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.
# Table of Contents

## Chapter 1 Welcome to FastTrack Schedule
Concurrent-Users Guide

1. About this guide 7
2. Hardware and software requirements 7
3. Registering your application 8
4. AEC Software support services 8

## Chapter 2 Installing FastTrack Schedule

1. Upgrading from an earlier version of FastTrack Schedule 10
   - Removing previous versions 10
   - Removing a previous version from a Mac network 10
   - Removing a previous version from a Windows network 11
   - Removing FastTrack Schedule version 4 through 9 from Windows Server 11
2. Installing the Concurrent-User version of FastTrack Schedule 11
   - Installing the Windows concurrent user version 11
     - Preparing the network 12
     - Installing FastTrack Schedule on a Windows server 12
   - Installing the Mac concurrent user version 12
3. Entering your license key 13
4. Adding licenses for concurrent users 13
5. Setting up quick access for the end user 14
   - Creating a shortcut on a Windows workstation 15
   - Creating an alias on a Mac workstation 15

## Chapter 3 Additional Installation Activities

1. Setting user access privileges 16
   - Setting user access privileges for Windows users 16
   - Setting user access privileges for Mac users 16
2. Defining factory and default schedules 17
   - Customizing the factory schedule: overview 18
   - Creating a custom factory schedule 19
   - Restoring the custom default schedule settings 21
3. Defining templates 22

## Chapter 4 Using FastTrack Schedule Over a Network

1. Concurrent Usage 23
   - Exceeding the number of licensed concurrent users 23
   - Read/write and read-only access 23
2 Apple File Protocol permission model 
3 Fonts 
4 Using files across platforms 
   Printer information 
5 Using online help 
6 Restarting after unexpected termination 
7 Frequently asked questions 

Chapter 5 End User License Agreement 
1 License Agreement
Welcome to FastTrack Schedule Concurrent-Users Guide

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
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.
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

AEC SOFTWARE, INC. SOFTWARE FASTTRACK SCHEDULE END USER LICENSE AGREEMENT (EULA)

NOTE: Refer to the following AEC Software License Agreement and Disclaimer of Warranty and Limited Warranty prior to opening the sealed disk or CD package or beginning the installation process.

These license terms are an agreement between you and AEC Software, Inc. (AEC). They apply to the software that accompanies these license terms, which includes the media on which you received it, if any. The terms also apply to any FastTrack Schedule updates, supplements and support services for this software, unless other terms accompany those items. If so, those terms apply.

By installing, copying, or otherwise using the Software, you agree to be bound by the terms of this License Agreement.

All parts of the FastTrack Schedule documentation and software are protected by United States federal copyright law. Copying the software for any reason other than to make a backup is a violation of law. Individuals who make unauthorized copies of software may be subject to civil and criminal prosecution. AEC Software, Inc. (AEC) licenses certain portions of its software from others who require the following disclaimers:

AEC’s licensors make no warranties, express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose, regarding the software. AEC’s licensors do not warrant, guarantee or make any representations regarding the use or the results of the use of the software in terms of its correctness, accuracy, reliability, currentness or otherwise. The entire risk as to the results and performance of the software is assumed by you. The exclusion of implied warranties is not permitted by some jurisdictions. The above exclusion may not apply to you. In no event will AEC’s licensors, and their directors, officers, employees or agents (collectively AEC’s licensors) be liable to you for any consequential, incidental or indirect damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use or inability to use the software even if AEC’s licensor has been advised of the possibility of such damages. Because some jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitations may not apply to you. AEC’s licensors liability to you for actual damages from any cause whatsoever, and regardless of the form of the action (whether in contract, tort (including negligence), product liability or otherwise), will be limited to $50.

This is a legal agreement between you (either an individual or an entity), the end user Licensee and AEC Software, Inc. and its Licensors (AEC, We or Us), the Licensor.

AS DESCRIBED BELOW, USING THE SOFTWARE ALSO OPERATES AS YOUR CONSENT TO THE TRANSMISSION OF CERTAIN COMPUTER INFORMATION DURING ACTIVATION AND VALIDATION.

AEC SOFTWARE LICENSE AGREEMENT

1. NOTICE.

We are willing to license the enclosed software to you only on the condition that you accept all of the terms contained in this license agreement. Please read this license agreement carefully before installing the software. By installing, copying, or otherwise using the Software, you agree to be bound by the terms of this agreement. If you do not agree to these terms, we are unwilling to license the software to you, and you should not open the disk or CD package or install the software. In such case, do not install the software and promptly return the unopened disk or CD package and all other material in this package along with proof of payment, to the place of purchase or authorized dealer from whom you obtained it for a refund or credit.

2. Ownership and License.

This is a license agreement and NOT an agreement for sale. We continue to own the software and all other copies that you are authorized by this Agreement to make (the Software). Your rights to use the Software are specified in this Agreement, and we retain all rights not expressly granted to you in this Agreement. Nothing in this Agreement constitutes a waiver of our rights under United States Copyright law, international treaty provisions, or any other federal or state law. IF YOU COMPLY WITH THESE LICENSE TERMS, YOU HAVE THE RIGHTS BELOW FOR EACH LICENSE YOU ACQUIRE.

3. Permitted Uses.

You are granted the following rights to the Software:

(a) Right to Install and Use. Use means to access, install, download, copy or otherwise benefit from using the functionality of the Software.

One Platform. If both the Macintosh and Windows version of the software are included on the CD, then you are only licensed to use the Software for one platform (i.e. the Macintosh or Windows version), but not both Platforms.
FastTrack Schedule provides Internet-based services with the software, such as features in the software can retrieve related content from AEC and provide it to you. Examples of these features include templates, updates and online assistance. You may choose not to use these Internet-based services. Except as otherwise noted in materials accompanying a service, AEC may change or cancel them at any time. These Internet-based services connect to FastTrack Schedule or service provider computer systems over the Internet. In some cases, you will not receive a separate notice when they connect.

**Single Installation.** You may install and use the Software on the temporary memory or hard disk drive or other storage device of any single computer. However, you may not under any circumstances have the Software installed onto the temporary memory or hard drives (or other storage devices) of two or more computers at the same time with a single user license. If you wish to use the Software on more than one computer, you must either erase the Software from the first hard drive before you install it onto a second hard drive, or else license an additional copy of the Software for each additional computer on which you want to use it.

If you acquired a Single User Version License of this Software for business purposes, and installed it on a single standalone computer, you may, for your convenience, allow the primary user of the Software to also install an additional copy of the Software on a second, portable device for the exclusive use of the primary user of the first copy of the Software; so long as the Software is not used on both computers at the same time. If the Software will be used on both computers at the same time, you must purchase another license.

If the Software is licensed at an education discount, then the Software may only be used by enrolled students, faculty, teachers and administrators at an accredited K-12 educational institution (or equivalent) or higher education institution organized and operated exclusively for the purpose of teaching its students. If the Software is licensed at an education discount, then it may not be subsequently used for commercial purposes.

Notwithstanding any other terms of this License, to use Software identified as an upgrade, you must first be licensed for the software identified by AEC Software as eligible for the upgrade. After installing the upgrade, you may no longer use the original software that formed the basis for your upgrade eligibility, except as part of the upgraded version. You agree that the upgrade or update does not constitute the granting of a second license to the Software (i.e. you may not use the upgrade or update in addition to the software it is replacing); nor may you transfer the software which is being replaced to a third party.

**Right to Copy.** You may copy the Software for backup and archival purposes, provided that the original and each copy is kept in your possession, and that your installation and use of the Software does not exceed that allowed in part (a) above.

**No Right to Transfer.** You may not rent, lease, sell or otherwise transfer the software, whether on the media, if any, or otherwise, nor any copies of the software, or any of the accompanying documentation. Recipient may not disclose, make available, or otherwise redistribute all or any part of the software or any copies thereof to third parties. In addition, you may not use the software or any part thereof, in any
form, in software or other product that is or will be distributed to a third party.


You may not, without prior written permission from us and paying additional license fees to us:

(a) Make, use, copy, merge, transfer, sublicense, lend, loan, lease, or rent copies of the Software or documentation or any part thereof except as provided in this Agreement;

(b) Use any backup or archival copies of the Software or documentation or any part thereof (or allow someone else to use such copies) for any purpose other than to replace the original copy in the event it is destroyed or becomes defective;

(c) Disassemble, decompile or unlock, reverse translate, reverse engineer, or in any manner decode the Software or documentation or any part thereof for any reason;

(d) Modify, adapt, translate, or create derivative works of the Software or documentation or any part thereof;

(e) Deploy or use the Software from an application server, such as Citrix.

(f) Use a single user license on a network in a server configuration;

(g) Use multiple single user licenses in conjunction with license metering software, such as KeyServer.

(h) publish the software for others to copy;

(i) use the software in any way that is against the law;

(j) No other network use is permitted, including but not limited to: using the Software either directly or through commands, data or instructions from or to a Computer not part of your internal network, for internet or web hosting services or by any user not licensed to use this copy of the Software through a valid license from AEC.

5. Limited Warranty.

We make the following limited warranties, for a period of thirty (30) days from the date you acquired the Software from us or our authorized dealer. This limited Warranty is void if failure of the Software has resulted from accident, abuse, or misapplication. Any replacement Software will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. Neither these remedies nor any product support services offered by AEC are available outside of the United States of America. The above warranty applies to the software and not the trial version.

(a) Media. The disks, or CD, and documentation in this package will be free from defects in materials and workmanship under normal use. If the disks or CD or documentation fail to conform to this warranty, you may, as your sole and exclusive remedy, obtain a replacement free of charge if you return the defective disk or documentation to us (postage paid) with a dated proof of purchase.

(b) Software. The Software in this package will materially conform to the documentation that accompanies it. If the Software fails to operate in accordance with this warranty, you may, as your sole and exclusive remedy, return all of the Software and the documentation to the place of purchase or authorized dealer from whom you acquired it, along with a dated proof of purchase, specifying the problem, and they will provide you with a new version of the Software or a full refund at their election.

(c) WARRANTY DISCLAIMER. We do not warrant that this software will meet your requirements or that its operation will be uninterrupted or error-free. We exclude and expressly disclaim all express and implied warranties not stated herein, including the implied warranties of merchantability and fitness for a particular purpose. Some states do not allow the exclusion of implied warranties, so the above exclusion may not apply to you. This limited warranty gives you specific legal rights, and you may also have other legal rights, which vary from state to state.

(d) HIGH RISK ACTIVITIES DISCLAIMER. This software is not designed or intended for use or resale as on-line control equipment in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, direct life support machines, or weapons systems, in which the failure of the Software could lead directly to death, personal injury, or severe physical or environmental damage (HIGH RISK ACTIVITIES). AEC specifically disclaims any express or implied warranty of fitness for high risk activities.
6. LIMITATION OF LIABILITY.

AEC, ITS DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS (COLLECTIVELY AEC) LIABILITY TO YOU FOR ANY LOSSES SHALL BE LIMITED TO DIRECT DAMAGES FROM ANY CAUSE WHATSOEVER, AND SHALL NOT EXCEED THE AMOUNT YOU ORIGINALLY PAID FOR THE SOFTWARE. IN NO EVENT WILL AEC BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE, WHETHER FORESEEABLE OR UNFORESEEABLE, REGARDLESS OF THE BASIS OF THE CLAIM AND EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow these limitations or exclusions, so they may not apply to you.


This software and documentation is commercial computer software under the Federal Acquisition Regulation and agency supplements to it (FAR). This software and documentation are provided to the Federal Government and its agencies only under the restricted rights provision of the FAR applicable to commercial computer software developed at private expense and not in the public domain. Use, duplication or disclosure by the U.S. Government or any agency or instrumentality thereof is subject to restrictions as set forth in subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DEARS 252.227-7013, or in FAR 52.227-19, or in FAR 52.227-14, as applicable and as set forth in this license to the extent that the restrictions in this license are not inconsistent with the Government’s minimum rights in restricted rights software. Contractor / Manufacturer is AEC Software, Inc., 22611 Markey Court, Building 113, Sterling, Virginia 20166 U.S.A.

8. Export Controls.

You agree that you will not directly or indirectly transfer the Software or documentation to any country to which such transfer would be prohibited by the United States Export Administration Act and the regulations issued thereunder.

9. TERMINATION.

Without prejudice to any other rights, AEC Software may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such event, you must destroy all copies of the Software and all of its component parts.

10. Illegal Use of the Software:

If you are found to be using pirated software or found to be using the Software in contravention to this EULA you will be prosecuted to the full extent of the law.


This Agreement will be governed by and construed in accordance with the substantive laws of the Commonwealth of Virginia, U.S.A. This is the entire agreement between us relating to the contents of this package, and supersedes any prior purchase order, communications, advertising or representations concerning the contents of this package. No change or modification of this Agreement will be valid unless it is in writing, and is signed by us.

Canadian Transactions:

If you acquired this Software in Canada, you agree to the following:

Les parties saisissants ce produit ci-joint ont exigé que l’accord actuel et ses objets exprimés soient établis en langue anglaise.

Other International Transactions:

If you acquired this Software outside the U.S.A. or for use outside the U.S.A. you agree to the following:

Les parties saisissants ce produit ci-joint ont exigé que l’accord actuel et ses objets exprimés soient établis en langue anglaise.

If you have any questions about this Agreement, write to AEC Software Inc., 22611-113 Markey Court, Sterling, Virginia 20166 U.S.A. or call at +1 (703) 450-1980.

FastTrack Schedule(TM) is a trademark of AEC Software, Inc.
Thank you for purchasing FastTrack Schedule. Your concurrent-user version of FastTrack Schedule has license key which controls the total number of concurrent licenses. You can add additional licenses at any time. To place an order for additional licenses, contact the AEC Software Sales Department at (800) 450-1985, (703) 450-1980, or send an email to sales@aecsoftware.com.

Upon purchasing additional licenses for concurrent users, you will receive a new purchase confirmation email with a new license key. Simply replace your license key by entering your new license key in the Change License section of the About dialog, and FastTrack Schedule will automatically increase the number of concurrent licenses. Use the log below to monitor and track license key changes and the total number of current licenses. For detailed instructions on adding licenses, see Chapter 2 of this guide.

<table>
<thead>
<tr>
<th>License Key</th>
<th>Total Number of Licenses</th>
<th>Date Purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>