

# Read Me First – PC Only

Program Leader® v3.10 and Later  
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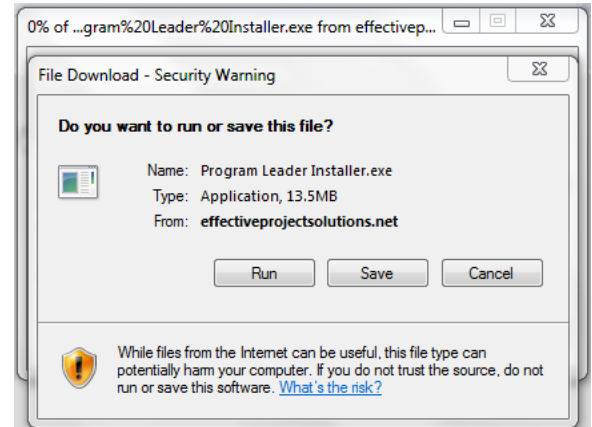
## I. LOADING THE PROGRAM ONTO YOUR DEVICES

[Install Program Leader® on all compatible devices on which you plan to use it.](#)

A. Depress the **Program Leader®** Installer links in the Windows® section on the Downloads webpage. The following dialog will appear:

B. Select: **Run**

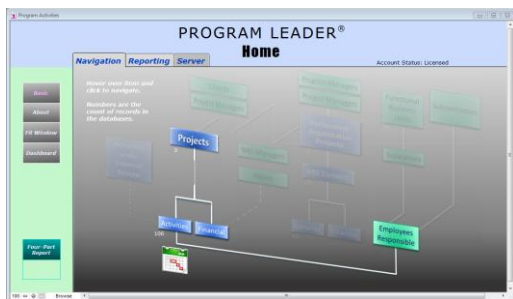
Answering prompts from the installer puts the program in **c:/Program Files (x86)** and puts **Maintenance** and **Maintenance Baseline** folders into **My Documents**. These folders contain data backup and security files. Subsequent downloads will not replace the contents of these files. Backup and security information remains intact.



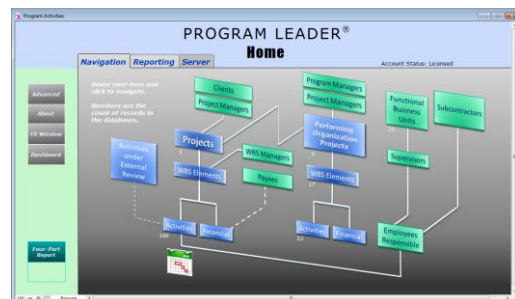
## II. OPERATIONAL PREPARATION

A. Launch

Find the **Program Leader®** launch icon, located on the **Startup** menu and on **the desktop** of your computer. If a **small dialog box** requests a username, simply accept the name offered and depress **OK**. The application will open and appear in **Basic Mode**. Subsequent launches will open in the mode last selected by the user.



Basic Mode Home Navigation Screen



Advanced Mode Home Navigation Screen

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### B. Operation During Sampler Period

The first 30-day's use requires no license.

Sampler status is denoted in the **Home** page

header in the blue zone. No login is required to launch and operate **Program Leader®** until it is time to purchase a license

Account Status: 30-Day Sampler Mode

### C. Obtaining a License

Anytime before, during, or after the **Sampler Mode** is active, the user can purchase a license to convert to **the Basic or Basic and Advanced licensed Mode**.

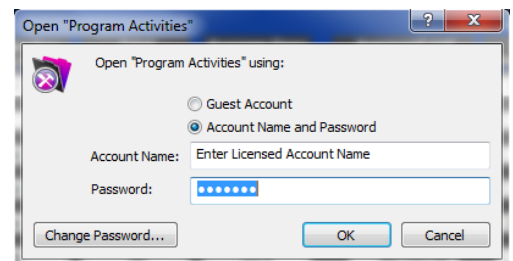
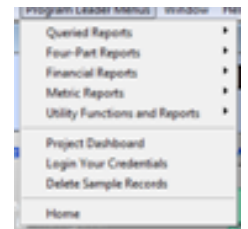
1. Licenses are purchased from <http://effectiveprojectsolutions.net/Store>. One license is required for each computer.
2. Send [effectiv@effectiveprojectsolutions.net](mailto:effectiv@effectiveprojectsolutions.net) **the date and time** found in the **About** page for **Sampler Expiration**, as shown below:

SECURITY DATA	(Not User Modifiable)
Sampler Expiration	7/17/2015 4:28:41 PM

3. Effective Project Solutions will provide an **Account Name**. The password to use is **Welcome**.

### D. Converting to Licensed Mode

1. While in operation, go to **Program Leader® Menus** at the top of the window and select **Login Your Credentials**.
2. The **Open “Program Activities”** dialog will appear. Ensure that the **Account Name and Password** button is selected.
3. Enter the **Account Name** that Effective Project Solutions provided.
4. Enter the password **Welcome**, then press **OK**. The header on the **Home** page and the **About** page will change to **Account Status: Licensed**.



Account Status: Licensed

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### E. Operating Beyond Sampler Period without a License is denied.

Program Leader will open the Store page on the Effective Project Solutions website. Purchase a license. A license is required to operate it beyond the sampler period.

### F. Backing Up Data

Clicking the **X**'s in the upper right-hand corner of the last open windows will begin shutdown. A dialog will open asking whether to backup **Program Leader®**. The answer is **Yes**, which commences backup into two places:

1. Files in the **Maintenance folder** in **MyDocuments**. Program installation created this folder and blank files within it. Backups put your data into these files. Earlier backups are over-written. For more about these folders, see Appendix 4.
2. A location on a shared folder. On the **Home** page, **Shared** tab, specify the shared path where indicated, and select **Yes** to engage **Program Leader's** server import and export functions. Provide all leading slashes in the path name. A trailing slash is optional. Before saving for the first time, copy the **Maintenance folder** from **MyDocuments** to the shared folder directory. See Appendix C for more detail.

### G. Upgrades to Program

**Effective Project Solutions will upgrade periodically Program Leader®. Upgrades are available through downloading. Only licensed users should upgrade because unlicensed users cannot import backed-up data into newer versions. Select the "clean" version, not the Sampler version. If you install the sampler version by mistake, sample activities can be deleted by selecting Delete Sample Records in the Program Leader® Menus.**

- **It is very important that the licensee back-up data from the version in use before installing an upgrade.** Do this when program requests backup during shut down.
- The upgrade will ask the licensee to log in their account name. Your data stored in the **Maintenance folder** will then be imported into the upgrade automatically.
- **If a license has not been purchased, your work cannot be imported.**



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### H. Sampler Activities

The Sampler version has activity, project, and other dummy records to aid in user learning. Erase those using **Delete Sample Records** in the **Program Leader® Menu** when you are done with practice. The “Clean” version has no sample records.

### I. Uninstalling Program Leader®

1. Go to **c:/Program Files (x86)/Program Leader®** and open the **Program Leader®** folder.
2. Find **Unins000.exe**. The **.exe extension** will not appear for folder preferences set to icon view.
3. Double click to start the uninstaller.
4. Follow instructions. The program gets deleted.
5. The **Maintenance** and **Maintenance Baseline** folders in **My Documents** will not be deleted by this operation. Leave them be if you intend to replace or upgrade the program. Erase them manually if you will not use **Program Leader®** again.



### J. Questions Resource

Email: [effectiv@effectiveprojectsolutions.net](mailto:effectiv@effectiveprojectsolutions.net).

Phone: **410-442-8250 during business** hours, East Coast United States

Phone: **443-452-8816 cellular during business** hours, East Coast United States

Thank you, and I hope that you enjoy the efficiencies that **Program Leader®** will give you.



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