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CopWrite Pro Version

**Police Report Writing
Software**

User Manual

Applicable for version w4.14.11 and greater
(rev. 5/2010)

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Introduction

Overview



CopWrite - Pro Version is designed to maintain a computerized inventory of any number of police reports for your agency. Program access to the program, and privilege-based access to the database itself, is the responsibility of an CopWrite Program Administrator to be designated by your agency.

This latest version of **CopWrite** represents both a significant refinement of existing features and a compelling suite of additional features.

Feature highlights

User defined software access

As mentioned above, access to the **CopWrite** database is restricted to an agency controlled User List of persons authorized to use the software. Each person in the User List is assigned a password and a privilege level that both controls access and which database functions are available to that user.

Unique database record identification

Each **CopWrite** record entry is assigned a permanent and unique control number by the program itself that reflects the instant in time that particular record was created. Thus it guarantees a unique identifier that will never be repeated, and has the intrinsic value of providing the precise moment any given record was added to the database. This number is easily decipherable and is formatted as in the following example:

20080623145718

represents June 23, 2008 at 2:57:18pm (2008 06 23 14:57:18)

This feature provides information integrity and credibility that satisfies the most demanding verification standards in a courtroom environment.

Networking capability

CopWrite can be used as a single workstation application, but it has also been carefully designed for use in a cooperative networked configuration of any number of computers, by any number of users (subject to the licensing agreement governing the authorized number of concurrent users for your particular agency/organization.)

Automatic Version Update Checking

CopWrite now includes optionally-automatic version update checking available at the Title Window.

Event logging

CopWrite automatically creates and maintains several Activity Logs that record every significant event performed by users of the software. These logs are only available to the CopWrite Program Administrator, and file security software methods are used to protect these logs from being tampered with.

Redesigned Main Window

The Main Window has been redesigned to take advantage of higher resolution and/or widescreen monitors that are quickly becoming the de facto standard in the PC industry, resulting in a cleaner, friendlier, and more professional appearance.

Current/Archive listings

This is a unique databasing feature offered only by **RAD Software**, providing you with exclusive expanded options of storing and displaying database records.

Instead of deleting inactive records, and thus losing the ability to perform historical search or analyses on older data if needed, you can choose to maintain and display selectable records as active entries in your Active List, or archive your older and/or unused records as entries displayed in an Inactive List, with instant one-click access to either list. This provides the expanded ability to purge unused records, but store them in a quickly displayable Inactive List instead of permanently removing them from the database. Of course, record deletion options are also available, thus providing a wider range of useful options for storing and displaying your entries.

Data analysis

CopWrite has a comprehensive suite of searching, sub-listing, summarizing, and reporting abilities, and now includes options for Daily, Weekly, Monthly, Quarterly, and Annual report summaries, using any appropriate starting date you specify.

Built-in Backup/Restore capability

CopWrite provides its own data security functions that are quick and flexible. Data and log files can be archived or retrieved at any user-selectable location or device on your computer or network in just a few seconds.

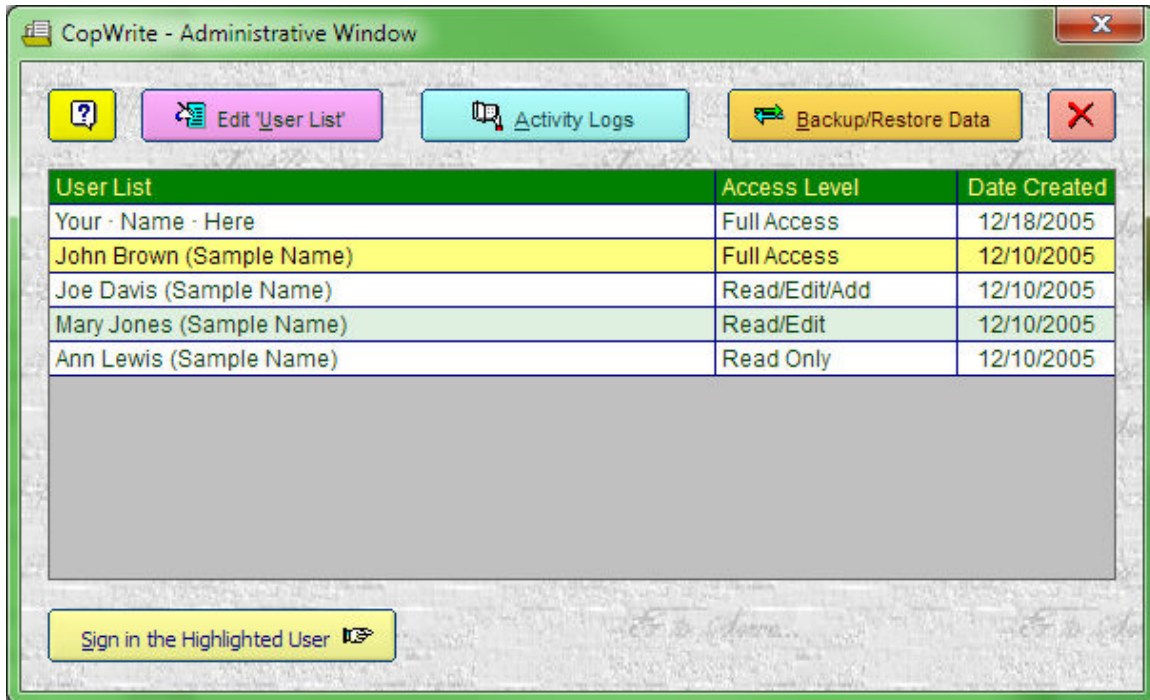
CopWrite Manual

The **CopWrite** software package includes this detailed comprehensive illustrated manual in a PDF Document format.

In the unlikely event that Acrobat PDF Document Reader software is not already installed on your computer, you can quickly obtain one for free at www.adobe.com and install it in less than five minutes.

This software manual can be accessed both from within the **CopWrite** software itself anytime via the <F1> key, or on its own as a standalone document. Like any PDF document, it can easily be printed for use in the classroom as a training manual.

The Administrative Window



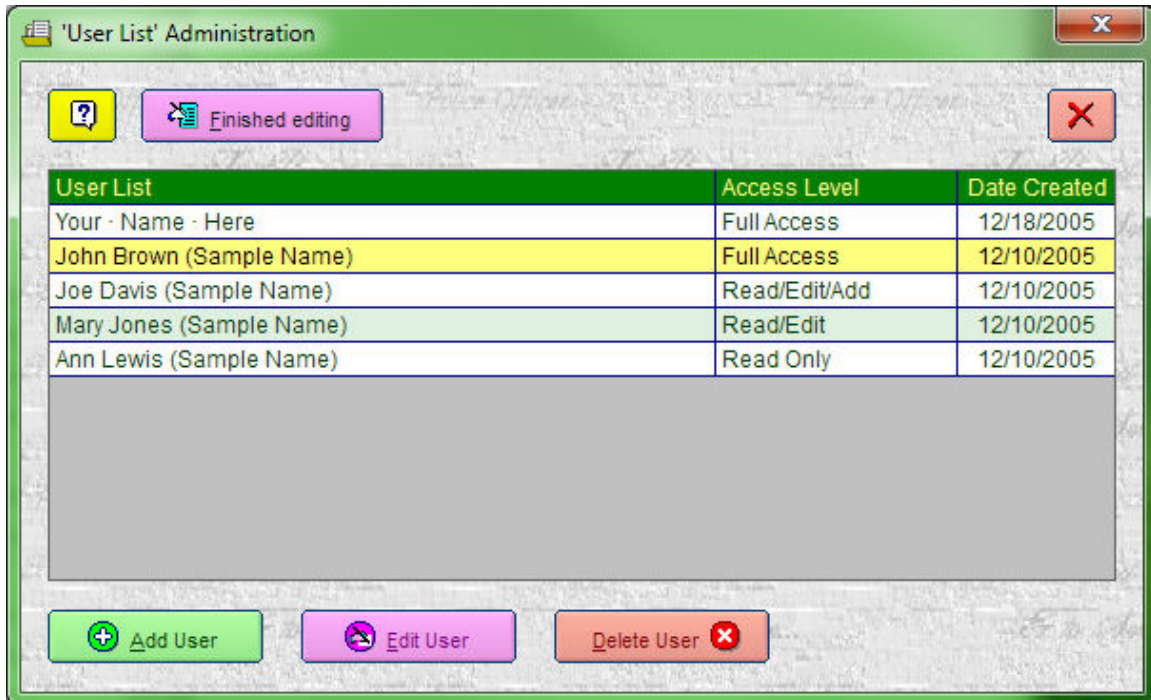
After the **Title Window** (shown on the first page) is displayed at the start of the **CopWrite** program, the **Administrative Window** (shown above) appears next. This window, as its name implies, controls the primary administrative functions of this software, as described below:

- Maintain the 'User List' of authorized **CopWrite** users
- Review Activity Logs that record all significant software events
- Provide one-click data backup and restore services
- Sign-in a person selected from the 'User List' to use the software.

IMPORTANT: Access to these functions requires knowledge of the last segment of the License Key# provided to a licensed agency. While this must be provided to a designated CopWrite Program Administrator, it should not be provided to others unless absolutely necessary. This minimizes possible accountability issues raised by any question about the security and integrity of the information, operational settings, and program configurations maintained in the **Administrative Window**.

Detailed descriptions of the functions available in the **Administrative Window** are as follows:

Maintain the 'User List'



The CopWrite Program Administrator has the authority and responsibility to create a 'User List' of persons who are allowed to use the **CopWrite** software.

In order to edit the 'User List', the CopWrite Program Administrator must click the [\[Edit the 'User List'\]](#) button and then enter the last segment of the License Key#. The window will change by displaying three editing buttons at the bottom of the window (as shown above).

Note: If you are reviewing an unlicensed evaluation version of the **CopWrite** software, an entry code is not required for your convenience.

Using these editing buttons appropriately, you can add, edit, or delete persons in the 'User List'. An **Add/Edit User Window** will appear (as shown on the next page) if you select the [\[Add User\]](#) or [\[Edit User\]](#) button.

In the **Add/Edit User Window**, there are several fields of information that must be completed by the CopWrite Program Administrator in order to create a user (indicated by the red text) who will be authorized to use the software:

- Name**.....the person’s first and last name
- Password**.....a password needed to enter **CopWrite** (4 to 8 characters)
- Access Level**..... the privilege level assigned to that user

Read-Only - allows the user to view and print data only. This user cannot add, edit, archive, or delete data.

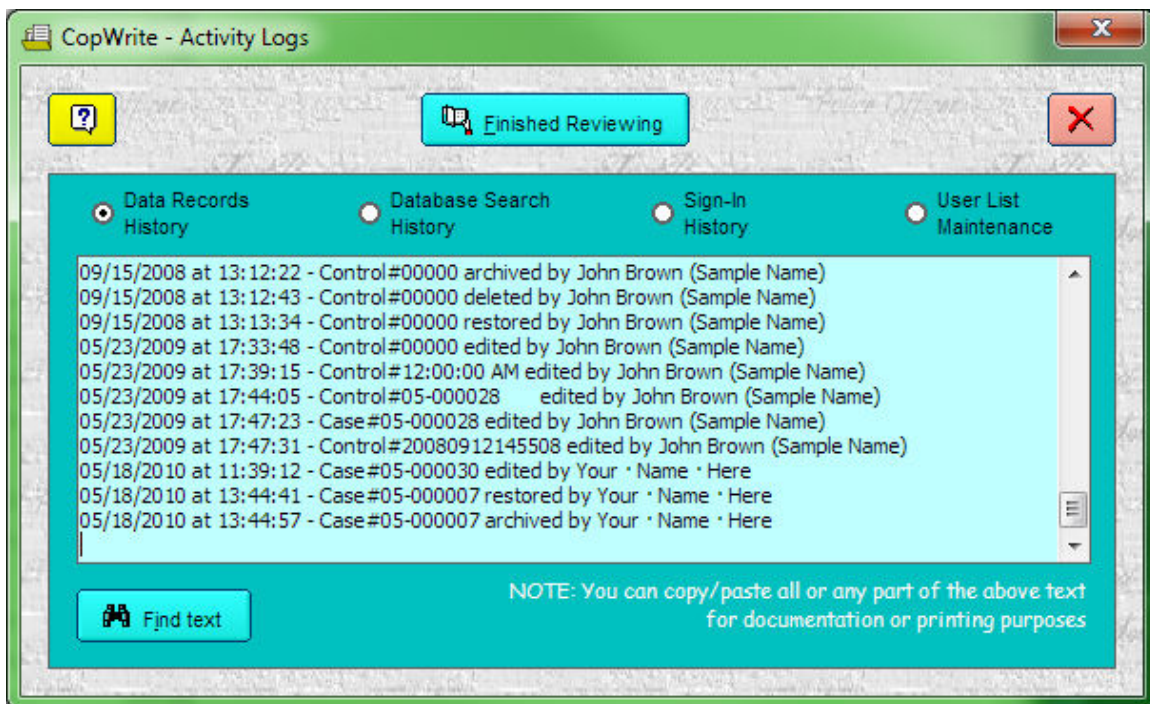
Read/Edit - allows the user to view and change existing data, but not add, archive, or delete data.

Read/Edit/Add - allows the user to view entries, modify existing entries, or create new entries, but not archive or delete any existing entries.

Full Access – provides the user with complete and unrestricted access to all database functions.

There is also an optional Comments field available for any miscellaneous information the CopWrite Program Administrator might wish to keep on record for that particular user.

Review Activity Logs



The CopWrite Program Administrator has the authority to review Activity Logs that are automatically maintained by the **CopWrite** software.

In order to review these logs, the CopWrite Program Administrator must click the [\[Activity Logs\]](#) button and then enter the last segment of the License Key#. The display will change as shown above.

Note: If you are reviewing an unlicensed evaluation version of the **CopWrite** software, an entry code is not required for your convenience.

As shown above, **CopWrite** maintains four Activity Logs, any of which can be brought up for display with a single click.

Because only the CopWrite Program Administrator can access these logs, both searching and editing services are available. For this reason, knowledge of the License Key#, as mentioned earlier, should be minimized as much as possible.

The four Activity Logs that **CopWrite** maintains are described on the following page:

Data Records History

This is a log of all data record management performed on the **CopWrite** database. It tracks any and all entries that have been added, edited, archived, restored, or deleted, including the date/time of the event and who was signed in when the event occurred.

Database Search History

This is a log of all searches performed on the **CopWrite** database. It logs the word/phrase searched, along with the date/time of the event and who was signed in when the search was made.

Sign-In History

This is a log of persons who signed in or out, at what access level, and the date/time of the event. Failed attempts to sign in are also logged.

User List Maintenance

This is a log of all activity performed by the CopWrite Program Administrator on the 'User List'—all additions, changes, and deletions of authorized users, and the date/time of the events.

'Find Text' function

Any of the above described logs can become very lengthy after a period of time. The [\[Find Text\]](#) button will search and instantly find any text you wish to see, no matter how large the log file has become.

Log file integrity and security

The security and integrity of the **CopWrite Activity Log** files are protected in large part from either intentional or inadvertent manipulation, and to a lesser degree from explicitly malicious attempts to alter and/or delete these log files. But realistically, it doesn't take much specialized knowledge or skills for a determined person to smash a hard drive with a hammer.

For this reason, among other important reasons, it is very important that your agency maintain a regular and secure backup procedure to insure the safety and integrity of all of the **CopWrite** data and log files (See the following section regarding this procedure).

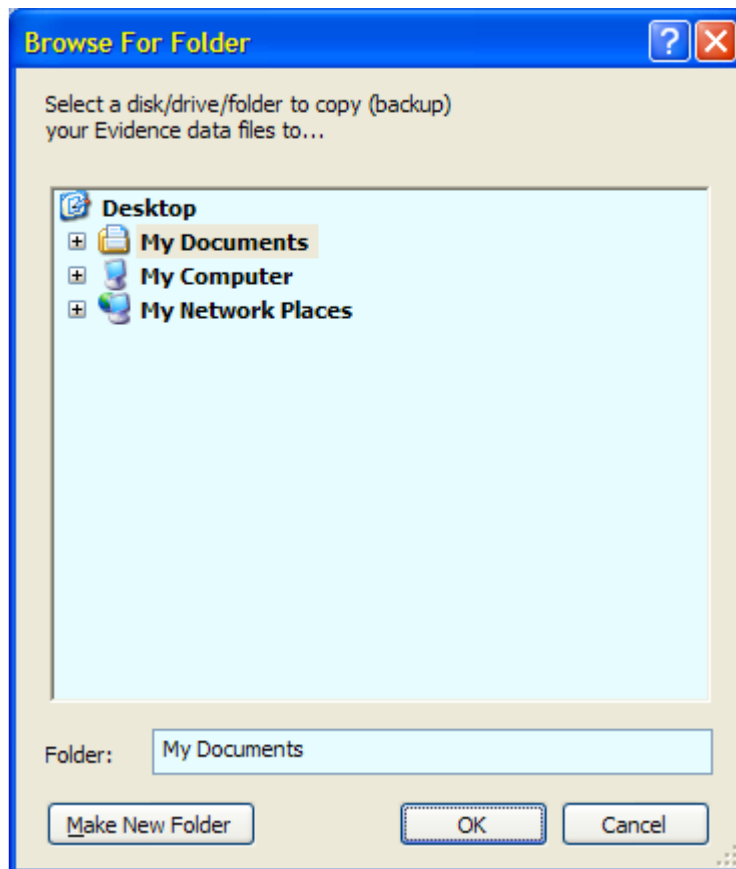
Restore/Backup data

The *CopWrite Program Administrator* has the ability to quickly backup the important log files, the database of **CopWrite** entries, and other files to any location on a computer or network, all from within the **Administrative Window**.

This service can also restore previously backed up files in the event that your current files are lost or corrupted. Extreme caution should be used here, however, because the restored files will irretrievably overwrite any existing data files, if there are any, in your normal **CopWrite** data folder.

In order to use this feature, the *CopWrite Program Administrator* must click the [Backup/Restore Data](#) button, select the **Backup** or **Restore** option, and then enter the last segment of the License Key#. A Windows-based path specification window will appear as shown in the example on the following page:

Note: If you are reviewing an unlicensed evaluation version of the **CopWrite** software, an entry code is not required for your convenience.



Using this window, the CopWrite Program Administrator can negotiate the directory tree to find and select any folder on a computer, or anywhere on the network if one exists. Further the CopWrite Program Administrator can create a folder anywhere he wishes on the fly if the need arises.

Once a path specification is selected, all of the important data files created by the **CopWrite** software will automatically be copied to the location specified. This process takes only a second or two to complete.

Note: If your **CopWrite** installation is used on a network, the CopWrite Program Administrator may wish to first contact anyone currently using the software before performing a backup or restore procedure to insure that data records are not being accessed during the process.

The Sign-in process

Once the CopWrite Program Administrator has created a 'User List' of persons allowed to use the **CopWrite** software, any person on that 'User List' can access the program by:

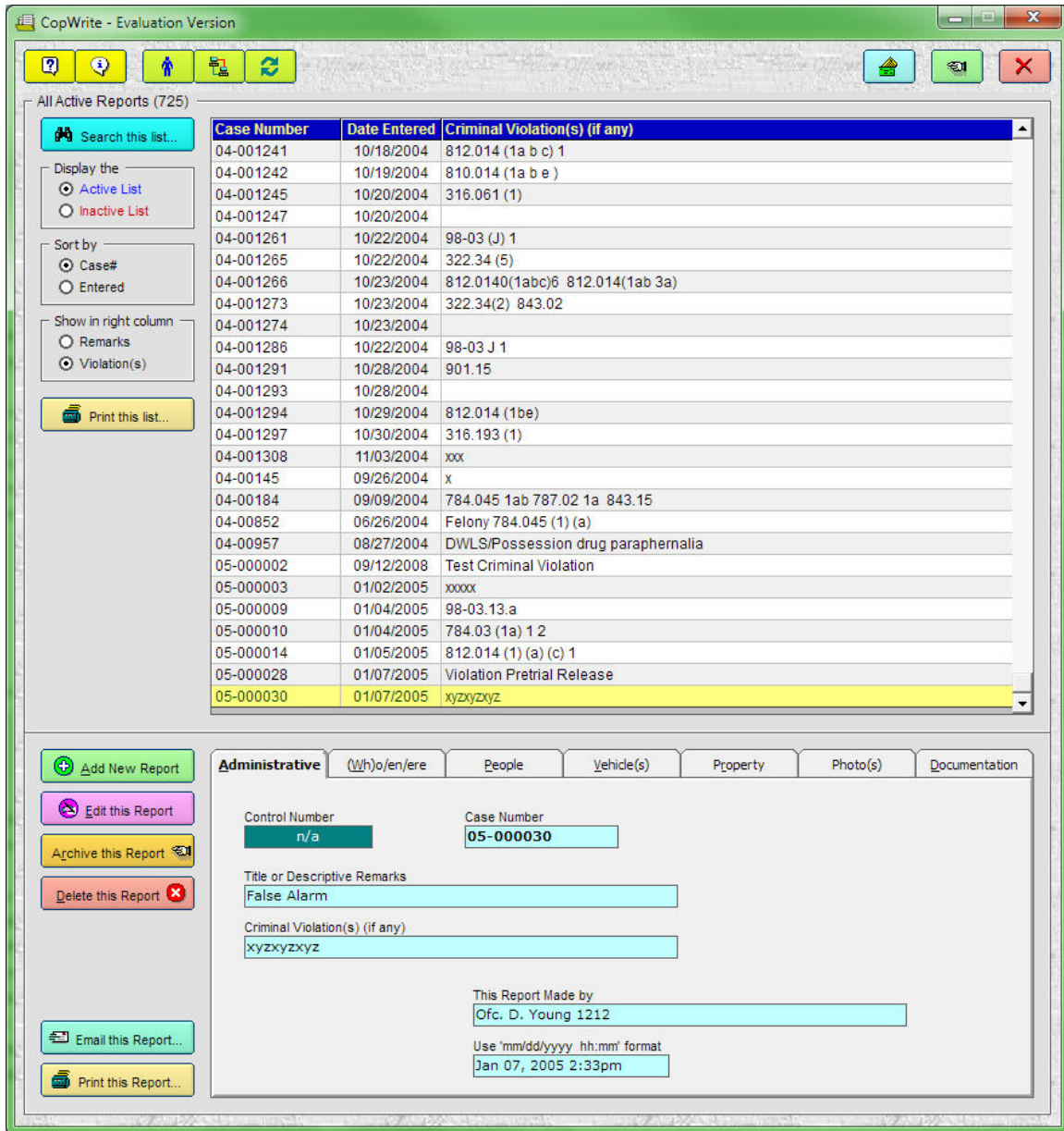
- clicking on their name in the 'User List' to highlight it, and then
- clicking the [\[Sign in the Highlighted User\]](#) button, which will cause the **Administrative Window** display to change as shown above.

The highlighted person must then correctly enter their password in order to continue to the **Main Window** at their designated Access Level.

Note: If you are reviewing an unlicensed evaluation version of the **CopWrite** software, a password is not required for your convenience.

The **Main Window** is the 'control-center' of the software, as shown on the following page:

The Main Window



The **Main Window** shown above is the hub of the **CopWrite** software, providing all of the basic database services, along with access to all of the related forms and assisting windows. The organization of the **Main Window** is described on the following pages:

Application-level information/services

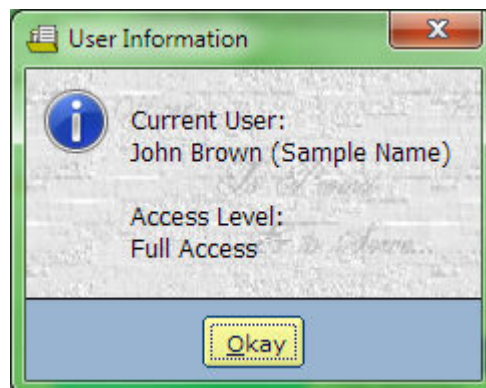
The very top of the **Main Window** – just underneath the Windows' Title Bar – contains several buttons that access general program information (left side) or provides basic operational choices (right side).

The top far left yellow button with the question icon accesses this manual from within the program. This manual can also be accessed, of course, anytime outside the program as a normal PDF document.

The adjoining button with the information icon provides a standard '**About...**' application-level information summary common to many Windows applications.



The next button with the person icon provides the name and access level of the current user.



The adjoining button with the network icon shows information about the number of users currently operating the **CopWrite** software, and the number of concurrent users that are authorized by licensing agreement to use the software.



The next button with the refresh icon (two curved arrows in a circle) refreshes, or updates, the list of reports displayed immediately below. When **CopWrite** is used in a networked configuration of two or more workstations operating cooperatively together, this button will flash when a user on some other **CopWrite** workstation has updated the **CopWrite** database in any way.

If **CopWrite** is being used as a licensed version with only one authorized concurrent user, this button will not appear in the **Main Window**.

The green button with the hand icon at the top right of the **Main Window**

- signs the current user out,
- closes the **Main Window**, and
- reopens the **Administrative Window**.

The red button with the exit icon at the far right of the **Main Window**

- signs the current user out,
- closes the **Main Window**, and
- terminates the **CopWrite** software.

Row-by-row listings

The top frame of the **Main Window** immediately below the buttons described on the previous page contains a grid displaying a row-by-row listing of **CopWrite** reports, and provides brief basic information of each report in three columns.

A user can view either the Active List of entries (default), or the Inactive List of archived entries. The procedures for categorizing **CopWrite** entries in one list or the other are described later in this manual, and may be performed only by users with Full Access privileges, although any user can view either list.

This listing can be sorted according to its Case# or the date the report was entered into the **CopWrite** database by selecting a 'Sort by...' choice to the left of the listing frame.

Finally, the right column can display your choice of either the Remarks associated with the report, or the Violation(s) listed for that report.

The choices made by the user for the latter two display options are stored and used by default whenever **CopWrite** is started again in the future. **CopWrite**, however, will always start by initially displaying the Active List of reports.

There are two more services available that are related to the grid of entries.

Print this List

The button with the printer icon to the left of the listing display frame provides straightforward printing services that will let you print the entire list of currently displayed reports, using the same row-by-row format as seen in the grid display. The printout is a professionally formatted document ready for inclusion in any presentation-quality report.

This printing service does not include the expanded details of any particular report in the listing. That printing service is covered later in this manual.

Search/Summaries

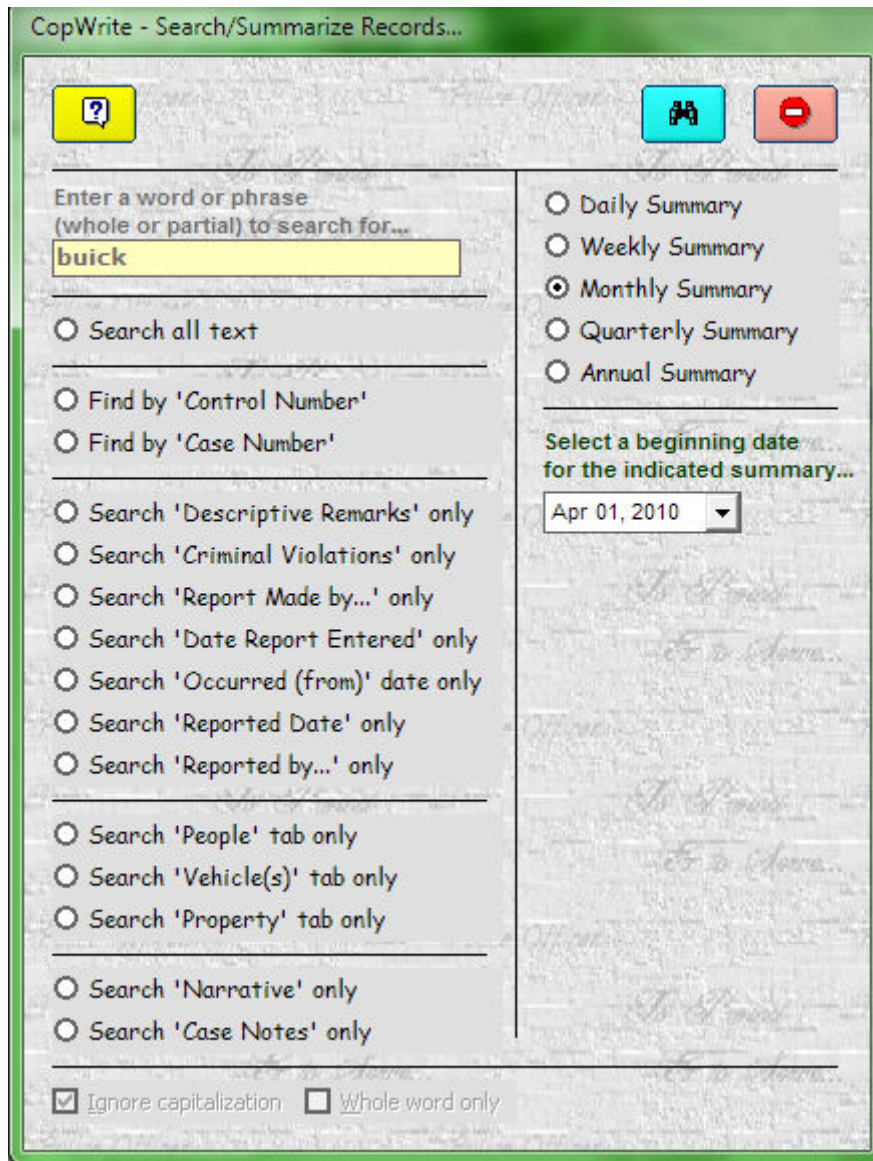
The button with the binocular icon to the left of the listing display frame opens a search/summary window as shown below:

The screenshot shows a window titled "CopWrite - Search/Summarize Records...". At the top left is a yellow button with a question mark. At the top right are a blue binocular icon and a red stop icon. Below the title bar is a search input field with the text "buick". To the right of the search field are radio buttons for "Daily Summary", "Weekly Summary", "Monthly Summary", "Quarterly Summary", and "Annual Summary". Below these is a date selection dropdown menu showing "May 19, 2010". The main area contains several groups of radio buttons for search criteria: "Search all text", "Find by 'Control Number'", "Find by 'Case Number'", "Search 'Descriptive Remarks' only", "Search 'Criminal Violations' only", "Search 'Report Made by...' only", "Search 'Date Report Entered' only", "Search 'Occurred (from)' date only", "Search 'Reported Date' only", "Search 'Reported by...' only", "Search 'People' tab only", "Search 'Vehicle(s)' tab only", "Search 'Property' tab only", "Search 'Narrative' only", and "Search 'Case Notes' only". At the bottom are checkboxes for "Ignore capitalization" (checked) and "Whole word only".

The overall organization of searching options in this window are grouped according to related functions as follows:

The search-related options on the left side focus on finding one or more entries according to certain textually based criteria.

The options on the right side, as shown below, provide chronologically based periodic summaries commonly used for standard reporting purposes.



The results of a search are displayed and summarized in the **Main Window** grid as a sub-set of matching entries that can be sorted, edited (with appropriate access-level privileges), printed, or emailed to anyone you wish.

Expanded information frame

All Active Reports (725)

Case Number	Date Entered	Criminal Violation(s) (if any)
04-001241	10/18/2004	812.014 (1a b c) 1
04-001242	10/19/2004	810.014 (1a b e)
04-001245	10/20/2004	316.061 (1)
04-001247	10/20/2004	
04-001261	10/22/2004	98-03 (J) 1
04-001265	10/22/2004	322.34 (5)
04-001266	10/23/2004	812.0140(1abc)6 812.014(1ab 3a)
04-001273	10/23/2004	322.34(2) 843.02
04-001274	10/23/2004	
04-001286	10/22/2004	98-03 J 1
04-001291	10/28/2004	901.15
04-001293	10/28/2004	
04-001294	10/29/2004	812.014 (1be)
04-001297	10/30/2004	316.193 (1)
04-001308	11/03/2004	xxx
04-00145	09/26/2004	x
04-00184	09/09/2004	784.045 1ab 787.02 1a 843.15
04-00852	06/26/2004	Felony 784.045 (1) (a)
04-00957	08/27/2004	DWLS/Possession drug paraphernalia
05-000002	09/12/2008	Test Criminal Violation
05-000003	01/02/2005	xxxxx
05-000009	01/04/2005	98-03.13.a
05-000010	01/04/2005	784.03 (1a) 1 2
05-000014	01/05/2005	812.014 (1) (a) (c) 1
05-000028	01/07/2005	Violation Pretrial Release
05-000030	01/07/2005	xyzxyzxyz

Administrative (Who/en/ere) People Vehicle(s) Property Photo(s) Documentation

Control Number: n/a Case Number: 05-000030

Title or Descriptive Remarks: False Alarm

Criminal Violation(s) (if any): xyzxyzxyz

This Report Made by: Ofc. D. Young 1212

Use 'mm/dd/yyyy hh:mm' format
Jan 07, 2005 2:33pm

Below the top listing grid, the bottom frame of the **Main Window** displays a tabbed form that contains all the information available for the entry currently highlighted in the listing above it, as shown in the example above.

The expanded information is organized into seven tabs that contain logically related data: **Administrative** information, **Who/When/Where** information, **Person** information, **Vehicle(s)** information, **Photo(s)**, and **Documentation**.

The **Photo(s)** tab can hold up to three digital photos of any common graphics format. Any photo in this tab can be added, removed, or printed.

The **Documentation** tab has two text fields: One for **narrative**, and the other reserved for **case notes**, which is separate to insure the unedited integrity of the main narrative, and to prevent inclusion of case notes in a discovery motion for the narrative information.

Above the tabbed form are several buttons that provide appropriate functions related to the tabbed form and its contents. There are also additional buttons that are only visible when needed during appropriate database operations.

Add new report

This option allows you to add a record to the **CopWrite** database, but with a twist of convenience:

- If you **left-click** the **[Add New Entry]** button, a blank tabbed entry form appears for you complete the various text fields, as you might expect.
- But if you highlight an existing entry in the row-by-row listing and then **right-click** the **[Add New Entry]** button, the new entry form will behave as a **template**. As the user tabs from one text field to another, that text field is automatically pre-filled with the information contained in the corresponding text field of the highlighted entry, offering the user the option of quickly accepting the default information or instantly replacing it with other information. This 'auto-entry' template behavior allows the user to enter a number of records with similar information with greater accuracy and far less time and effort.

Mandatory text fields are conveniently identified by a **red descriptive heading**.

Also note—

- When a user tabs to certain text fields, a drop down list will appear containing a list of relevant choices. The user can select any of these choices, or the user can elect instead to manually enter a choice not in the list.
- Up to three digital photos can be displayed in a new entry.
- The **Narrative** field can hold about 15 standard pages of text.
- The **Case Notes** field can hold about 2 standard pages worth of text.

Edit this report

This option will allow a user with an appropriate access level to modify the text fields or photo(s) of any existing **CopWrite** record entry.

Archive this report

This button, which requires Full Access privileges, is only available when the Active List is being displayed, and allows the user to move the highlighted record from the Active List to the Inactive List for archival purposes. The Inactive List provides a way for older or unused records to be put aside, hidden from normal viewing, but displayable with a single click if ever needed.

Restore this report

This button, which requires Full Access privileges, is available only when the Inactive List is being displayed, and is the previous button's counterpart. The user can highlight any archived record in the Inactive List and move it back to the Active List, subject to normal viewing.

Delete this report

This button, which requires Full Access privileges, will permanently and irrevocably remove the selected record from the **CopWrite** database. This action cannot be undone.

Email this report

CopWrite provides one-click emailing of any record entry from within the software. The computer's default email software will automatically open an email window with a pre-entered subject line and the basic **CopWrite** entry information already entered. All the user has to do is select an email address and send it.

Print this report

This option will allow any user to create a printout of any particular entry. If that entry has any photos, narrative text, and/or case notes, the **CopWrite** software will let the user choose which, if any, of those fields to include with the printout.

Appendix I

Data and log file information

CopWrite creates and maintains the following data and log files:

<u>Filename</u>	<u>Function</u>
CopWrite.Data	Primary database, contains all CopWrite record entries
User.List	List of authorized CopWrite users created by the <u>CopWrite Program Administrator</u>
SignInOut.Log	Log of all sign-in and sign-out events
User.Log	Previous version Sign-In/Out log (not used)
UserList.Log	Log of all events affecting the 'User List' file
DataRecords.Log	Log of all events affecting the primary database
Search.Log	Log of all searches performed on the primary database

All data and log files are kept closed and up-to-date during software operation, and are opened only long enough to perform a file modification (which usually takes only a few milliseconds). This makes it extremely unlikely that any data or log file information would be lost in the event of a power failure, etc.

The database engine

The database engine is a machine-code level, proprietary set of file manipulation algorithms developed and refined since 1987 by **RAD Software**. These database functions are contained within the executable code itself. No outside third-party database systems are needed.

All file operations are done at the system level, are at least a magnitude faster than file operations performed by commercial database engines, and provide an extremely high standard of data integrity and security.

The default status of all data and log files is Read-Only, which is temporarily modified during the fraction of a second or so that a given file is open for modification, and then instantly returned to its Read-Only status when the file is closed.

Database record format

The primary database is a random access file capable of storing over two billion records. Each record is populated with fixed length fields. String fields are left-buffered; unused string bytes are padded with ASCII-32 characters (commonly known as the 'Space' character). The variable type structures of the fields within a given record are as follows:

<u>Field name</u>	<u>Type variable</u>	<u>Field name</u>	<u>Type variable</u>
ControlNumber	Date	Vehicle2	String * 40
CaseNumber	String * 15	Vehicle2Context	String * 15
Remarks	String * 50	Vehicle2Description	String * 50
Violation	String * 50	Vehicle3	String * 40
ReportingOfficer	String * 50	Vehicle3Context	String * 15
ReportCreated	Date	Vehicle3Description	String * 50
DateFrom	Date	Property1	String * 40
DateTo	Date	Property1Context	String * 15
LocationOccurred	String * 50	Property1Description	String * 50
DateReported	Date	Property1Value	Currency
LocationReported	String * 50	Property2	String * 40
ReportedBy	String * 40	Property2Context	String * 15
ReportedByContext	String * 15	Property2Description	String * 50
ReportedByContact	String * 50	Property2Value	Currency
Name1	String * 40	Property3	String * 40
Name1Context	String * 15	Property3Context	String * 15
Name1Contact	String * 50	Property3Description	String * 50
Name2	String * 40	Property3Value	Currency
Name2Context	String * 15	PicturePath1	String * 150
Name2Contact	String * 50	PicturePath2	String * 150
Name3	String * 40	PicturePath3	String * 150
Name3Context	String * 15	Narrative	String * 16k
Name3Contact	String * 50	Case Notes	String * 2169
Vehicle1	String * 40	DisplayStatus	Byte
Vehicle1Context	String * 15	VersionFlag	Integer
Vehicle1Description	String * 50		

Byte length of one record: 20k

Hard disk space requirements

<u># of records</u>	<u>Hard disk space required</u>
100	2Mb
100,000	2Gb
1,000,000	20Gb

Nominal hard disk device space in 2010: **750 – 1500 Gb**

Appendix II

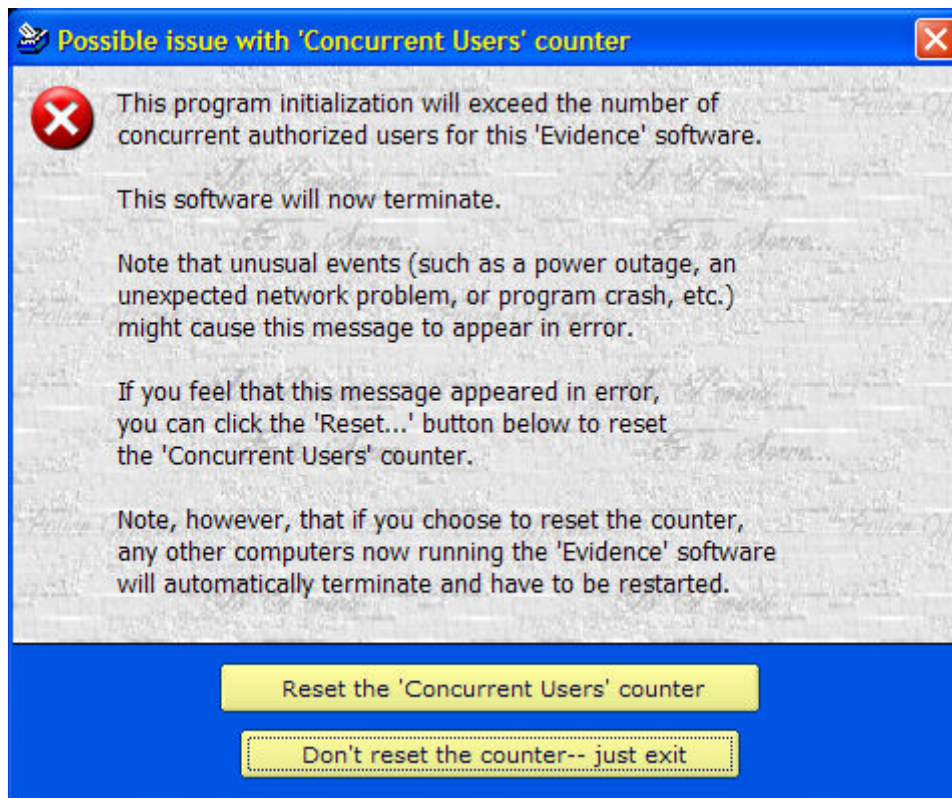
Networking design

CopWrite is designed to perform in a multi-station networked configuration, although it can also be used as a standalone application just as effectively.

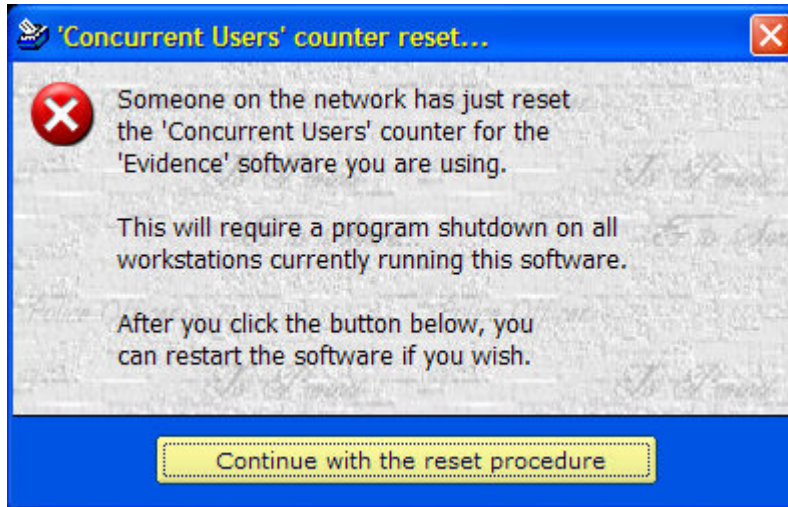
The number of authorized users allowed to use **CopWrite** concurrently in a networked configuration is governed by the type of software license obtained by the user agency/organization.

Network monitoring procedure

When the **CopWrite** software is initialized on a given workstation, the software performs an audit of the number of **CopWrite** users currently on the network. If the audit indicates that the initialization would exceed the number of users authorized to use the software, the following notification window is displayed:



As noted at the end of the previously displayed notification window, resetting the counter will cause the following message to appear on the workstations of all users currently running the **CopWrite** software:



Date/Time synchronization

If the **CopWrite** software is being used in a networked configuration, it is important to regularly synchronize all workstations that are using the software in order to avoid possible date/time recording discrepancies when a database or log file is being modified.

Even if the **CopWrite** software is being used as a standalone application, it's still important that the computer's date/time setting is correct for recording accuracy.

Appendix III

Terms and Conditions

The terms and conditions outlined below are applicable only to the Pro Version software titles offered by **RAD Software**, which includes this application.

The following information is provided in order to assist with the explanation of terms in this Appendix:

Software applications are assigned a version number that indicates the relative status of that particular version. **RAD Software** uses the following format as shown in the example below:

w**11.22.33**

The 'w' indicates that this software application is designed for use in a Windows-based 32-bit or 64-bit operating system environment.

The first set of digits is the major number of the applicable version.

The second set of digits is the minor number of the applicable version.

The third set of digits is the revision number of the applicable version.

RAD Software licensees are entitled to unlimited customer support and technical support for one year beginning on the date that the most recent major version release was licensed.

After one year as defined above, this level of support can be continued indefinitely with an Extended Support Agreement (ESA). **RAD Software** will notify the user in a timely manner to make arrangements to obtain an ESA.

This level of support, whether first year or extended, also guarantees that minor number upgrades are provided at little or no cost. Whether covered by support or not, revision number upgrades are always available at no cost.

RAD Software guarantees its program applications to perform as coded for the life of the software. Review the EULA at the end of this appendix for more information regarding this and other assurances.

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Pricing Structure

Pricing of all **Pro Version** software applications are structured as follows:

Application: **CopWrite – Pro Version**
Version series: **w4.xx.xx**

For a new Licensee,
primary license: **\$299**

For an existing Licensee,
primary license: The difference in price over the
cost of the previous primary license.

For a new Licensee,
a second and any subsequent
license for additional workstations
used in a cooperative networked
configuration, each: **\$39 per license**

For an existing Licensee,
a second and any subsequent
license for additional workstations
used in a cooperative networked
configuration, each: **\$19 per license**

Extended Support Agreement,
primary license: **\$9/month, billed annually**

Extended Support Agreement,
additional licenses: **\$0/month, billed annually**
(this may be subject to change
in subsequent versions)

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End-User License Agreement

DEFINITION OF TERMS

EULA - End-User License Agreement

SOFTWARE PRODUCT - Any particular software application developed by RAD Software and publicly offered for end-user licensing, including all distribution and installation methodologies, associated media, digital and/or printed materials and documentation, or other content associated with any RAD Software products.

USER - An individual, business, organization, or agency, public or private, profit or non-profit, who/that intends to use the **SOFTWARE PRODUCT**.

EVALUATION VERSION - The default status and operation of a **SOFTWARE PRODUCT** that is initially installed on a given computer. An **EVALUATION VERSION** may be limited or disabled in terms of usage, period of days, specific usage date range, specific usage end date, specified number of application runs, limiting or disabling of data entry, and/or other limiting or disabling of other software features, configurations, and/or options that may enhance or limit the full performance of the **SOFTWARE PRODUCT** being evaluated.

LICENSED VERSION - An installed **EVALUATION VERSION** that has been successfully converted to a fully featured unlimited version by the successful application of a unique License Key that is provided by RAD Software. Authorized receipt and implementation of the License Key is pursuant to the legitimate acquisition of entitlement to the License Key by a potential **USER**.

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Unauthorized receipt, use, or distribution of a LICENSED VERSION of a SOFTWARE PRODUCT is strictly prohibited and may result in significant liability on the part of the authorized USER and/or other unauthorized users.

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Unless otherwise specified, a SOFTWARE PRODUCT is guaranteed to perform as coded for the life of the SOFTWARE PRODUCT. However, RAD Software is not responsible for future possible hardware materials and/or software/operating system changes that may impair or prevent the intended usage of a SOFTWARE PRODUCT as designed for current hardware materials and software/operating systems.

OTHER RIGHTS AND LIMITATIONS

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No one may apply a License Key not obtained by RAD Software to an EVALUATION VERSION of a SOFTWARE PRODUCT.

A SOFTWARE PRODUCT is licensed as a single product. Its component parts may not be separated for other uses, or on other computers.

A SOFTWARE PRODUCT is licensed for a single authorized USER. It may not be used by other unauthorized users.

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Within a given USER's organizational scope, more than one installation of the SOFTWARE PRODUCT on different computers is strictly defined and limited by explicit agreements between the USER and RAD Software.

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