

## Software Implementation and Reference Guide

The information below and much more is available at the HROBVSS detailed Training Website at:

[http://www.peoconsulting.com/hrobvss\\_training.html](http://www.peoconsulting.com/hrobvss_training.html)

### Overview:

The HRO Business Value Sales Software (HROBVSS) software is a Windows desktop application (**it will not run on a Mac or Android based operating system**) designed to immediately run on PCs without an actual “automated installation process”. Due to this design, you will download the HROBVSS files and should put them on your computer in the following manner.

### HROBVSS application download, and program/file location on your computer:

You will download a zipped folder containing five files:

1. “HROBVSS.exe” (the main HROBVSS application);
2. “msvbvm50.dll” (a Microsoft support file that must reside in the same folder as the running HROBVSS.exe file);
3. a file named “logo” (with either a .gif, .jpg, or .bmp picture file extension for branding your reports);
4. a file named “wtrmk” (with either a .gif, .jpg, or .bmp picture file extension for branding your reports);
5. “CreateNewClientFolder.exe” (a tool to quickly create a new client folder, with the necessary files, to run the HROBVSS from)

Click on the link you will receive in your download email, reflecting the location of your “HROBVSS.zip” zipped folder. Choose “Save” and save the zipped folder to your desktop. Then extract or unzip the files from the zipped folder (typically by right clicking on the zipped folder and choosing ‘Extract’), saving them to a folder on your desktop named ‘HROBVSS’ (that will typically be created by the unzipping operation).

### Important technical information:

In order for the HROBVSS to run on Windows operating systems that occasionally may not already have a Microsoft file installed that’s necessary for proper operation (“msvbvm50.dll”), **always** keep the “msvbvm50.dll” file and the “HROBVSS.exe” file in a folder together.

### Running the HROBVSS Program:

Double click on the “HROBVSS.exe” application file (pen icon), and after accepting the license agreement, a log-in screen will open, prompting you for the current four character password to continue. Allow the program to reach out to your company’s folder on our website for the first password and also upon each subscription renewal. The first time you input your password, and each subsequent time it changes, you will be asked whether you’d like to save the password on the computer on which the HROBVSS is running. Choosing to do so will make it easier and faster to open the HROBVSS each time you use it.

### Saving Client-Specific HROBVSS data:

A new folder should always be created for each new prospect/client company that you will be using it with. To do this, either run the “CreateNewClientFolder.exe” application in your HROBVSS template folder, or run the main HROBVSS application in your template/desktop folder, and click **File... > Create New Client Folder/Files**. Name your new folder when prompted. **Then run the HROBVSS application from that new folder when prompted.** (This folder, once created, can also be moved to any other location of your choice.)

Any User input to the HROBVSS (company name, checkmarks, comments, etc.) is automatically saved to a small data file (named “HROdata.txt”) upon closing the program. This file is saved in the same client folder as the HROBVSS application itself. Anytime the HROBVSS program is run, it will look for a pre-existing HROdata.txt file **in its same folder** and call up the information saved in that file. If you change User input on the HROBVSS and do not want the information saved, click on ‘File...’, then ‘Exit / Don’t Save Changes’ in the upper left main menu bar.

### Microsoft Excel Reports created by the HROBVSS:

As an initial default setting, all Reports created by the HROBVSS (in Excel) will be automatically saved, in the same folder as the running HROBVSS program and its data file, with a report-appropriate file name. (for example, HR\_Time\_Worksheet.xls(x), Turnover\_Reduction.xls(x), etc.) If you prefer that the reports do not automatically save, but instead allow you to manually save and name them, uncheck the ‘Auto Save Excel Reports’ option under the ‘Help’ button on the upper right main menu bar.

**Renewing your HROBVSS Subscription:** The HROBVSS will automatically expire at the end of the subscription frequency period you’ve chosen (monthly, quarterly, or yearly). Upon receipt of renewal payment for the next upcoming subscription period, the program will reach out on the internet for your renewal password that will allow continued use of the program.