



**3K** IT d.o.o.

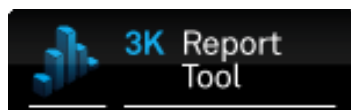
## **3K Report Tool**

### **Installation of evaluation version**

Administration database version: 10.5.

Client version: 10.4

Date of version: September 17st 2010



## Table of Contents

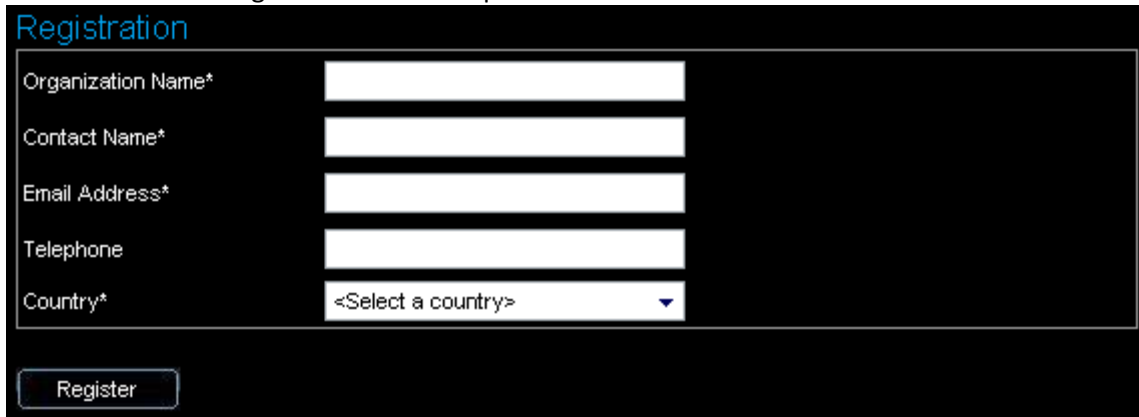
|                                           |          |
|-------------------------------------------|----------|
| <b>Get an evaluation version</b>          | <b>3</b> |
| Registration                              | 3        |
| Evaluation version download               | 4        |
| <b>Installation of evaluation version</b> | <b>5</b> |
| Installation of Domino databases          | 5        |
| Client installation                       | 6        |
| <b>Using an evaluation version</b>        | <b>7</b> |
| Running a report                          | 7        |
| Typical errors                            | 7        |
| Further steps                             | 8        |

## Get an evaluation version

### Registration

Before the installation of the evaluation version you have to complete registration form on 3K IT web page. Steps for registration:

- 1 Open web page [www.3k-it.eu](http://www.3k-it.eu)
- 2 Choose menu 3K Report Tool > Downloads > Registration
- 3 Fill in the fields on registration form. Required fields are marked with asterisk.



| Field             | Description                                                                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization Name | The name of your company/organization.                                                                                                                                   |
| Contact Name      | Your name and surname.                                                                                                                                                   |
| Email Address     | Your email address. You can make only one registration with one email address. Please check the email entered, because your registration data will be provided my email. |
| Telephone         | Your contact phone.                                                                                                                                                      |
| Country           | Your county.                                                                                                                                                             |

- 4 To finish the registration select »Register« button.
- 5 After submitting the form email with registration data will be send. Please save an email for further use or remember your customer id.

Link to the evaluation version web page:

<http://www.3k-it.si/en/rt/downloads/evaluation.html>

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Your data:

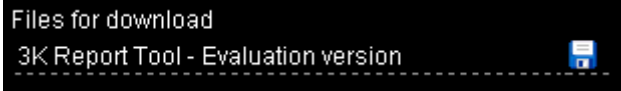
Customer id: **815611**  
Organisation Name: 3K IT d.o.o.  
Contact Name: Andrej Kampus  
Email Address: [andrej.kampus@3k-it.si](mailto:andrej.kampus@3k-it.si)  
Telephone: +386 40 306 943  
Country: United States

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## Evaluation version download

After successful registration you can download evaluation version from 3K IT web page. Steps for download:

- 1 Open the link included in registration confirmation email.  
or  
Open web page [www.3k-it.eu](http://www.3k-it.eu) and choose menu 3K Report Tool > Downloads > Evaluation version.
- 2 Click an icon in section »Files for download« and save a file to your computer.



- 3 After download is finished unpack the content of downloaded .zip file.

Evaluation version contains the following files.

| File description                                                    | File name                        |
|---------------------------------------------------------------------|----------------------------------|
| Report Tool client installation file.                               | 3KReportTool.msi                 |
| Report Tool administration database with sample report definitions. | rtDomino.nsf                     |
| Sample database.                                                    | rtSampleDb.nsf                   |
| Installation of evaluation version (this guide).                    | 3KRT_evaluation_en_<version>.pdf |
| Report Tool client, User Guide.                                     | 3KRT_client_en_<version>.pdf     |
| Report Tool administration database, User Guide.                    | 3KRT_admin_en_<version>.pdf      |

## Installation of evaluation version

### Installation of Domino databases

After completed registration and download you can install Administration and sample database to your Lotus Domino environment. Steps for installation:

- 1 Sign databases rtDomino.nsf and rtSampleDb.nsf with your administrator's id.
- 2 Copy databases rtDomino.nsf and rtSampleDb.nsf to your local Notes directory or your Domino server. Installation to Domino server is highly recommended, because only in this case more than one user can use the evaluation. Choosing the Domino server directory is a matter of your decision, we recommend to install both databases to »3KReportTool« directory.
- 3 After installing open Administration database in a view »Report definitions« select action »Customer data«.

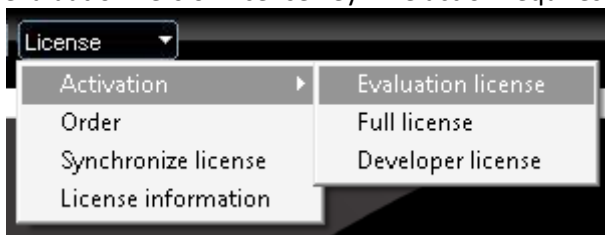


- 4 Enter your customer id into a first form field. Customer id was provided to you by registration email. It contains 6 characters, so possible leading zeros must be included.

**Contact data**

|             |        |
|-------------|--------|
| Customer id | 815611 |
|-------------|--------|

- 5 Select an action License > Activation > Evaluation license. By selection the action you will get evaluation version license key. The action requires internet connection.



If you couldn't get a license, please check that you are connected to the Internet. If you are using proxy server, please fill out fields in 'Proxy settings' section.

- 6 After the action is completed the form is filled with your registration data, license key and the date when evaluation period ends.

| License      |                                                                                               |
|--------------|-----------------------------------------------------------------------------------------------|
| License type | Evaluation license                                                                            |
| Valid until  | 25.08.2010                                                                                    |
| Key          | 2639CC9980A147E5124956E72A0552FE74BBC65BBB6F5<br>1658CC2437D18C57EC45072A9CC1455ACB39AA76FF43 |

- 7 Close the customer form by selecting »Exit« action.
- 8 Select view Settings > Users and action »New user«.



- 9 In a »User name« field select your user name from Domino server's address book.  
or  
Select action "Current user", which will fill the field with your user name.
- 10 Choose actions »Save« and »Exit«. After closing the document your username should be listed in a view.

- 11 Select view Settings > Modules. V in a view there is a document »SAMPLEDB«. Open the document and select action »Edit«.

| Identifier | Description                    | Server       | Path                        |
|------------|--------------------------------|--------------|-----------------------------|
| SAMPLEDB   | 3K Report Tool Sample Database | <serverName> | 3KreportTool\vtSampleDb.nsf |

- 12 If you installed sample database to Domino server, fill in fields in section »Server access«. Fields »Server« in »Path« can be filled up manually or by clicking an arrow ▸.

#### Server access

|        |                                 |
|--------|---------------------------------|
| Server | ▸ <serverName> ▾                |
| Path   | ▾ 3KreportTool\vtSampleDb.nsf ▾ |

If you installed sample database to a local directory, fill in fields in section »Local access«. Fields have the same logic as fields in section »Server access«.

- 13 Select actions »Save« and »Exit«.

## Client installation

On the computer where reports are going to be run you need to install Report Tool client. Client installation is provided in »3KReportTool.msi«. Steps for installation:

- 1 Run file »3KReportTool.msi«.



- 2 For successful installation client need MS .NET Framework version 3.5 or higher. Installation process will be interrupted if there is no required framework version. After installing Framework please run the installation file again.
- 3 Continue installing by selecting »Next« button until the installation is complete.

## Using an evaluation version

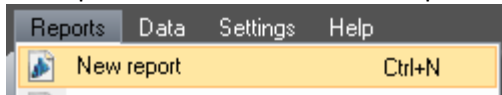
### Running a report

You verify the installation by trying to run a report. Steps to run a report:

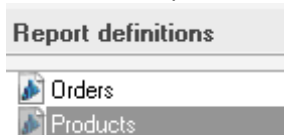
- 1 In Administration database select outline entry »Run report«.

#### ★ Run report

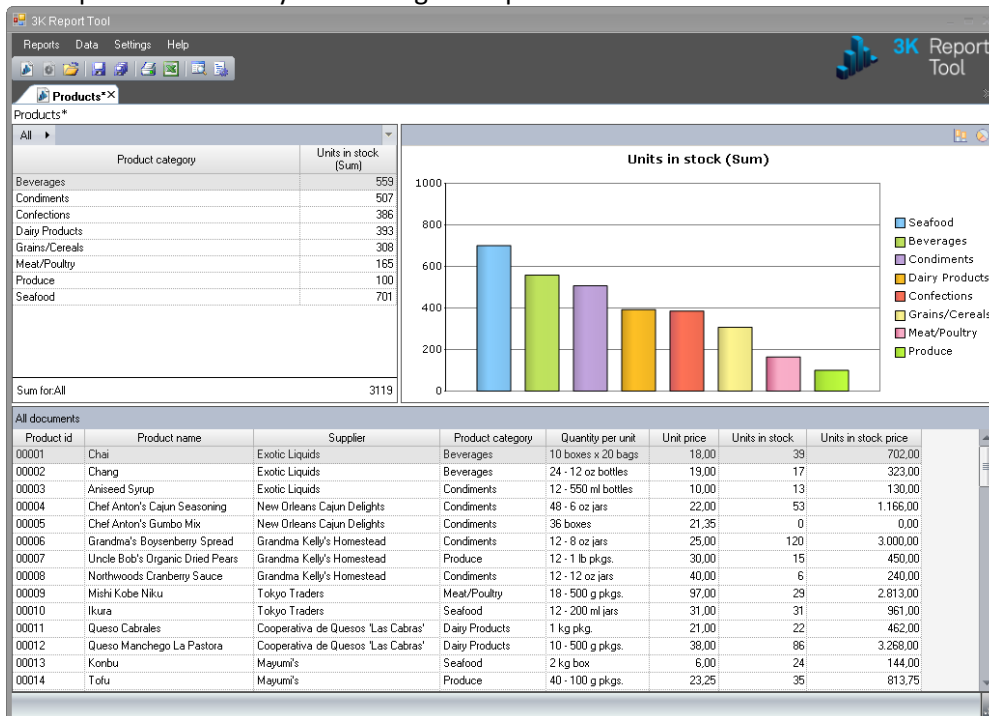
- 2 In a report window select action Reports > New report.



- 3 In section »Report definitions« select report »Products« and click »OK« button.



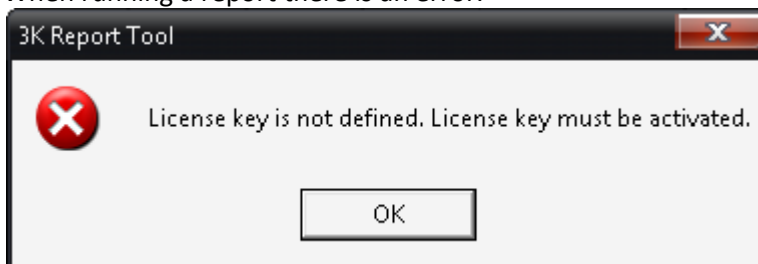
- 4 The report is executed you should get a report window:



### Typical errors

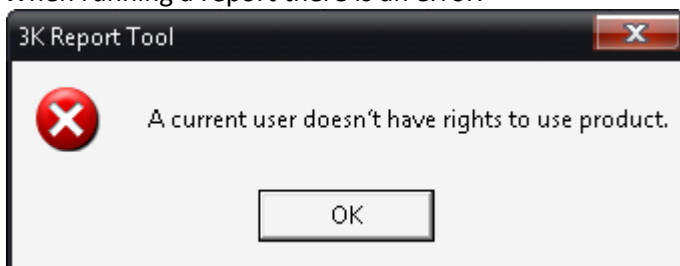
The most typical errors by running a report are:

- When running a report there is an error:



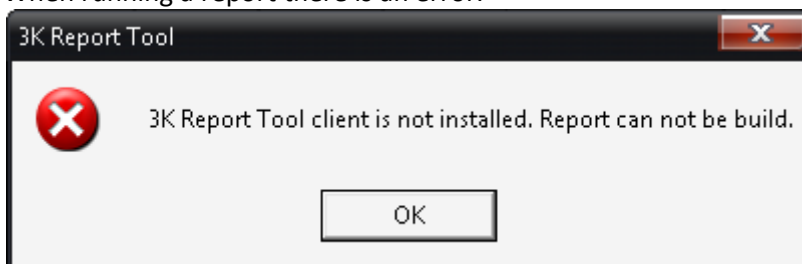
Check steps 2-6 in a chapter »Installation of Domino databases«.

- When running a report there is an error:



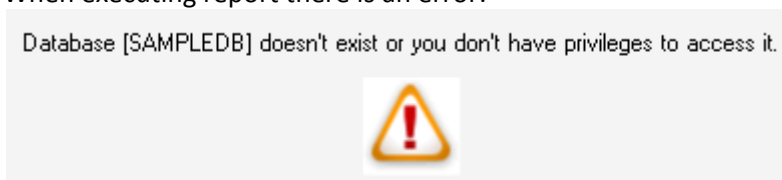
Check steps in a chapter »Installation of Domino databases«.

- When running a report there is an error:



Check steps in a chapter »Client installation«.

- When executing report there is an error:



Check steps 10-12 in a chapter »Installation of Domino databases«.

## Further steps

For further use of the product please read documents:

| Document                                         | Description                                                                                                                                                                                        |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Tool client, User Guide.                  | Working with client: <ul style="list-style-type: none"> <li>• Categorize and filter data</li> <li>• Graphs</li> <li>• Export data</li> <li>• Work with reports</li> </ul>                          |
| Report Tool administration database, User Guide. | Working with Administration database: <ul style="list-style-type: none"> <li>• Report definitions</li> <li>• Manage license and users</li> <li>• Distribution to other Domino databases</li> </ul> |