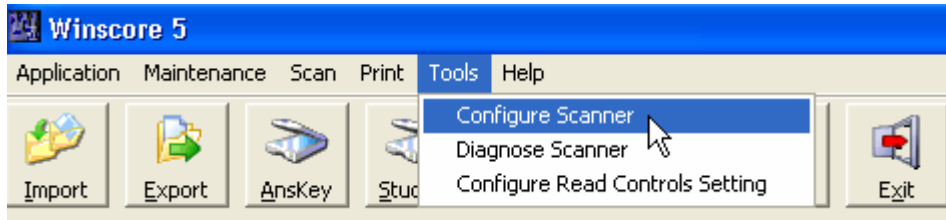
Low causes ScanTools to pick one mark over another, even if they are very similar.

Medium balances picking one mark over another based on their differences, without requiring moderate differences. Medium is the setting to use for most normal scanning tasks.

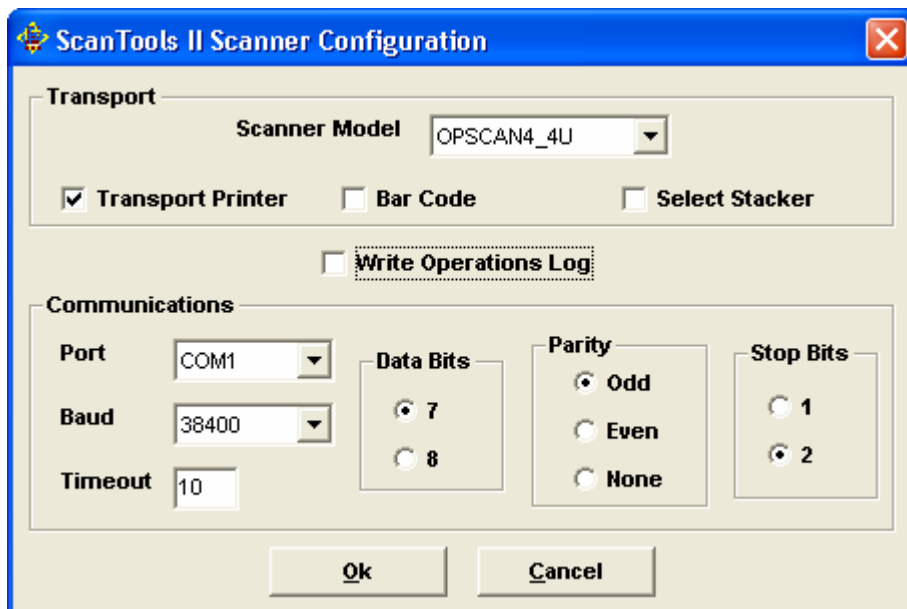
High causes ScanTools to pick one mark over another only if they differ significantly.

Setup Scanner Configuration

- To edit scanner configuration, click on **Tools** and select **Configure Scanner**.



- When it is selected, a screen as shown in the figure will be displayed.



- Change the scanner configuration accordingly.

3 Upgrade your version

The installer allow user to install over the existing Winscore 5.0 Build 005 or Build 004. The existing License key and the existing database will remain. However, as a best practices, user should make a backup of the exist data before proceed to install or update.

Procedure to backup the data:

Make a copy of the folder C:\Program Files\Winscore5 or the custom folder selected during the installation, and then run the setup installer for Winscore 5.1.