



RS COMPONENTS
CATALOGUE ON CD
APRIL 2009

Installation Guide and User's Manual

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1. Introduction

With the RS Catalogue on CD April 2009, RS Components brings you the latest content of the RS Catalogue in an electronic, offline version.

This document is aimed towards both users of the RS Catalogue on CD, as well as system administrators, in order to ensure that the RS Catalogue on CD can be installed and executed successfully.

The following sections explain the hardware and software requirements of the application as well the different installation and configuration methods. The last section consists of a users' manual which should help you start using the software.

2. Installation

2.1 System Requirements

Although the RS Catalogue on CD is an offline version of the RS Catalogue, it aims to be as close as possible to the online version of the catalogue. Therefore, the application runs within the Internet Explorer browser.

The Operating Systems supported by this version of the RS Catalogue on CD are:

- Windows NT 4.0 (SP 6a)
- Windows 2000
- Windows XP
- Windows Vista

In any Operating System, Microsoft Internet Explorer 5.5 or greater must be installed.

The application has not undergone quality testing on other operating systems and therefore, even though the application may install and run on other operating systems, these are not supported.

The minimum and recommended configuration requirements for the RS Catalogue on CD April 2009 are listed in Table 1.

	Minimum	Recommended
Processor	IBM Compatible Pentium Processor, 233Mhz	IBM Compatible Pentium Processor, 800Mhz
Memory (RAM)	96MB	128MB
Free Hard Disk Space	900MB	900MB
Screen Resolution	1024x768, 32 bit colour	1024x768, 32 bit colour
CD-ROM Drive	4x speed and conforms to the ISO 9660 standard	24x speed and conforms to the ISO 9660 standard
Web Browser	Internet Explorer 5.5	Internet Explorer 7.0

Table 1 - Minimum And Recommended Configuration Requirements

2.2 Installation Modes

The RS Catalogue on CD (April 2009) offers two modes of installation, Full and Workstation. The diagrams in Table 2 illustrate these two different modes of installation.

2.2.1 *Full Installation Mode*

In Full Installation mode, all the files required by the application are installed. This requires the most amount of hard disk space, but enables the application to run on an independent system.

2.2.2 *Client-Server Installation Mode*

In Client-Server Installation mode, only the bare requirements of the application are installed. This requires the least amount of hard disk space, but requires the system to be connected (preferably via a wired Local Area Network connection) to a server where a Full Installation of the RS Catalogue on CD resides.

Furthermore, in Client-Server Installation Mode, all data (including user profiles and orders) are shared among all clients accessing the server.

2.2.3 *Configuration Requirements*

In both installation modes, the Minimum and Recommended specifications still apply to users' PCs. On the other hand, in a Network configuration, it is recommended that the server hosting the full installation at least reaches, or exceeds, the recommended hardware specifications.

Furthermore, in a Client-Server configuration, client workstations must be configured with Windows 2000, Windows XP or Windows Vista if the Server is configured with Windows 2000 or above. In other words, a client-server configuration having clients on Windows NT 4.0 and a server on a more recent operating system is not supported.

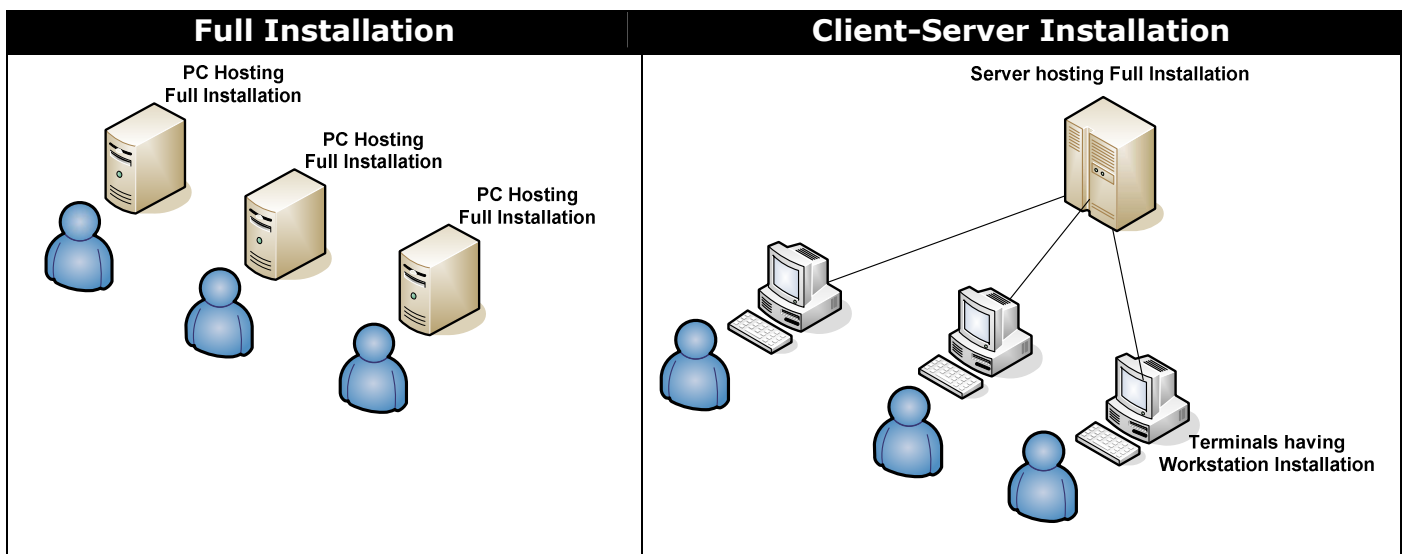


Table 2 - Installation Modes

2.3 Software Licence Agreement

When installing the application, you must accept the terms of the Software Licence Agreement as well as the Data Protection Compliance programme in order to complete the installation.

2.4 Permissions

In order to install the RS Catalogue on CD on any of the supported operating systems, a user must have full administrative privileges.

Furthermore, all user account (administrators and otherwise) that will be running the application must be allocated full access permissions (read, write, modify and execute) on the application installation folder, as well as all its sub-folders and files.

Additionally, when the application is installed on a server, it must be ensured that the installation directory and all its files and sub-folders are allocated full permissions (read, write, modify and execute) for all users that will be accessing the server installation from a client workstation.

2.5 Other Installation Tips

2.5.1 *CRC Error and Co-Create Instance Failure*

This problem may occur with some branded CD Writers but can also occur if the CD drive tray is positioned vertically instead of horizontally (i.e. the computer is on its side).

In this case, it is advisable to copy all the files on the CD to a local hard disk, and install the application from this copy.

2.5.2 *Initial Run of the RS Catalogue on CD*

After installation, by default, the RS Catalogue on CD will start automatically. However, please note that the first time that the application is started, its runtime environment must be configured and therefore, the application may take a bit longer to start. Subsequent runs of the application should result in faster loading.

3. Other Requirements

3.1 PDF Reader

Throughout the application, there are references to both local and online PDF documents. In order to be able to access these documents, you must install a PDF reader (such as Adobe Reader which can be freely available at <http://get.adobe.com/reader/>).

Failure to install a PDF reader will cause any links to local PDF documents to become redundant, and clicking on them will result in no action being taken.

3.2 Internet Connection

Some parts of the RS Catalogue on CD reference online resources, for which an Internet Connection is required.

3.2.1 Data Sheets

Due to the amount of product technical data sheets available, these can only be accessed online. Therefore, in order to be able to view technical product information, both a PDF reader and an Internet Connection are required.

3.2.2 Online Websites

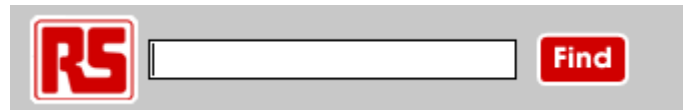
Some links in the catalogue also refer to online websites (e.g. distributor websites). Access to these online websites also requires an Internet Connection.

4. Using the RS Catalogue on CD

4.1 Searching

4.1.1 *Keyword Search*

If you know the stock number or manufacturer's part number of what you need, type this number into the Find box. You will be taken straight to the product.



If you know part, but not all, of the manufacturer's part number, our search will in many cases find what you need.

Alternatively, you can enter and search for one or more keywords, or a manufacturer's name.

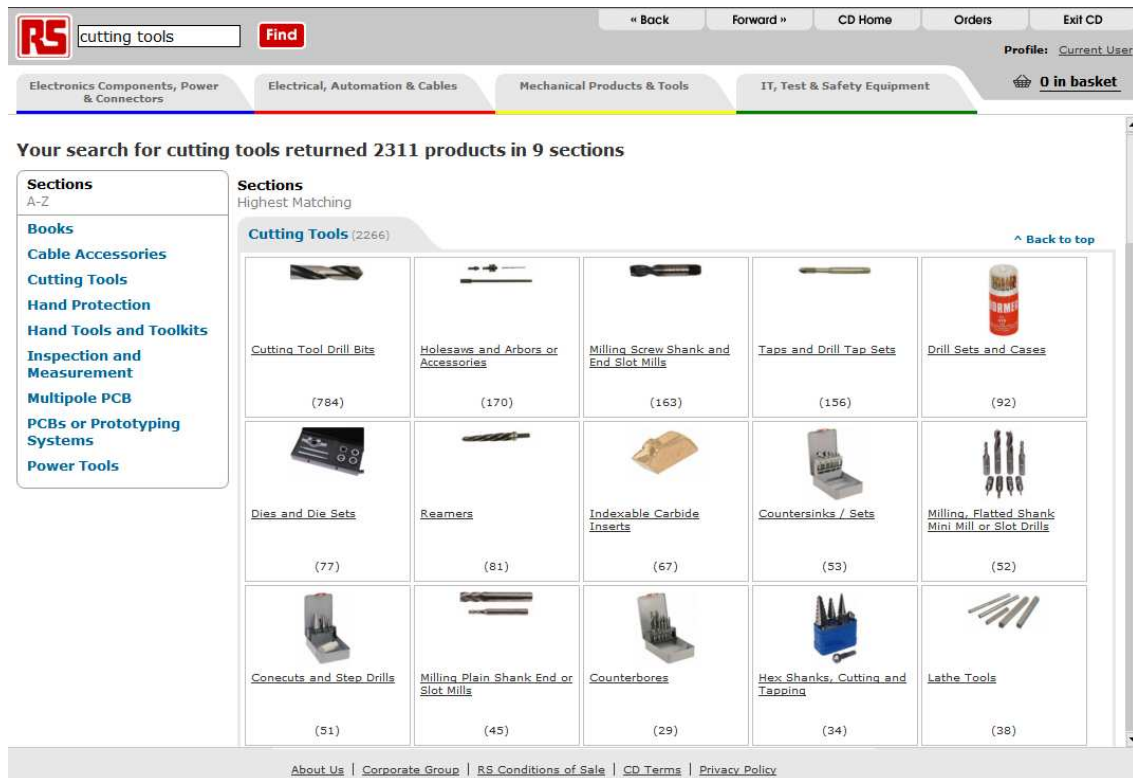
4.1.2 *Guided navigation*

RS search uses a system of guided navigation to find what you need. This means results are presented to you in product sections and/or families, depending on how your search term matches products in our range.

You will see product sections listed by relevance (i.e., by how many products have been returned) and, on the left of the page, an A-Z list for easy navigation.

Choose the section which contains the type of product you are looking for.

Using the 'breadcrumb bar' at the top, you can see where you are in our product hierarchy. Click to go to any point in this.



4.2 Browsing

All the products in the RS Catalogue are included in the 4 product groups at the top of the page.

Electronics Components, Power & Connectors	Electrical, Automation & Cables	Mechanical Products & Tools	IT, Test & Safety Equipment
<ul style="list-style-type: none"> Batteries Connectors Development Hardware and ESD Handling Passives Power Supplies Semiconductors and Optoelectronics Transformers 	<ul style="list-style-type: none"> Cables Control Gear Electrical Installation Enclosures and Fans HVAC and Security Process Control Relays, Switches and Indicators 	<ul style="list-style-type: none"> Hardware Mechanical Components Plumbing and Hosing Pneumatics and Hydraulics Tools and Tool Storage Workshop and Site Equipment Workshop Consumables 	<ul style="list-style-type: none"> Audio and Visual Equipment Books Information Technology Office Supplies Personal Protection Equipment Site Safety Software Test and Measurement

Click on any of these to see sections and subsections of our product range.

As with search, when a number of products have a common set of features, you will see these features on the results page. From there you can click to see only those products with the features you require.

4.3 Product Page

The final stage of search is the product information page. Each product in the RS range has a page displaying a picture, with product information such as specification, part number and other technical details.

4.3.1 Larger Product Images

Clicking on any product image will display a pop-up window with a close-up image of the product. Clicking on the close icon (X) will close the pop-up.


4.3.2 Technical Information

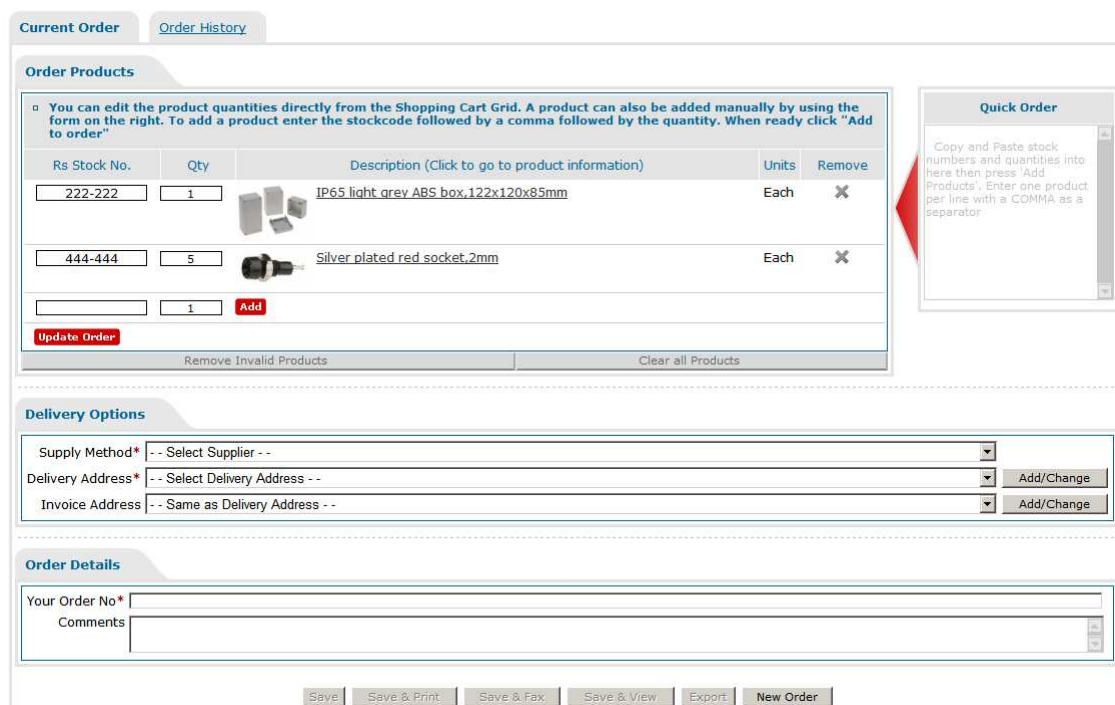
Technical documents are available online. Apart from an Internet Connection, downloading these documents also requires a PDF reader (such as Adobe Acrobat Reader) to be installed on your computer.

4.4 Orders

4.4.1 Shopping Cart

Products can be added to the shopping cart either from the product list view, or from the product details page.

You can review your shopping cart by clicking on the Basket icon . Viewing the shopping cart requires that you identify your user profile. Therefore, if you have not already identified a user profile, a popup window is shown, asking you to select a user profile. A new user profiles can also be created at this stage.



The screenshot displays the shopping cart interface with the following sections:

- Current Order / Order History** tabs at the top.
- Order Products** section:
 - Instructional text: "You can edit the product quantities directly from the Shopping Cart Grid. A product can also be added manually by using the form on the right. To add a product enter the stockcode followed by a comma followed by the quantity. When ready click 'Add to order'".
 - Table with columns: Rs Stock No., Qty, Description (Click to go to product information), Units, and Remove.
 - Row 1: Stock No. 222-222, Qty 1, Description IP65 light grey ABS box,122x120x85mm, Units Each, Remove (X).
 - Row 2: Stock No. 444-444, Qty 5, Description Silver plated red socket,2mm, Units Each, Remove (X).
 - Row 3: Empty row with Stock No. input, Qty 1, and an Add button.
 - Buttons: Update Order, Remove Invalid Products, Clear all Products.
- Quick Order** sidebar on the right:
 - Text: "Copy and Paste stock numbers and quantities into here then press 'Add Products'. Enter one product per line with a COMMA as a separator".
- Delivery Options** section:
 - Supply Method*: -- Select Supplier -- (dropdown).
 - Delivery Address*: -- Select Delivery Address -- (dropdown) with an Add/Change button.
 - Invoice Address: -- Same as Delivery Address -- (dropdown) with an Add/Change button.
- Order Details** section:
 - Your Order No* (input field).
 - Comments (text area).
- Bottom navigation bar: Save, Save & Print, Save & Fax, Save & View, Export, New Order.

The main shopping cart screen consists of five main sections:

- **Order Products List**

This section shows a list of products that are currently in the shopping cart, and allows you to:

- a. Modify the quantity for each product
- b. Add new items to the shopping cart by typing in the product stock code.

▪ **Quick Order Form**

This form can be used to quickly add items to your shopping cart, by typing in the stock number and the quantity, separated by a comma e.g.:

0222222,1
0444444,5

Clicking the "Add" button will add all the products to the shopping cart at once, ignoring any invalid stock numbers.

▪ **Delivery Options**

This section enables you to select:

- a. A supplier for your order
- b. A delivery and an invoice address.

From the "Add/Change" buttons in this section, you can also manage your address book by creating new addresses, or modifying existing ones.

Any address details created within the address book are available solely with the currently selected profile.

▪ **Order Details**

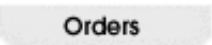
In this section you must specify an order number, and optionally some comments.

▪ **Function Buttons**






Save and Export function buttons become available as soon as the items in your shopping cart are validated, and when all the required information is entered. A short description of the functionality of each button is given in the following list:

- **Save** – saves the order in your profile
- **Save & Print** – saves the order in your profile, and prints its details
- **Save & Fax** – saves the order in your profile, and prints it in fax-friendly format
- **Save & View** – saves the order in your profile, and loads a preview of the order.
- **Export** – saves the order in your profile, and loads the Order Export screen (described in Section 4.5)
- **New Order** – discards your current shopping cart and starts a new order.

4.4.2 *Order History*

The Order History screen is accessible either from the Shopping Cart page, or by clicking on the  button at the top of any page. Similar to the Shopping Cart page, accessing the order history requires you to specify your user profile.

From the Order History screen, you can:

1. Filter orders by date range, by choosing a date range and clicking on the "Update List" button
2. Start a new order by clicking on the "New Order" button. The functionality of the button is exactly the same as the "New Order" button in the shopping cart
3. Import orders (see Section 4.5)
4. View a list of past orders. For each order, you can:
 -  **View** – view a preview of the order, similar to the "Save & View" button in the shopping cart
 -  **Print** – print the order details to a printer
 -  **Export** – export the order in different formats (refer to Section 4.5)
 -  **Open** – make a particular order your current order. This discards your current shopping cart and enables you to modify a particular order.
 -  **Delete** – permanently delete the order

4.5 Export and Import


The RS Catalogue on CD enables you to export order details in different formats, as well as importing order details from XML files.

4.5.1 *Exporting Orders*

An order can be exported either from the Shopping Cart screen, or from the Order History screen.

The RS Catalogue on CD supports order export in three different formats:

- a. **Formatted Text** – export an order in this format if you wish to create a text file version of the order form (e.g. for e-mail).
- b. **Delimited Entry List** - export an order in this format if you wish to create a text file version of the order lines only, delimited by (,). Typically these types of files would be imported into spreadsheets like Microsoft Excel.
- c. **XML Format** - export an order in this format if you wish to create a file version of the order that can be imported by another XML based application (e.g. to move orders from a stationary PC to a laptop PC). You can use this format for importing or exporting to the RS Catalogue on CD CD-ROM April 2009 only. You can find the version of the CD you are using on the CD label.


Export Orders

☐ **Formatted Text**
 Use this format if you wish to create a text file version of the order form (e.g. for e-mail).

☐ **Delimited Entry List**
 Use this format if you wish to create a text file version of the order form entries only delimited by (.). Typically these types of files would be imported into spreadsheets like Microsoft Excel.

☐ **XML Format**
 Use this format if you wish to create a file version of the order form that can be imported by another XML based application (e.g. to move orders from a stationary PC to a laptop PC). Please note that to use this format for importing or exporting to the RS CD-ROM you must be using the RS Catalogue on CD of April 2009. You can find the version of the CD you are using on the CD label.

Export

Cancel

4.5.2 Importing Orders


You can import orders into an installation of the RS Catalogue on CD from XML files. This functionality is accessible from the Order History screen.

An installation of the RS Catalogue on CD April 2009 supports import of orders exported both from version April 2008 as well as from version April 2009.

When exporting orders, you need to set two parameters:

- User Profile**
 Selecting "Current" will import all orders into the currently selected profile, whilst selecting "Default" will preserve the user profile of the imported orders. Any user profiles which are not found are automatically created.
- Default Supplier**
 You must specify a default supplier which is assigned to any imported orders which do not have a supplier (e.g. orders exported from the RS Catalogue on CD April 2008)

When you click on the "Select and Import Orders", you can select one or more XML files which contain order details for those orders which should be imported. You can select multiple orders by holding down the CTRL key, and clicking on more than one XML file.


Import Orders

User Profile
☒ **Current**
Select this option to import all orders to the current profile.

☐ **Default**
Select this option to keep the profile of the imported order. If the User Profile does not exist, it will be created.

Default Supplier

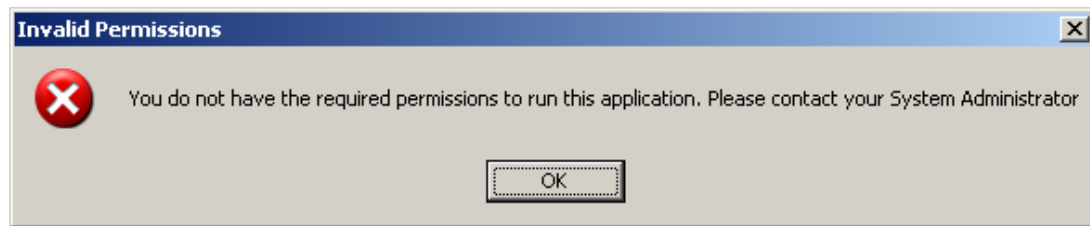
Select the default supplier that should be assigned to orders that do not have a valid supplier (ex. orders exported from versions of the RS CD prior to April 2009)

Select and Import Orders

Note: You can select multiple XML files to import more than one order

5. Troubleshooting

5.1 Missing Permissions

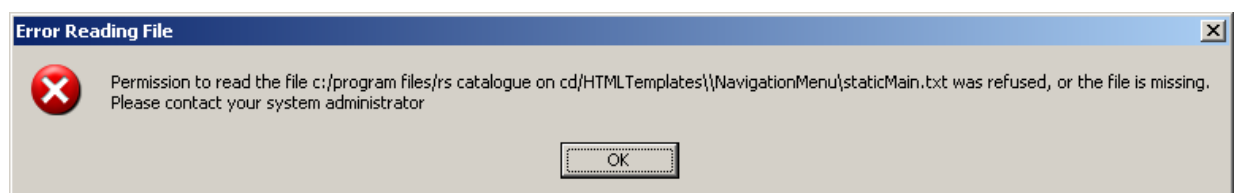


This error indicates that the current user profile does not have the required permissions to the application's installation directory (typically *C:\Program Files\RS Catalogue on CD*).

Resolution:

- i. Assign the required permissions
 - a. Log in with an Administrator account
 - b. Identify the installation folder and assign "Full Control" to all user profiles that need to run the application.

5.2 Corrupt Installation or Missing Permissions

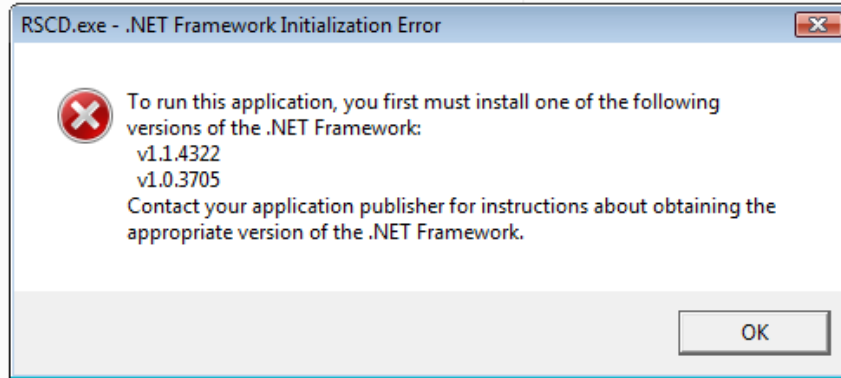
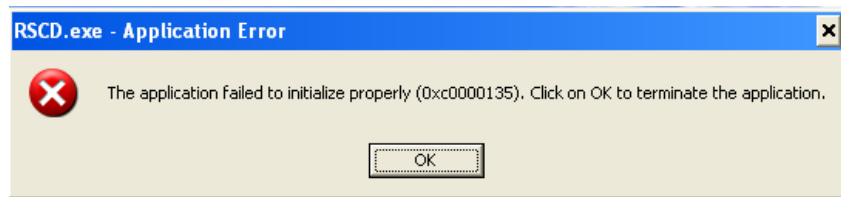


This error is generated by the application to indicate missing files, or lack of permissions for specific files.

Resolutions:

- i. Ensure that the file requested by the application exists.
 - a. If the file does not exist, uninstall and re-install the RS Catalogue on CD application
- ii. Ensure that the required permissions are in place
 - a. The user profile running the application must have full privileges on all files within the installation directory

5.3 Missing Microsoft .NET Framework

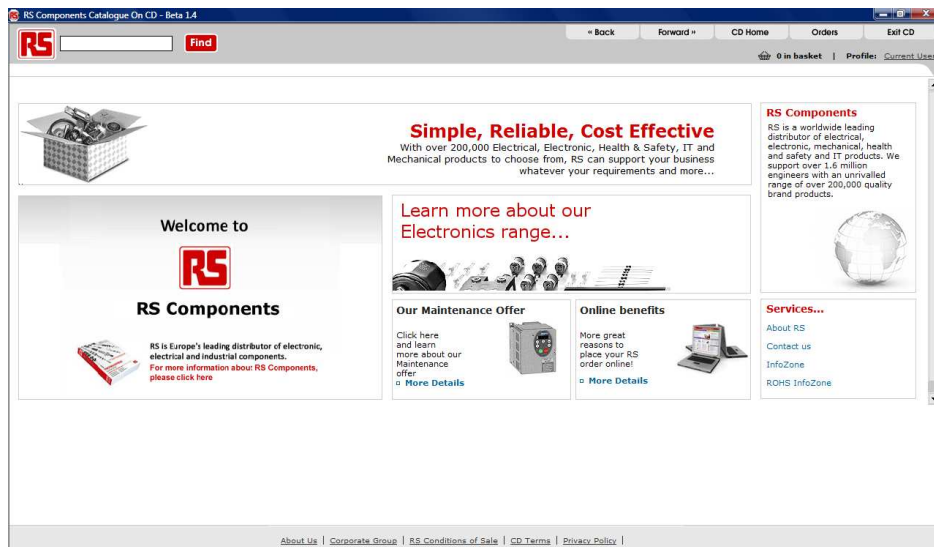


These errors indicate that the Microsoft .NET Framework version 1.1, which is required by the application, was not correctly installed during the application's installation.

Resolution:

- i. Install Microsoft .NET Framework 1.1
 - a. Open the folder "Additional" on the RS Catalogue CD-ROM
 - b. Double click on the file "Microsoft .NET Framework Standalone Installer.exe" to install the required framework

5.4 Navigation Menu Does Not Load

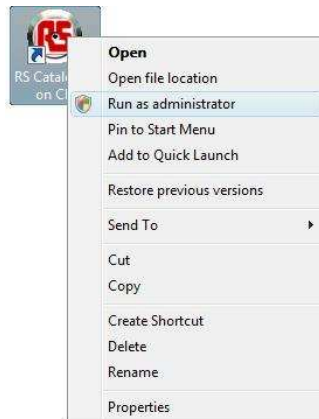


This issue indicates lack of permissions of the current user profile on the installation directory.

Resolutions:

- a. Run the application in Privileged Mode:
 - i. Right click on the RS Catalogue on CD shortcut
 - ii. Select "Run as Administrator" to start the application in privileged mode

Note: This will require you to be logged in as an administrator, or to supply an administrative password



- b. Run the application in a new user profile
 - i. Create a new user profile
 - ii. Ensure that the new user profile has full permissions on the installation directory of the application (typically *C:\Program Files\RS Catalogue on CD*), as well as on all its subfolders and files.
 - iii. Log in to the new user profile and run the application from the shortcut on your desktop.