

# DTP Lite Instructions

## Purpose of this Document

This is a walkthrough that can be used in conjunction with DTP Lite to give a quick overview of how the program currently operates and what functions it has. A Roster file has been provided with this so that the program can be demonstrated easily. Note: no help file is available for this version of DTP Lite so the "Help" buttons are not yet functional.

## Files Distributed With This Demo

- DTP Lite Demo.doc – This document.
- Dtplite.exe – Executable for printing US Army drug-testing products.
- Dnovusrdi.xls – File taken from the dNovus/Rdi phone list to be used as an example roster. THIS FILE CONTAINS NO REAL SSN's.

**NOTE:** When conducting actual testing of the unit you must ensure that you have an up to date alpha roster of your unit, you will have to import the alpha roster every time a test is run. No testing data is saved.

## Demo


The program does not have to be installed; you may simply copy the executable (Dtplite.exe) to your hard drive and run it from that location. Alternatively you may run it from a floppy disk, though it will start up slower in this case.

Insert the floppy disk into your computer.

To open double click on my computer on your desktop, located on the screen of your computer.

Choose your 3 ½ floppy drive usually the A:/ drive.

Double click on the floppy drive, this will open what is available on the floppy disk.

Locate the executable (Dtplite.exe.)  to copy to hard drive, simply right click on mouse, from the drop down menu that appears, click copy, place your cursor on your desk top, right click on the mouse, from the drop down menu, click copy, the DTP Lite will now be on your computer hard drive.

You may choose to run the program from the floppy disk, if you do you must save your alpha roster to the floppy disk that contains the DTP Lite program. Remember running the program from the floppy will be slower please have patients. Follow the steps below to run a test; the instructions are a designed to walk you through using the Dnovusrdi.xls roster provided, when running your unit test, substitute your roster for the Dnovusrdi.xls roster.

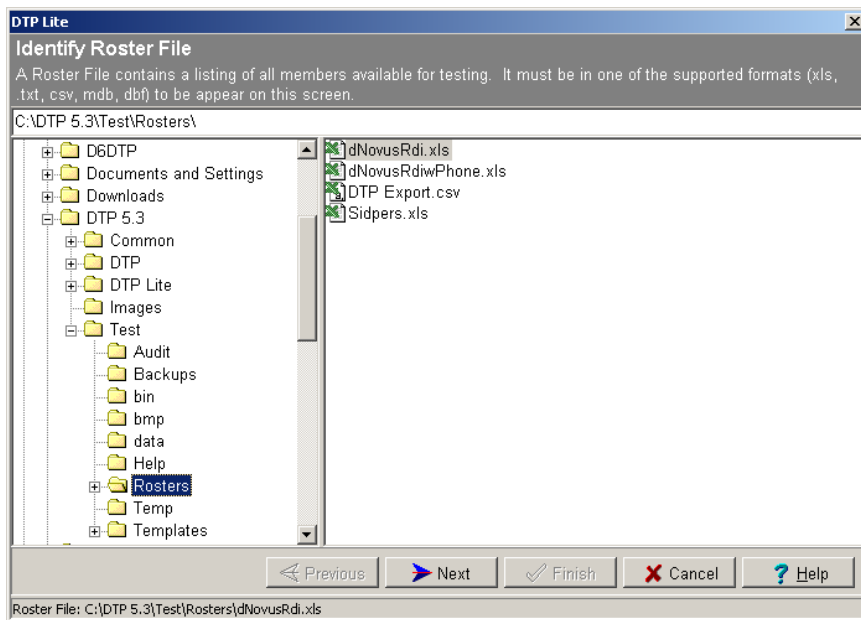
### *Step 1- Start DTP Lite*

Simply double click on the DTP Lite Executable:



### *Step 2- Identify Your Roster File*

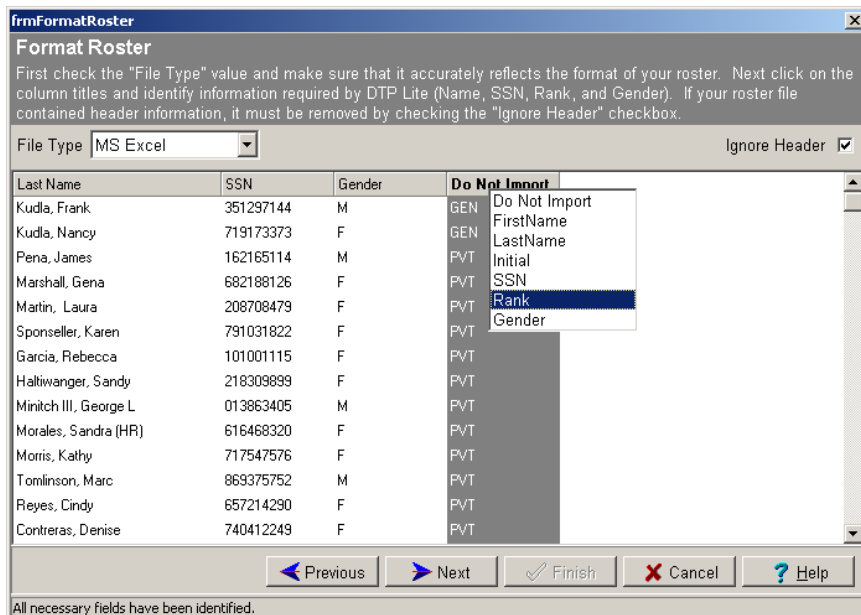
The first screen instructs you to choose a roster file (Dnovusrdi.xls). If the Dnovusrdi.xls file is not in the same directory as the executable, you will have to browse to the proper directory in order to select it.



Once the file has been selected the <Next> button should become available. Click it to continue to the next screen.

### Step 3- Format the Roster File

On the next screen you should see all the columns of your roster, but with undefined headers. Click on the column headings to identify the Last Name, SSN, etc. Also note that with the example file you need to remove the header information, as the program will interpret it as a record if you do not. Simply check the "Ignore Header" check box to do this.



Once all necessary fields are identified the <Next> button should become enabled. Click it to continue.

### Step 4- Enter Testing Parameters

This screen displays all available members (from the Dnovusrid.xls file) and will allow you to select a testing premise as well as information about how individuals should be randomly selected, if necessary.

**DTP Lite**

**Choose Testing Parameters**

Below is the roster from which your test will be generated. Select the Premise and other values to specify how members will be selected for testing.

Name	SSN	Rank
Acklen, David M	990-49-4503	PVT
Adcock, Max	493-36-2082	PVT
Almaguer, Aida	328-84-1969	PVT
Almogabar, Virgil	178-71-5369	PVT
Arnezcuca, Ana	304-33-9296	PVT
Anderson, Brenda	137-22-6365	PVT
Anderson, Rick	166-32-4099	PVT
Balbi, Federico	450-25-6725	PVT
Barreto, Jose	931-19-5750	PVT
Benson, Joshua	460-79-3340	PVT
Blackmond, Randall	638-20-4884	PVT
Bonner, Ken	315-01-0269	PVT
Bulger, Michael	058-66-4611	PVT
Cantu, Paula	131-43-0911	PVT
Castillo, Mayrena	054-79-7337	PVT
Cervantes John E	821-32-4197	PVT
Chase, Jeffrey	292-77-7710	PVT
Chase, Jennifer	022-47-4493	PVT
Choban, Greg	895-23-5374	PVT
Choban, Mark	026-71-0764	PVT

Testing Premise: Random Testing (IR)

Selection Method:  Probability  Total Number

Testing Probability: 10

Previous Next Finish Cancel Help

Roster Count = 107

Leaving the default values should be sufficient for this demo. Click the <Finish> button to generate the test.

### Step 5- Print Test Products

A list of all members selected for testing should appear on this screen. On the right a series of fields that determine what information should be printed on the various products. Below these is a series of checkboxes that allow you to specify which products you want to print.

**DTP Lite**

**Print Products**

The members below have been selected for testing. Fill out the appropriate information to be printed on your products, select the products you wish to print, and click the <Print> button.

Name	SSN	Rank
Almogabar, Virgil	178-71-5369	PVT
Anderson, Brenda	137-22-6365	PVT
Fieldhausen, Barbara	547-24-0918	PVT
Jones, Curtis	614-62-4320	PVT
Manning Daniel	959-37-4251	PVT
Maxie, Keith A	639-81-0535	COL
Reyes, Jorge	020-51-8523	PVT

Organization Name: My Organization

BAC: 1234 UIC: 4321

DD Form 2624 Block 1: An Address DD Form 2624 Block 2: Another Address

Collection Date: 03/10/03 Starting Batch: 0004

Group By Gender

Available Printouts:

- Personnel To Be Tested (Notification Copy)
- Personnel To Be Tested (Working Copy)
- Testing Register
- DD Form 2624
- DD Form 2624 (Back Side)
- Bottle Labels

Print Close Help

IR Members Selected For Testing: 7

Fill in the various fields and select products to print. When you are finish click on the <Print> button. Each product that you have selected will be previewed and may be sent to the printer from the preview screen. Before bottle labels are printed, a dialog will appear asking you for a location at which to print the first label.

Once all products have been printed, click the <Close> button to finish. This will close the program and all information will be lost. To select another test, return to *Step 1*.