

Info Plan Software

# workexpo

Manage your work experience program



WHAT'S NEW IN VERSION 12

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## What's New - At A Glance

### Major changes

The following are **major** changes in WorkExpo Version 12.

**Microsoft Office 64-bit:** WorkExpo now supports all versions of Microsoft Office including Office 64-bit versions. Windows 7 or Windows 8 64-bit also supported.

**Email Arrangement form:** Arrangements forms in WorkExpo can now be sent to an employer as an attachment at the click of a button.

**Save To PDF:** Save any WorkExpo document to PDF format in a folder of your choice. Preview the document and click 'Save as PDF'.

**WorkExpo Main Contact:** Nominate a single central school contact person within WorkExpo. All documents will show the main contact's name, title and contact details.

**Google Maps:** All addresses in WorkExpo, including Employer addresses, can be viewed on Google maps.

**Employer History:** In previous versions of WorkExpo the history was only available if you had used the Archive wizard to archive records.

In WorkExpo 12 you can use file-based archiving and placement history will not be lost as it was in previous versions. File-based archiving is the preferred method of archiving. To enable this feature you need to store archived data files under the WorkExpo folder in a sub-folder called 'Archive'. WorkExpo will read the contents of these archived files and updated the Employer History in the current database.

**Safe At Work (Rewritten):** While there are no changes in the user interface, the Safe At Work functionality has been re-written behind the scenes to work more efficiently. If you have experienced problems with this feature in the past then you will be pleased to see that the quirks are now gone.

**Safe At Work (Modules):** Safe At Work General and Industry modules can be viewed on screen together for students with placements.

This means you see at a glance which modules a students have completed and which need to be completed. You can optionally export this report to Excel. While there is little change in the user interface, the Safe At Work functionality has been re-written behind the scenes to work more effectively and efficiently.

**Student Details Grid:** In previous versions of WorkExpo you have been able to view a 'more detailed list' for employers and placements. This same functionality is now also available for students. View the student 'more detailed' list, with or without placement information and print the grid or export it to Excel.

**Student Export:** Student email and mobile phone fields are included when exporting to Excel.

**Cobweb Display:** When opening an old WorkExpo archive data file, a cobweb appears on the Main Menu as a reminder that you're looking at old, archived data.

**Postcodes and Holidays:** These have updated for the latest version.

**Students Without Arrangements:** You can now export a list of Students Without Arrangements to Excel.

**Reminder Letters Batch Print:** The reminder letters to students can now be batch printed from the Print wizard.

## Minor changes

The following are **minor** changes in WorkExpo Version 12.

**New Field:** Employer ABN. This appears on the Main screen in the Employers window. The field is optional and is included in the export to Excel.

**New Field:** Total hours. This appears on the Main screen in the Arrangements window. It shows the students total hours on placement. WorkExpo does not calculate the total hours as there are too many variables to consider in the calculation. You need to enter the total hours manually. This field is included in the export to Excel.

**Asterisks removed:** Asterisks are now replaced by the actual value in the placements listing for a student. e.g. instead of Katie Allen (\*), WorkExpo now displays Katie Allen (**VCAL**).

**Tracking List Exportable:** The tracking list in the Students screen is now able to be exported to Excel for ad-hoc reporting.

**Employer Export:** Employer email and mobile phone fields are included when exporting to Excel.

**Student Export:** Student email and mobile phone fields are included when exporting to Excel.

**Cobweb Display:** When opening an old WorkExpo archive data file, a cobweb appears on the Main Menu as a reminder that you're looking at archived data.

**CASES Import problem fixed:** WorkExpo now ignores the hidden column **ROW1** when importing a spreadsheet generated by CASES.

**Postcodes and Holidays:** These have updated for the latest version.

**Unnecessary security warnings:** You can now Trust WorkExpo to remove any unnecessary security warnings. In Options / Misc tab, click the '**Trust WorkExpo**' button.

**Data File Path:** The data file path now displays on the Main Menu.

**Archives to Excel:** You can now export the archives to Excel.

**More Secure Backups:** When the WorkExpo data file is backup up an additional second copy is stored in the APPDATA folder for added security

## Continued Software Support

Upgrading to version 12 includes a renewed WorkExpo support subscription.



When you upgrade your software support subscription is automatically renewed.

## What's New - In Detail

**WorkExpo Version 12.0** introduces a range of new features and functionality that make it easier than ever to manage school-to-work programs in Australian schools.

### Email Arrangements Form and Save To PDF

WorkExpo version 12 has a new feature which allows you to email the WorkExpo Experience and Work Placement (SWPL) forms directly from the software. WorkExpo generates a PDF of the form and attaches it to the email for sending. You can specify whether to send via Microsoft Office, GMail or remote email server. If you use Microsoft Outlook you can preview the email before sending. The document is sent to the contact person at the business. If the employer has an additional postal email address then WorkExpo sends the email to the postal contact and CC's in the main contact. You can set your own subject header and body content or WorkExpo can generate this for you. To email the document you must be in Print Preview mode. Click the Email icon on the toolbar. There is also an Email Settings button which is where you set preferences. Please note that you can only email the Arrangements forms. All other documents, however, can now be saved as PDF files.

This new version of WorkExpo contains the current forms. Neither of the forms has changed since the last upgrade to WorkExpo. The official forms can be downloaded from the Vic government site:

<http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/workexperience.htm>

Look for *Forms And Guidelines*.

### Support for Windows and Office 64-bit versions:

Unlike previous versions of WorkExpo, version 12 is designed to install trouble-free on Office 64 bit versions. WorkExpo 12 also fully supports both 32 and 64 bit versions of Windows 7 and Windows 8. Security is not an issue due to WorkExpo's digital signature confirming that the software is virus-free and from the company it purports to be. In addition, WorkExpo will also continue to install on older Windows versions including Windows XP or Vista. In fact, you can install WorkExpo on Windows XP with Office 2003 if you wish. Please note however, that earlier versions of Office are not supported. When installing you can use the same WorkExpo CD to either install a fresh, new copy of WorkExpo or upgrade an existing copy. The setup will detect if WorkExpo is installed. There is never any need to uninstall WorkExpo.

#### **Office 2010:**

Microsoft introduced the first 64 bit version of Office with the release of Office 2010. Previous versions of WorkExpo were 32 bit only. If you install an older version of WorkExpo under Office 64-bit then it would fail to load. These issues have been addressed in WorkExpo 12 which means you can concentrate on running your school-to-work program and not worrying about problems with the WorkExpo, no matter which version of Windows and Office you have installed.

#### **Office 2013:**

Microsoft continues to release upgrades to the Office product line and WorkExpo has been tested with Office 2013 including 64 bit versions. In fact, WorkExpo will run on any version of Office version from Office 2003 and later. During installation WorkExpo detects the installed version of Office and installs the matching WorkExpo files.

### Ad-Hoc Reporting Expanded

Ad-Hoc reporting from Microsoft Excel has been expanded in WorkExpo 12 - in addition to all previously available exports, you can now export listings from the student's screen, including listings of student records with or without placement details. You can export tracking information and specific and general modules as per student placements

and whether or not students have completed same. Use Excel for ad-hoc reporting as necessary. For example, filter the list of placements by days of the week that students are attending. You can also export employer and placement records using the same 'Export To Excel' feature.

## **New features in WorkExpo 12** - View a more descriptive list of **Major Changes** and **Minor Enhancements**

1. Support for Office 32 and 64 bit editions. Previous versions of WorkExpo would fail to install using Office 64 bit.
2. Email the Work Experience Arrangement form to an employer. All documents in WorkExpo can now be saved to PDF.
3. Student data grid now available in Students screen. You can print this list or export it to Excel.
4. Export Safe At Work information to Microsoft Excel.
5. If your school has more than one WorkExpo user, you can nominate a 'main user' or 'school contact'. This person's name appears on all documents.
6. Updated post codes, school term dates and public holidays.
7. Instead of asterisks showing for non-work experience placements, the placement abbreviation is now displayed e.g. VET, VCAL etc. rather than \*
8. Safe At Work features in WorkExpo have been rewritten to work more effectively.
9. Safe At Work General and Industry modules can now be viewed together for students with placements. This can be exported to Excel.
10. Reduced space on all letters for signatures to allow more room for content.
11. WorkExpo data file path is now displayed on the Main screen.
12. Added 'Reminder letters to students' for batch printing.
13. More secure backups. WorkExpo saves an additional copy of your data file for added security in the user APP DATA folder.
14. A report that lists students and their specific module as per their placements and whether or not they have completed same. Can be printed or exported to Excel.
15. Google maps button to view and/or print the map of an employer address.
16. Export Archives to Excel for ad-hoc reports.
17. Student mobile phone number now included in visiting teacher documentation and the archives.
18. Save As PDF means you can now save any WorkExpo document as a PDF file for later re-use.
19. In the Placements screen you can now include total hours.
20. Quick Print menu in Placements screen now has ALL the options available in the Print Wizard.
21. Employer ABN field added to Employers screen.
22. Individual employer history information for past placements is now available when using the file based approach to archiving.
23. Student without arrangements available as an export to Excel.

## **Continued Support**

Each new purchase or upgrade of WorkExpo includes support for schools and teachers using WorkExpo. In addition to general website resources (such as PDF User Manuals and Utilities) teachers and office staff can phone or email Terry Chapman directly on a direct line for immediate help and assistance - (03) 9531 1091

If necessary, support also includes help with importing student records via your school's main database system into WorkExpo. There is no additional charge for this service. Support for Version 11 has now expired and is renewed by upgrading to new version 12.

Support lasts for at least twelve months from date of purchase and continues until a newer version is released or twelve months passes from date of purchase, whichever occurs later.

## **Included in upgrade**

Help and Assistance: Purchasing and upgrading WorkExpo always includes personal, priority support via direct phone, email or fax. If you choose not to upgrade then please understand that your WorkExpo support will lapse.

**Further Updates:** If you have a current licence you will receive frequent free updates during the next two years. It is intended that these free updates will include not only bug fixes but also improved functionality. If you have Office

2007, 2010 or 2013 you are able to send documents straight from WorkExpo as PDF files attached to emails.

**Software Support:** WorkExpo continues to evolve to support the latest operating systems and security software requirements. Using outdated versions of WorkExpo on newer systems may not prove optimal.

**Improved Efficiency:** The latest version of WorkExpo has been designed with efficiency and productivity in mind. Teachers are busier than ever before. WorkExpo lets teachers concentrate on managing their work, not on managing the software.

**Australian Company:** Info Plan Software is proudly an Australian company. Purchasing WorkExpo means that you are supporting Australian commerce.



## Email Arrangement Form

You can email the work experience and SWPL arrangement forms (or the Student Placement form in NSW) from within WorkExpo.

Please note the following points:

1. You can only send one email at a time for an individual student.
2. You can send via Outlook, GMail or a remote mail server e.g. Bigpond.
3. If you send using Microsoft Outlook then before sending you can preview and edit the message.
4. You can set email preferences and setting from the OPTIONS / MISC tab or directly from Print Preview window.
5. The employer the email is to be sent to is displayed at the top of the Email Settings dialog when in Print Preview.
6. Only the Arrangement forms can be emailed. However, all other WorkExpo documents and lists can be saved in PDF format.
7. If an employer has an additional email address for a postal contact, then the email is sent to the postal contact and cc'd to the other.
8. Emails can only be sent in text format.

To send a copy of the Arrangement form attached as a PDF document to an email follow these steps:

Select an individual student from the list in the Print Wizard - Individual Student and click NEXT.

**WorkExpo Print Wizard**

**Individual Student**

Select a student then click Next >. Type the first letter of the name to find. [Sample College](#)

[Show list options...](#)

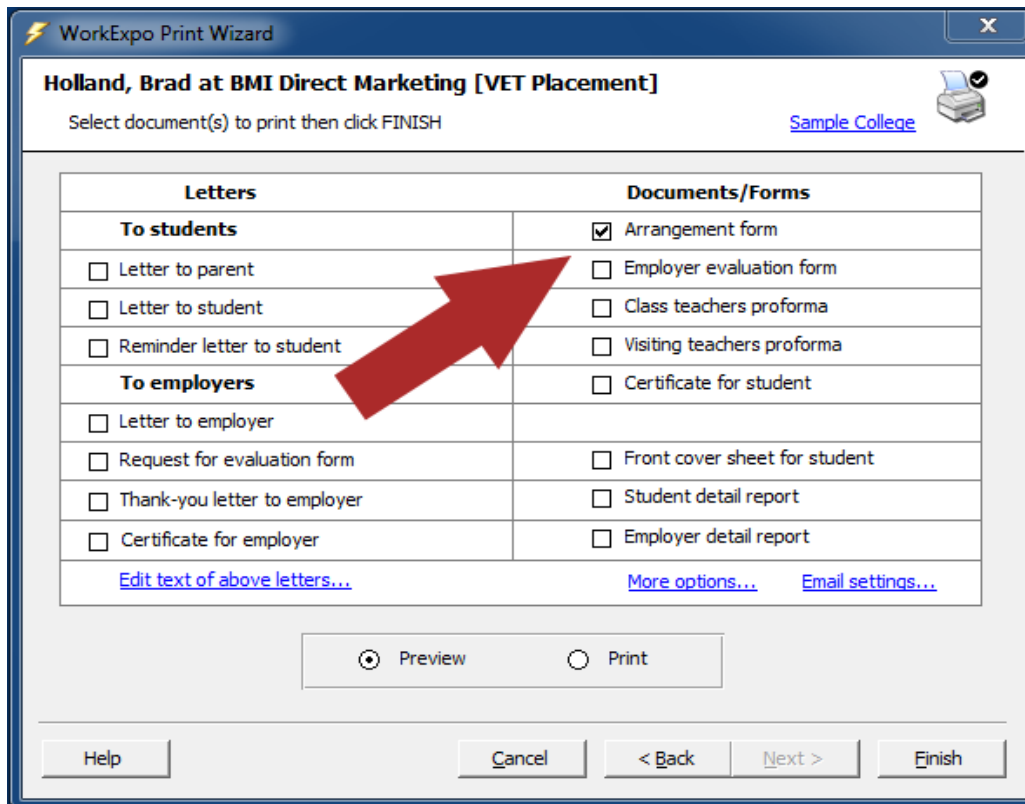
Student	Employer
Allen, Katet	-----no arrangement-----
<b>Bambra, Hailey</b>	<b>A1 Pilot Training</b>
Carr, Jenny	A1 Pilot Training
Carr, Jenny	Info Systems Technology Ltd
Haberman, Paul	-----no arrangement-----
Harvey, Sandra	Magistrates Law Court
Harvey, Sandra	Bunnings (Clayton)
Hinch, Melissa	-----no arrangement-----
Holland, Brad	BMI Direct Marketing
Jones, Kylie	Horace Rumpole
Karomboulas, Theo	Yamaha Motorcycles
Karomboulas, Theo	Quick Couriers
McKay, Jamie	Travis University
Mowbay, Kevin	Bunnings (Ringwood)
Partridge, Joel	-----no arrangement-----
Pepper, Jane	The Fixture Newspaper
Pepper, Jane	A1 Pilot Training
Pepper, Jane	Quick Couriers
Rathbone, Sue	-----no arrangement-----
Tan, David	Sports Medicine Centre

Buttons: Help, Cancel, < Back, Next >, Finish

It is important that you select an individual student for email. You cannot select groups of students for email.



Choose the Arrangement form option for the currently selected student.



**WorkExpo Print Wizard**

**Holland, Brad at BMI Direct Marketing [VET Placement]**

Select document(s) to print then click FINISH

[Sample College](#)

Letters	Documents/Forms
<b>To students</b>	<input checked="" type="checkbox"/> Arrangement form
<input type="checkbox"/> Letter to parent	<input type="checkbox"/> Employer evaluation form
<input type="checkbox"/> Letter to student	<input type="checkbox"/> Class teachers proforma
<input type="checkbox"/> Reminder letter to student	<input type="checkbox"/> Visiting teachers proforma
<b>To employers</b>	<input type="checkbox"/> Certificate for student
<input type="checkbox"/> Letter to employer	<input type="checkbox"/> Front cover sheet for student
<input type="checkbox"/> Request for evaluation form	<input type="checkbox"/> Student detail report
<input type="checkbox"/> Thank-you letter to employer	<input type="checkbox"/> Employer detail report
<input type="checkbox"/> Certificate for employer	

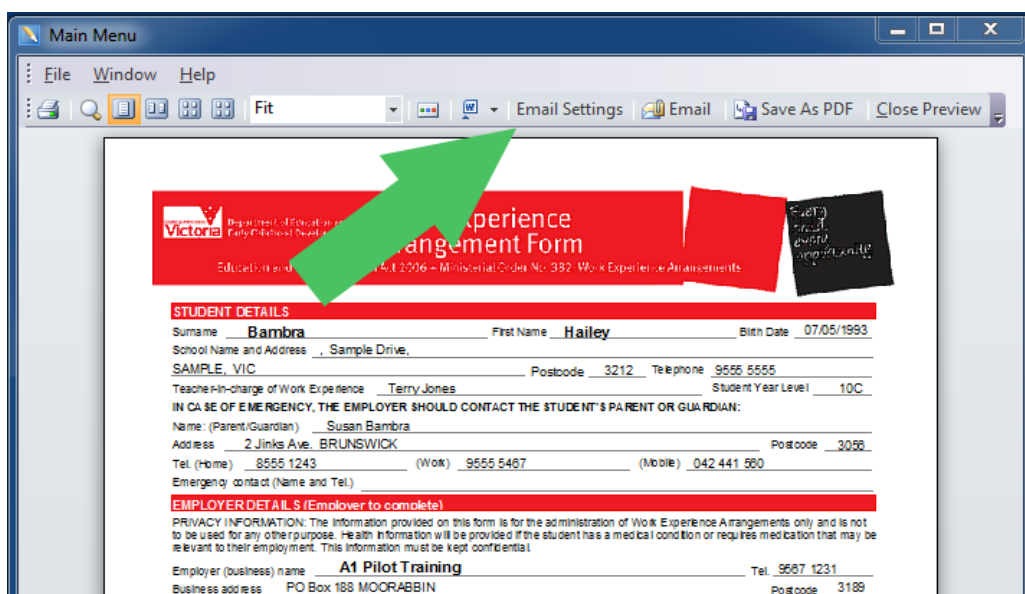
[Edit text of above letters...](#) [More options...](#) [Email settings...](#)

☒ Preview ☐ Print

[Help](#) [Cancel](#) [Back](#) [Next](#) [Finish](#)

and select **PREVIEW** then click **FINISH**

The document displays in print preview mode. You will notice the email options on the toolbar. Before you can send emails for the first time you will need to check your email settings. Click **Email Settings** on the toolbar.



**Main Menu**

File Window Help

Fit Email Settings Email Save As PDF Close Preview

**Work Experience Arrangement Form**

Education and Training Victoria

STUDENT DETAILS

Surname Bambra First Name Hailey Birth Date 07/05/1993

School Name and Address Sample Drive,

SAMPLE, VIC Postcode 3212 Telephone 9555 5555

Teacher-in-charge of Work Experience Terry Jones Student Year Level 10C

IN CASE OF EMERGENCY, THE EMPLOYER SHOULD CONTACT THE STUDENT'S PARENT OR GUARDIAN:

Name: (Parent/Guardian) Susan Bambra

Address 2 Jinks Ave. BRUNSWICK Postcode 3056

Tel. (Home) 8555 1243 (Work) 9555 5487 (Mobile) 042 441 580

Emergency contact (Name and Tel.)

EMPLOYER DETAILS (Employer to complete)

PRIVACY INFORMATION: The information provided on this form is for the administration of Work Experience Arrangements only and is not to be used for any other purpose. Health information will be provided if the student has a medical condition or requires medication that may be relevant to their employment. This information must be kept confidential.

Employer (business) name A1 Pilot Training Tel. 9667 1231

Business address PO Box 188 MOORABBIN Postcode 3189

The Email settings dialog is displayed.

Name:	Susan Smith	SMPT Server:	
Title:	Work Experience Co-ordinator	SMPT Username:	
Email:	susanj@anywhere.com.au	SMPT Password:	Port: 25
Email Mode:	Outlook	GMail Address:	
Use Outlook Signature:	No	GMail Username:	
Outlook Signature Name:		GMail Password:	
Default Subject:			
Default Body:		Display Outlook Email Before Sending <input checked="" type="checkbox"/>	

You will need to configure your preferences for emailing here but you will only need to do this once.

Your name and title as the logged-in user will be displayed. Note that you can only send emails as the logged-in user and not as the **Main Contact** for the school. This is due to password security issues.

Here are the settings you can configure:

**Email Mode:** Select the method or mode by which email messages will be sent from your machine. Select either 'Outlook', 'GMail' or 'Remote Server'. If you select Outlook then your Outlook email client will handle most of the work and you will be able to preview the email before sending by checking the '*Display Outlook Email Before Sending*' option. You cannot add, edit nor delete entries in this list. These are the only options for email servers in WorkExpo.

**Use Outlook Signature:** In Microsoft Outlook you can store your signature text to append at the end of emails. Select YES and enter the name of your Outlook signature to add to the end of all emails sent.

**Use Outlook Name:** The name of your Outlook signature. Select from the drop-down box or leave blank. You should not enter free-form text here. If you want to add a signature do that in Microsoft Outlook first.

**Default Subject:** The default subject of your email message. If you leave this blank WorkExpo will automatically create a header containing the Arrangement type, the name of the student and the dates. e.g 'Work Experience - Joe Bloggs - 12/12/2013 - 22/12/2013'. Alternatively, if you enter your *own* default subject header, WorkExpo will not create a header.

**Default Body:** The default body text of your email message. If you leave this blank WorkExpo will use your default '*Letter To Employer*' boilerplate text depending on the Arrangement type for the current student. If you enter your own default body text, WorkExpo will not create body text.

**SMTP Server:** The name of the SMTP server to use if you have chosen 'Remote Server' as the email mode. e.g. *mail.bigpond.com*

**SMTP User-name:** The name of your existing account on the SMTP server. If you do not have an existing account, then use a different email mode or save the document to PDF format and email manually.

**SMTP Password:** The name of your existing password on the SMTP server.

**GMail Address:** The name of your existing Gmail email address, e.g. [JoeBloggs@gmail.com](mailto:JoeBloggs@gmail.com)

**GMail user-name:** The name of your existing Gmail user-name, usually your Gmail email address name portion, e.g. JoeBloggs

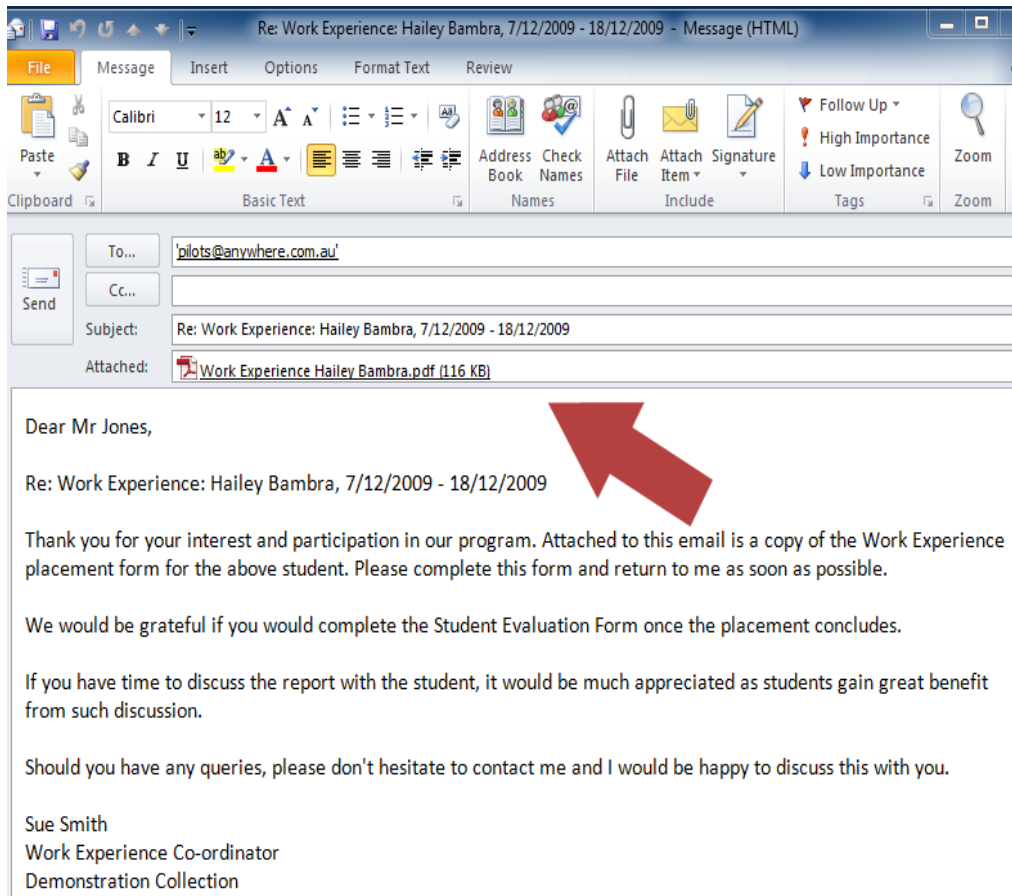
**Gmail Password:** The name of your existing password on Gmail.



Note that you can see the **SEND TO** email address in the **TO:** box just below your name in the dialog box header.

The screenshot shows the 'Work Experience Arrangement Form' from the Department of Education and Early Childhood Development, Victoria. The form is titled 'STUDENT DETAILS' and contains fields for Surname (Bambra), First Name (Hailey), Birth Date (07/05/1993), School Name (SAMPLE, VIC), Teacher-in-charge, and contact information. A confirmation dialog box titled 'Email Form' is overlaid on the form, asking 'Email the Arrangement form for Hailey Bambra to A1 Pilot Training now?' with 'Yes' and 'No' buttons. The form also includes an 'EMPLOYER DETAILS' section with fields for Employer (business), Business address (PO Box 188 MOORABBIN), Postcode (3189), Type of Industry (Transport and Storage), Primary activity at workplace (Motor Mechanic), Student's work location address (124 Charman Rd. Hanger B4 MOORABBIN), Postcode (3189), Workplace contact person (Sue van Dyke), Supervisor (Darren Hillier (Aircraft Maintenance)), and Activities the pupil will undertake (Meet, greet and direct clients).

Click to confirm send. If you have checked 'Display before sending' then you can preview the email.



Re: Work Experience: Hailey Bamba, 7/12/2009 - 18/12/2009 - Message (HTML)

File Message Insert Options Format Text Review

Calibri 12 A A

Paste B I U A

Clipboard Basic Text

Address Book Check Names Attach File Attach Item Signature

Follow Up High Importance Low Importance Tags Zoom

To... pilots@anywhere.com.au

Cc...

Subject: Re: Work Experience: Hailey Bamba, 7/12/2009 - 18/12/2009

Attached: Work Experience Hailey Bamba.pdf (116 KB)

Dear Mr Jones,

Re: Work Experience: Hailey Bamba, 7/12/2009 - 18/12/2009

Thank you for your interest and participation in our program. Attached to this email is a copy of the Work Experience placement form for the above student. Please complete this form and return to me as soon as possible.

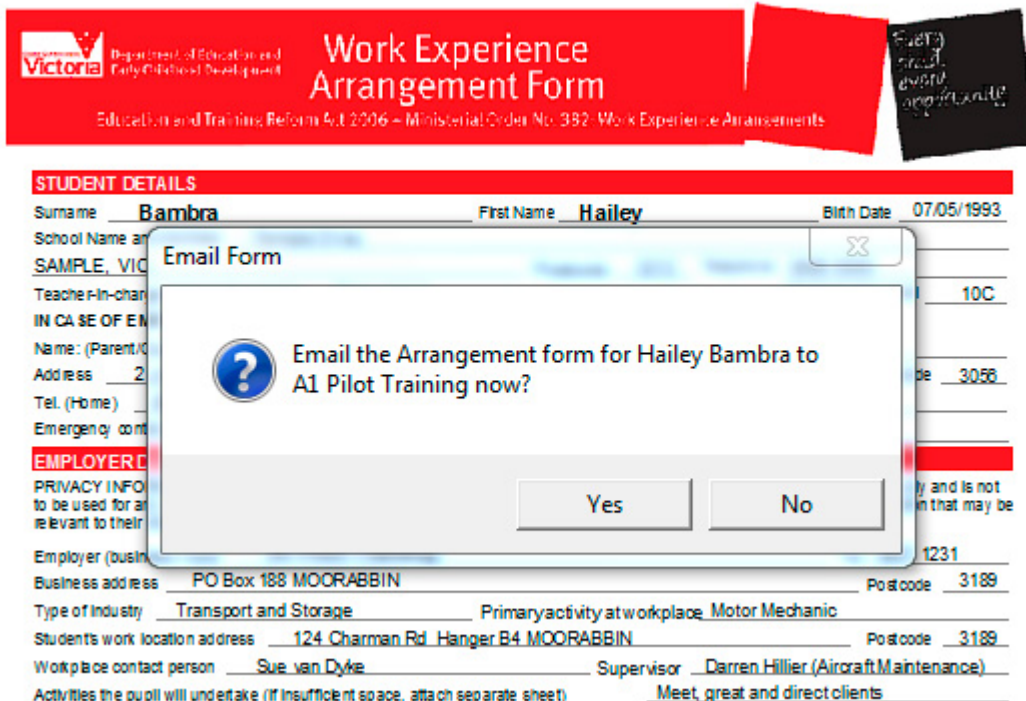
We would be grateful if you would complete the Student Evaluation Form once the placement concludes.

If you have time to discuss the report with the student, it would be much appreciated as students gain great benefit from such discussion.

Should you have any queries, please don't hesitate to contact me and I would be happy to discuss this with you.

Sue Smith  
Work Experience Co-ordinator  
Demonstration Collection

Click **SEND**



Victoria Department of Education and Early Childhood Development

Work Experience Arrangement Form

Education and Training Reform Act 2006 - Ministerial Order No. 382 - Work Experience Arrangements

STUDENT DETAILS

Surname **Bamba** First Name **Hailey** Birth Date **07/05/1993**

School Name and Address **SAMPLE, VIC**

Teacher-in-charge **10C**

IN CASE OF EMERGENCY

Name: (Parent/Guardian) **3058**

Address **1231**

Tel. (Home) **3189**

Emergency contact **3189**

EMPLOYER DETAILS

Employer (business name) **PO Box 188 MOORABBIN** Postcode **3189**

Business address **PO Box 188 MOORABBIN** Postcode **3189**

Type of Industry **Transport and Storage** Primary activity at workplace **Motor Mechanic**

Student's work location address **124 Charman Rd Hanger B4 MOORABBIN** Postcode **3189**

Workplace contact person **Sue van Dyke** Supervisor **Darren Hillier (Aircraft Maintenance)**

Activities the pupil will undertake (if insufficient space, attach separate sheet) **Meet, greet and direct clients**

Privacy Notice: This form is to be used for the purpose of arranging work experience for the student named above and is not to be used for any other purpose.

Email Form

Email the Arrangement form for Hailey Bamba to A1 Pilot Training now?

Yes No

Only the Arrangement form, the SWPL form and the NSW Placement form can be emailed in this way.

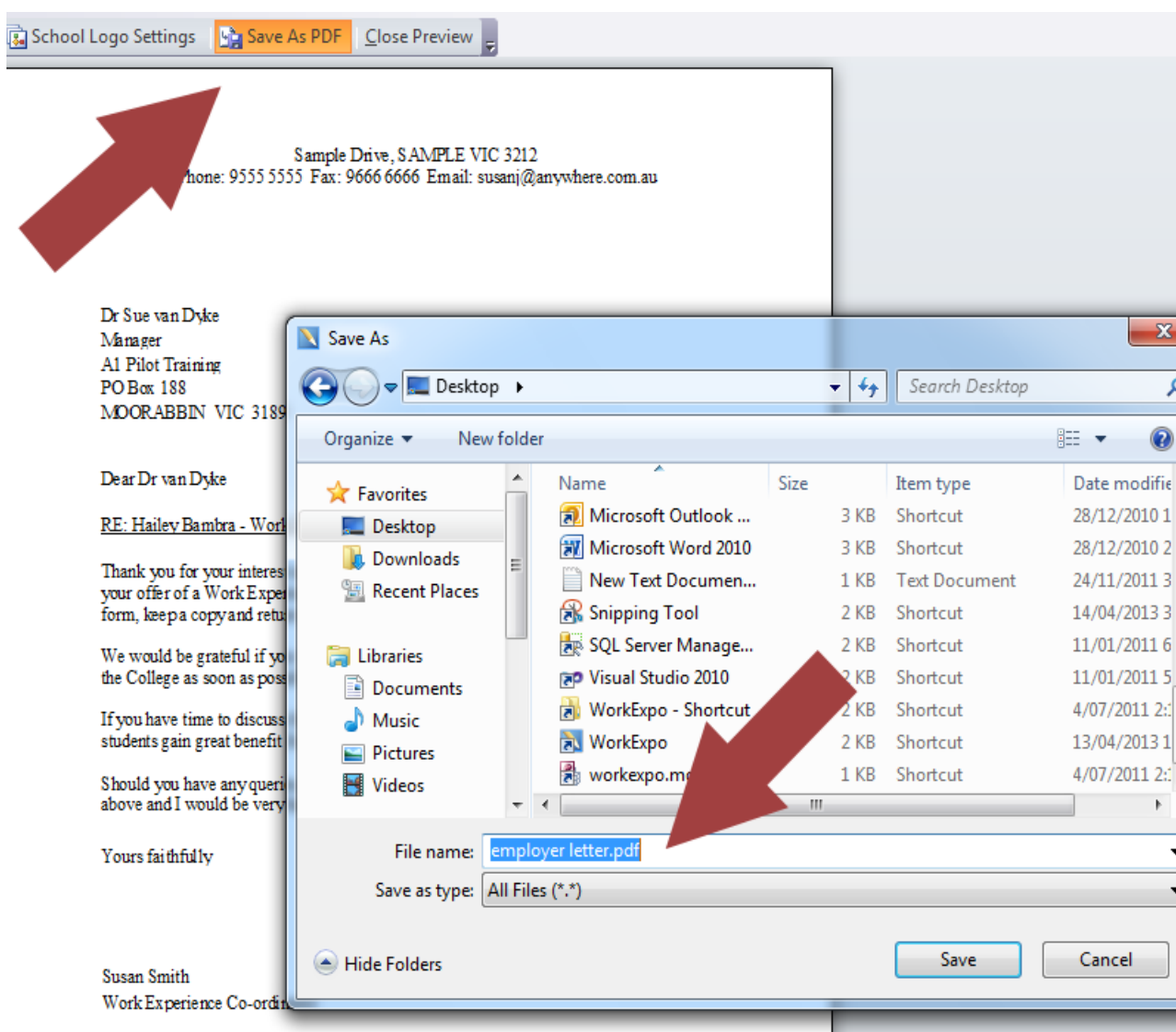
## Save As PDF

You can save any document in WorkExpo to PDF format including multiple document runs e.g. all current letters to employers.

Please note the following points:

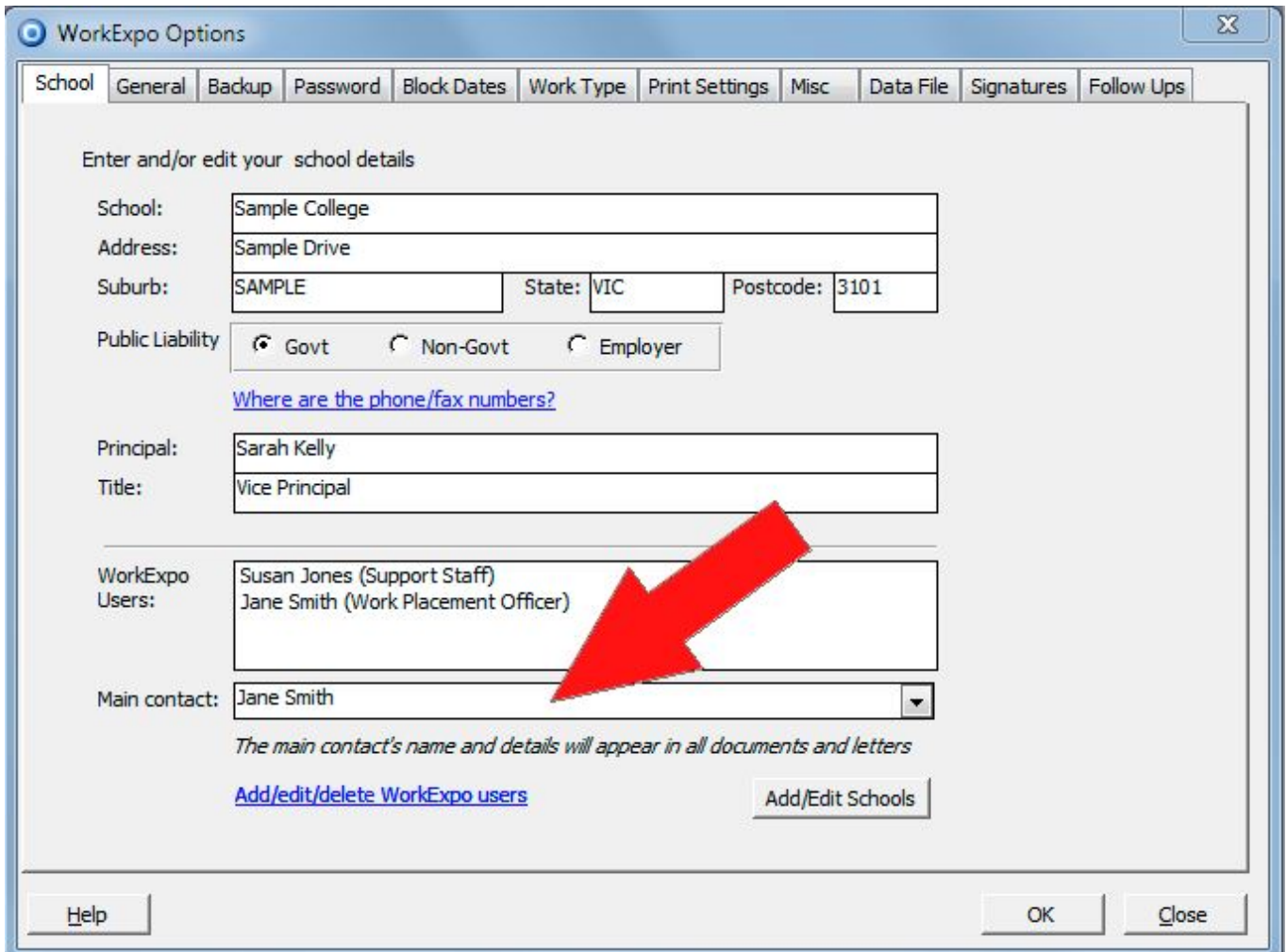
1. You must print preview the document before saving it.
2. Click the 'Save As PDF' button on the print preview toolbar.
3. Documents are saved to a single PDF file including merge documents containing document for several students.
4. You can save reports, lists, forms, certificates and letters. In fact you can save anything that displays in print preview.
5. When you click 'Save As PDF' a browse box is displayed so you can specify the path and name of the PDF output.
6. You do not need to add the PDF file extension but can if you wish.
7. This feature is not available if you are running versions of Microsoft Office 2003 or earlier.

Select 'Save As PDF' from the print preview toolbar.



## Main School Contact

If your school has more than one WorkExpo user, you can nominate a 'Main user' or 'School contact'. This person's name appears on all documents:



The screenshot shows the 'WorkExpo Options' dialog box with the 'School' tab selected. The dialog contains several input fields for school details, a section for public liability, a section for principal details, a list of WorkExpo users, and a 'Main contact' dropdown menu. A large red arrow points to the 'Main contact' dropdown menu, which currently shows 'Jane Smith'. Below the dropdown, there is a note: 'The main contact's name and details will appear in all documents and letters'. At the bottom of the dialog, there are buttons for 'Help', 'OK', and 'Close'.

WorkExpo Options

School General Backup Password Block Dates Work Type Print Settings Misc Data File Signatures Follow Ups

Enter and/or edit your school details

School: Sample College

Address: Sample Drive

Suburb: SAMPLE State: VIC Postcode: 3101

Public Liability ☒ Govt ☐ Non-Govt ☐ Employer

[Where are the phone/fax numbers?](#)

Principal: Sarah Kelly

Title: Vice Principal

WorkExpo Users: Susan Jones (Support Staff)  
Jane Smith (Work Placement Officer)

Main contact: Jane Smith

*The main contact's name and details will appear in all documents and letters*

[Add/edit/delete WorkExpo users](#) [Add/Edit Schools](#)

Help OK Close

This allows you to log into WorkExpo under your own name and title, yet print documents bearing the name and contact details of another nominated member of staff i.e. the Main contact at the school or college.

For example, in the above sample dialog box, Susan Jones is logged into WorkExpo but all documents will show *Jane Smith's* name. This may be useful if you have a multi-user licence for use with WorkExpo and you need to nominate one contact person at the school, despite several staff using WorkExpo.


To do this, from the Main Menu, click **OPTIONS / SCHOOL DETAILS** and select the **Main contact** from the drop down list of current WorkExpo users.



## Google Maps


You can choose to show Google maps for a current employer in WorkExpo. You can do this from the Employers screen or the Arrangements screen.



Click the Google Maps icon to display a map of the current employer.

BMI Direct Marketing RINGWOOD					
Main	Details	Postal *	Work Types (3)	Supervisors (2)	User Defined
Employer:	BMI Direct Marketing			Non-profit employer: <input checked="" type="checkbox"/>	
First Name:	Maria	Last Name:	Gray	Mrs <input type="text"/>	
Title:	Personnel Officer <input type="text"/>	Placements offered: 1 <input type="text"/>			
Address:	 202 Heathmont Road				
Suburb:	RINGWOOD <input type="text"/>	State:	VIC	Postcode: 3134	
Work Type:	Administrative <input type="text"/>	ABN: 35 556 667 253			
Phone:	9768 1211	Fax: 9867 1234			
Mobile:	018 234 678	Email: <a href="mailto:mariaq@wemba.com.au">mariaq@wemba.com.au</a>			
Note:	<a href="#">Insert time/date</a>				
Fictitious employer record - please delete					

Click the above icon next to the Employer address and WorkExpo will find the address on **GOOGLE MAPS** and open a web browser to show the map.

In Google Maps you can print the map if necessary.

BMI Direct Marketing RINGWOOD					
Main	Details	Postal *	Work Types (3)	Supervisors (2)	User Defined
Employer:	BMI Direct Marketing			Non-profit	
First Name:	Maria	Last Name:	Gray		
Title:	Personnel Officer		Placements offered: 1		
Address:	 202 Heathmont Road				
Suburb:	RINGWOOD		State:	VIC	
Work Type:	Administrative		ABN:	35 556 667 253	
Phone:	9768 121		Fax:	9867 1234	
Mobile:	018 234 678		Email:	<a href="mailto:mariaq@wemba.com.au">mariaq@wemba.com.au</a>	
Note:	<a href="#">Insert time/date</a> Fictitious employer record - please delete				

The Google Map icon is available in WorkExpo adjacent to address fields. Click the icon to view the map of the address in a web browser.



## Safe At Work

A new addition to the Safe At Work feature is the new data grid in WorkExpo 12. The new grid shows both **GENERAL** and **INDUSTRY SPECIFIC** modules for students.

In the **ARRANGEMENTS** window on the **SAFE AT WORK** tab click the following link to see the information in a pop-up window:

*View Industry AND General Module - Students With Placements*

This feature allows you to generate a report that lists students and their specific module as per their placements and whether or not they have completed the required module(s). This information can be printed or exported to Microsoft Excel.

**Jane Pepper at The Fixture Newspaper (Rowville)**  
**Sample College**

Main Details **Safe@Work** Risks

**General Module** [View All](#)

Completed	<input checked="" type="checkbox"/>
Date completed	16/01/2013
Note	

**Industry Module** [View All](#)

Module	Office and Business Services
Completed	<input checked="" type="checkbox"/>
Date completed	05/05/2013
Note	

[View Industry AND General Module - Students With Placements](#)

[View General Module - ALL students](#)

[View Industry Module - ALL students](#)

[Safe@Work Website](#)

Help Options Map Work Types Batch Wizard

The grid is displayed. You can see a list of all students with placements, the module they need to complete and whether or not they have completed it. In addition you can see whether they have undertaken the General module. The

# What's New In WorkExpo 12

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Safe At Work feature has been rewritten in this version of WorkExpo to work more efficiently.

Safe@Work - General AND Industry Modules for students with placements												
Student	Year	HG	Employer	Work Type	Industry Module	Mod Date	Mod Year	Gen Mod	Gen Date	Gen Year	Status	Start
Hailey Bambara	10C	GRA	A1 Pilot Training	Motor Mechanic	Automotive	09/04/2013	2013	General	17/01/2013	2013	Active	09/12
Jenny Carr	10B	BLU	Info Systems Technology Ltd	Computers	Automotive	17/01/2013	2013	General	21/02/2013	2013	Active	09/12
Jenny Carr	10B	BLU	A1 Pilot Training	Aircraft Maintenance	Building and Construction	02/05/2013	2013	General	21/02/2013	2013	Active	16/12
Sandra Harvey	09C	GRA	Bunnings (Clayton)	Administration	Office and Business Services			General	21/03/2012	2012	Active	16/12
Sandra Harvey	09C	GRA	Magistrates Law Court	Medical Clerical	Health and Community Services			General	21/03/2012	2012	Active	09/12
Brad Holland	10A	RED	BMI Direct Marketing	Administration	Office and Business Services			General	21/03/2012	2012	Active	09/12
Kylie Jones	09A	RED	Horace Rumpole	Legal Office	Health and Community Services	17/01/2013	2013	General	21/03/2012	2012	Active	09/12
Kylie Jones	09A	RED	Horace Rumpole	Legal Office	Health and Community Services	06/05/2013	2013	General	21/03/2012	2012	Active	09/12
Theo Karomboulas	09C	GRA	Quick Couriers	Bicycle Maintenance	Retail						Active	16/12
Theo Karomboulas	09C	GRA	Yamaha Motorcycles	Motor Mechanic	Office and Business Services						Active	09/12
Jamie McKay	10B	BLU	Travis University	Engineering	Manufacturing			General	21/01/2013	2013	Active	09/12
Kevin Mowbay	10A	RED	Bunnings (Ringwood)	Hairdressing	Retail			General	16/01/2013	2013	Active	09/12
Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business Services	17/01/2013	2013	General	16/01/2013	2013	Active	16/12
Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business Services	08/04/2013	2013	General	16/01/2013	2013	Active	16/12
Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business Services	05/05/2013	2013	General	16/01/2013	2013	Active	16/12
Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business Services	17/01/2013	2013	General	16/01/2013	2013	Active	09/12
Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business Services	08/04/2013	2013	General	16/01/2013	2013	Active	09/12
Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business Services	05/05/2013	2013	General	16/01/2013	2013	Active	09/12
Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business Services	17/01/2013	2013	General	16/01/2013	2013	Active	16/09
Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business Services	08/04/2013	2013	General	16/01/2013	2013	Active	16/09
Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business Services	05/05/2013	2013	General	16/01/2013	2013	Active	16/09
David Tan	10B	BLU	Sports Medicine Centre	Tennis Coach	Office and Business Services			General	21/03/2012	2012	Active	09/12

This report may be printed or exported to Microsoft Excel.

Safe@Work - General AND Industry Modules for students with placements						
	Student	Year	HG	Employer	Work Type	Industry
▶	Hailey Bamba	10C	GRA	A1 Pilot Training	Motor Mechanic	Automotive
	Jenny Carr	10B	BLU	Info Systems Technology Ltd	Computer	Automotive
	Jenny Carr	10B	BLU	A1 Pilot Training	Aircraft	Building and Construction
	Sandra Harvey	09C	GRA	Bunnings (Clayton)	Administration	Office and Business
	Sandra Harvey	09C	GRA	Magistrates Law Court	Medical Clerical	Health and Community
	Brad Holland	10A	RED	BMI Direct Marketing	Administration	Office and Business
	Kylie Jones	09A	RED	Horace Rumpole	Legal Office	Health and Community
	Kylie Jones	09A	RED	Horace Rumpole	Legal Office	Health and Community
	Theo Karomboulas	09C	GRA	Quick Couriers	Bicycle Maintenance	Retail
	Theo Karomboulas	09C	GRA	Yamaha Motorcycles	Motor Mechanic	Office and Business
	Jamie McKay	10B	BLU	Travis University	Engineering	Manufacturing
	Kevin Mowbay	10A	RED	Bunnings (Ringwood)	Hairdressing	Retail
	Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business
	Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business
	Jane Pepper	10C	GRA	The Fixture Newspaper	Journalism	Office and Business
	Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business
	Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business
	Jane Pepper	10C	GRA	A1 Pilot Training	Administration	Office and Business
	Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business
	Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business
	Jane Pepper	10C	GRA	Quick Couriers	Administration	Office and Business
	David Tan	10B	BLU	Sports Medicine Centre	Tennis Coach	Office and Business

All grids can be filtered by right-clicking and choosing '*Filter By Selection*' from the shortcut menu. Any filters applied in this way will also be maintained when exporting to Excel.

## Major updates

The following are major changes in WorkExpo Version 12. In addition to this list there are also **minor enhancements**.

**Microsoft Office 64 bit:** All versions of Microsoft Office are now supported including Office 64 bit.

**Email Arrangement form:** The Arrangements forms in WorkExpo can now be sent to an employer as an attachment at the click of a button.

**Save To PDF:** Save any WorkExpo document to PDF format in a folder of your choice. Preview the document and click **'SAVE AS PDF'**.

**WorkExpo Main Contact:** Nominate a single central school contact person within WorkExpo and all documents, letters and lists will have the main contact's details.

**Google Maps:** All addresses in WorkExpo, including Employer addresses can be viewed on Google maps.

**Employer History:** In previous versions of WorkExpo the history was only available if you had used the Archive wizard to archive records. In WorkExpo 12 you can use file-based archiving and the history will not be lost as it was in previous versions. File-based archiving is the preferred method of archiving. To enable this feature you need to store archived data file under the WorkExpo folder in a sub-folder called 'Archive'. WorkExpo will read the records of these archived files and updated the Employer History in the current database.

**Safe At Work (Victoria Only):** Safe At Work General and Industry modules can be viewed together for students with placements. This means you see at a glance which modules a student has completed and what needs to be completed. Optionally, export this to Excel. In addition, while there are no changes in the user interface, the Safe At Work functionality has been re-written behind the scenes to work more efficiently. The quirks are now gone.

**Student Details Grid:** In previous versions of WorkExpo you have been able to view a 'more detailed list'. This same feature is now also available for students. View the grid, with or without placement information, print the grid or export the grid to Excel.

**Student Export:** Student email and mobile phone fields are included when exporting to Excel.

**Cobweb Display:** When opening an old WorkExpo archive data file, a cobweb appears on the Main Menu as a reminder that you're looking at archived data.

**CASES Import problem fixed:** WorkExpo now ignores the hidden column **ROW1** when importing a spreadsheet generated by CASES.

**Postcodes and Holidays:** These have updated for the latest version.

**Unnecessary security warnings:** You can now Trust WorkExpo to remove any unnecessary security warnings. In Options / Misc tab, click the **'Trust WorkExpo'** button.

**New fields:** The employer's ABN number can be stored and a new field 'Hours' is available in the Arrangements window.

**Tracking List Export to Excel:** You can now export the tracking list to Excel.

**Students Without Arrangements:** You can now export a list of Students without arrangements to Excel.

**Reminder Letters Batch Print:** The reminder letters to students can now be batch printed from the Print wizard.



## Minor enhancements

The following are minor changes in WorkExpo Version 12. In addition to this list there are several small bug fixes and **major updates**.

**New Field:** Employer ABN. This appears on the Main screen in the Employers window. The field is optional. Included with export to Excel.

**New Field:** Total hours. This appears on the Main screen in the Arrangements window. The field is optional. WorkExpo does not calculate the total hours. Included with export to Excel.

**Asterisks removed:** Asterisks are now replaced by actual value e.g. instead of Katie Allen (\*) WorkExpo now displays Katie Allen (VCAL).

**Tracking List Exportable:** The tracking list in the Students screen is now able to be exported to Excel for ad-hoc reporting.

**Quick Print Menu Facelift:** In Placements screen, the Quick Print pop up now has the same options available as in the Print Wizard Individual Student section.

**Employer History:** In previous versions of WorkExpo the history was only available if you had used the Archive wizard to archive records. In WorkExpo 12 you can use file-based archiving and the history will not be lost as it was in previous versions. File-based archiving is the preferred method of archiving. To enable this feature you need to store archived data file under the WorkExpo folder in a sub-folder called 'Archive'. WorkExpo will read the records of these archived files and updated the Employer History in the current database.

**Safe At Work (Victoria Only):** While there are no changes in the user interface, the Safe At Work functionality has been re-written behind the scenes to work more efficiently. If you have experienced problems with this feature in the past then you will be pleased to see that the quirks are now gone.

**Employer Export:** Employer email and mobile phone fields are included when exporting to Excel.

**Student Export:** Student email and mobile phone fields are included when exporting to Excel.

**Cobweb Display:** When opening an old WorkExpo archive data file, a cobweb appears on the Main Menu as a reminder that you're looking at archived data.

**CASES Import problem fixed:** WorkExpo now ignores the hidden column **ROW1** when importing a spreadsheet generated by CASES.

**Postcodes and Holidays:** These have updated for the latest version.

**Unnecessary security warnings:** You can now Trust WorkExpo to remove any unnecessary security warnings. In Options / Misc tab, click the '**Trust WorkExpo**' button.

**Data File Path:** The data file path now displays on the Main Menu.

**Archives to Excel:** You can now export the archives to Excel.

**Students Without Arrangements:** You can now export a list of Students without arrangements to Excel.

**More Secure Backups:** When the WorkExpo data file is backup up an additional second copy is stored in the APPDATA folder for added security.

## Software Support

### Standard single-user support

Every single-user licensed WorkExpo user is entitled to :

- 12 months phone/email based product support.
- Unlimited access to the on-line support materials available on the Info Plan Software web site.
- Critical bug fix updates for the version of software purchased.
- Telephone support for the registered single-user of WorkExpo.

### Network/Multi-User Support (2 or 5 users).

Every licensed multi-user level user of WorkExpo is entitled to :

- Unlimited email based support for the duration of the multi-user license.
- Unlimited access to the on-line support materials available on the Info Plan Software web site.
- Critical bug fix updates for the duration of the subscription license.
- Telephone support for each member of the multi-license agreement.

### Refund Policy

The refund policy is fully detailed in the **End User License Agreement** section. The following is a summary:

- Users must agree to the end-user-licence agreement before installing the software
- An evaluation version of the software is provided upon request to allow users to evaluate the software
- Users should fully evaluate the software **before** purchasing
- The software is provided "as is". No guarantees or warranties are provided
- Info Plan Software does not provide refunds once software has been purchased

### Submitting Suggestions and Reporting Issues

If you wish to make a suggestion or report an issue you have discovered using WorkExpo, you can do so on-line or by phone.

Alternatively, you can email Info Plan Software support at [support@infoplan.com.au](mailto:support@infoplan.com.au)

The amount of information you can provide us with about the nature of a problem you are having will directly affect our ability to resolve it.

The more information you can provide about your environment, the steps to reproduce and any other relevant information the better!

### Obtaining WorkExpo Product Updates and Patches

You can download any updates available to you directly from the Info Plan Software web site at :

<http://www.infoplan.com.au/workexpo>

## Technical Notes

### Notes for IT Staff

### Info Plan Software's

### WorkExpo - Work Experience Database

Summary: This article provides background notes for IT administrators in schools and colleges and describes the issues that IT managers should consider when installing and configuring the WorkExpo database. Note that a multi-user licence is required to configure WorkExpo for multi-use.

Introduction

System Requirements

File Structure

Installation Options

Manual Installation

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## Introduction

WorkExpo is a file based Microsoft Access database application. There are two front-end files and one back-end database.

1. *workexpo.mde* (Program file / Front-end. This is the file that the desktop shortcut icon links to.)
2. *data.mdb* The back-end database containing **all** data for WorkExpo, including student, employer and placement records.
3. *employers.mdb* - **Optional**. A read-only front-end interface to browse employer records – this file is copied to the WorkExpo folder but there is no shortcut by default. Users can turn on this feature from within the program.

## System Requirements

1 GB RAM minimum

85 MB disk space (150 MB while installing)

Windows XP, VISTA, Windows 7 (32 or 64 bit), Windows 8 (32 or 64 bit)

Microsoft Office (32 bit or 64 bit) including Microsoft Access, Microsoft Word and Microsoft Excel (Minimum Office version 2003)

Screen resolution minimum 1024 x 768

## File Structure

1. WorkExpo has a single back-end data file and a single front-end file. The front-end is *workexpo.mde* The back-end file is *data.mdb*  
These files could both be renamed but it is recommended they are not.
2. These two files comprise the central core components of WorkExpo. A desktop icon is created when installing the program which points to *workexpo.mde*.  
The default installation path is: *c:\program files\workexpo\*
3. There is an additional, optional front-end file *employers.mdb* (which does not contain any data). This is a read-

only user-interface for searching employer records. You may create a shortcut to this file if staff require access to read-only employer information. This shortcut can also be created from within WorkExpo clicking a button in **OPTIONS / MISC**

A desktop shortcut for browsing read-only employer records is created.

4. The file *employers.mdb* is found in the default install path: *c:\program files\workexpo\employers.mdb*

## Installation Options (Installing a fresh copy of WorkExpo)

You have two options when installing WorkExpo. Install WorkExpo using *setup* or install WorkExpo manually. *Setup* will detect the **last run** version of Microsoft Access on the machine. If the machine does **not** have a copy of Microsoft Access installed then setup will show a message then close. Office versions 2003, 2007, 2010 and 2013 are supported.

1. Start Windows
2. Insert WorkExpo CD
3. Run Setup
4. It is recommended that you install to the default path *c:\program files\workexpo*

## Installation Options (Installing an upgrade to an existing installation of WorkExpo)

When installing an upgrade to an existing installation you do **not** need to uninstall the previous installation. The same disk used for installing a fresh copy of WorkExpo will also upgrade an existing installation. This will work if the previous version is 9, 10 or 11 of WorkExpo. Versions of WorkExpo earlier than 9 cannot be upgraded.

To install an upgrade to an existing WorkExpo installation:

2. Start Windows
3. Insert WorkExpo CD
4. Run setup
5. WorkExpo will detect the install path of the previous version and install an upgrade in the same path, by default: *c:\program files\workexpo*
6. Upgrading WorkExpo will **not** overwrite existing data but it's always a good idea to back-up before you begin.

## Manual Installation

WorkExpo can be installed or upgraded manually by copying files from the CD to the workstation. To set up WorkExpo manually follow these steps:

**IMPORTANT :** Do **\*NOT\*** overwrite the data file – *data.mdb* if found. All other files can be overwritten whether installing a fresh copy or upgrading an existing installation.

1. Create a folder *c:\program files\workexpo* - (workexpo destination folder), if it does not exist.
2. Copy all files in the **COMMON** folder on this CD into destination folder.
3. Select the Access version which matches the user's installed version of Office by using the matching folder on the WorkExpo CD and copying these files into the destination folder.
4. Create a shortcut on the desktop pointing to *WorkExpo.mde* and change the desktop icon shortcut to "WorkExpo". Use *workexpo.ico* as the shortcut icon
5. If necessary, create a shortcut on the desktop pointing to *employers.mdb* (use the *employers.ico*) This is an optional user interface for students to browse employer records. Use this option only if students have access to



user's machine.

## Network Installation (Multiple user setup)

1. In the first instance it is recommended to install WorkExpo on a single user machine as a stand alone installation and test.
2. Move the master WorkExpo data file *data.mdb* from the single user machine to a shared folder on the network. (ALL WorkExpo users must have full **read/write/create/delete permissions** on the shared network folder)
3. Start WorkExpo on the user's machine and (if you have moved the data file) it will prompt for the location of the data file. Click browse and point to the new location of the data file on the network.
4. It is not recommended to leave a copy of the data file in the old location, although this is possible.
5. Alternatively from within WorkExpo you can choose FILE / OPEN to point to the shared network data file.

Further detail:

1. You can download the latest ISO image from the Downloads page of [Info Plan website](#). Use the ISO image to install a fresh copy of WorkExpo or upgrade an existing copy of WorkExpo.
2. There is no need to un-install older versions of WorkExpo. No serial number or unlock key is required.
3. WorkExpo 12 supports upgrading older WorkExpo versions 9, 10 or 11. Earlier versions are not supported.
4. It is recommended to accept all defaults during setup for best results.
5. Open and close WorkExpo a few times (at least 3 times) to make sure all is working properly and to properly set background system parameters in the Windows registry.
6. You should see 'Sample College' with 15 sample student records. It is important that WorkExpo is opened and closed at least three times.
7. Finally, you should use [Microsoft Access Trusted Locations](#) feature to trust the following path: c:\program files\workexpo (and all sub-folders) and also trust the path to the network folder.

## WorkExpo on a Mac computer

WorkExpo is a Microsoft Access database and will not run natively on a Mac. There are ways around this and there are a few schools successfully running WorkExpo on a Mac. Please be aware though that there are some disadvantages to running WorkExpo on a Mac.

1. Firstly, Mac machines require Windows software in parallel with a Mac OS. This involves installing additional software on your machine. (e.g. 'Parallels')
2. You will also need to install Microsoft Office (including Microsoft Access) before WorkExpo can be installed.
3. You may need to switch back and forth between the Mac interface and the Windows interface to run different programs.
4. A reasonably powerful computer is required. IT support is also required to set this up and maintain it.
5. Currently, there are no plans to re-write WorkExpo for Mac computers.

## WorkExpo ISO Image

1. You can download the WorkExpo ISO image from the [Info Plan website](#).
2. Either burn the ISO image to CD or install WorkExpo directly from the ISO image.
3. You can use the ISO image to install a fresh copy of WorkExpo or upgrade an existing copy of WorkExpo.
4. There is no need to un-install older versions of WorkExpo.
5. During setup accept all defaults for best results.

6. Open and close WorkExpo a few times (at least 3 times) to make sure all is working properly and to set background system parameters.
7. You should see 'Demonstration College' with 15 sample student records. It is important that WorkExpo is opened and closed at least three times.
8. Then close WorkExpo and copy the old WorkExpo data file (data.mdb) from the old machine to the new machine in *c:\program files\workexpo* if necessary
9. Please note that users must have full **read/write/create/delete permissions** on the WorkExpo folder *c:\program files\workexpo*
10. Finally, you should use Microsoft Access Trusted Locations feature to trust the following path: *c:\program files\workexpo* (and all sub-folders) and the path to the data file.

## Setting WorkExpo up on a new machine for an existing user

To set WorkExpo up on a new machine please follow these steps:

1. Install WorkExpo on the new machine and open and close it a few times, then copy (or point WorkExpo to) your old WorkExpo data file – *data.mdb*
2. Download the latest WorkExpo ISO image.
3. Either burn ISO image to CD or install WorkExpo directly from the ISO image.
4. During setup on the new machine accept all defaults for a worry free installation.
5. Open and close the new WorkExpo on the new machine a few times (at least 3 times) to make sure all is working and to set background system parameters. You should see 'Demonstration College' with 15 sample student records.
6. It is important that WorkExpo is opened and closed at least three times.
7. Close WorkExpo and either a) copy the old WorkExpo data file (data.mdb) from the old machine to the new machine in *c:\program files\workexpo* or b) If on a network then from WorkExpo's FILE / OPEN menu option, point WorkExpo to the old data file data.mdb on the network. Please note that the user must have **full read/write/create/delete** permissions on the network folder.

## Software Support

### Support for Windows 8 and Office 2013

#### **Microsoft Windows 8:**

Unlike previous versions of WorkExpo, version 12 is designed to install trouble-free on Windows 8. Security in Windows 8 is not an issue due to WorkExpo's digital signature confirming that the software is virus-free and from the company it purports to be. Vista opens the door for WorkExpo. Of course, WorkExpo will also continue to install on Windows 8. You can use the same WorkExpo CD to either install a fresh copy of WorkExpo or upgrade an existing copy.

#### **Office 2013:**

Microsoft radically redesigned the core Microsoft Office products with the release of Office 2010 and continued that approach with the recent release of Office 2013. Previous versions of WorkExpo did not function well under Office 2010. If you install an older version of WorkExpo with Office 2010 or 2013 it may at first appear to have installed correctly but there are several subtle issues that may cause problems. For example, the toolbars and menu-bars at the top of screen may disappear. The issues have been addressed in WorkExpo 12 which means you can concentrate on running your school-to-work program and not worrying about problems with the WorkExpo and Office.



WorkExpo Version 12 is compatible with Office 2010 or 2013 (32 or 64 bit)

## System Requirements

**Operating System:** WorkExpo is supported on any 32 or 64 bit Windows operating systems. Office 32 or 64 bit versions from 2007 are also supported by WorkExpo. Minimum Office version supported is Office 2003.

**Web Browser:** Internet Explorer, Firefox or Chrome.

**Microsoft Office:** Microsoft Office Professional installed on your machine. Office Professional includes Microsoft Access which is required for WorkExpo. Setup will detect the Office version upon install and install the correct matching version of WorkExpo.

**Disk Space:** Less than 100 mb of disk space.

**Screen Resolution:** Minimum 1024 x 768

**RAM:** WorkExpo requires at least 500 mb RAM

## Single Or Multi User Licence?

The licencing structure for WorkExpo has changed recently. Prices for the stand-alone products have not altered but a multi-user licence have been introduced as more schools share WorkExpo among work education teachers, VCAL and VET coordinators, MIPS officers and a range of other administration staff who have a need to share the WorkExpo student/employer database in schools, often across a network.

### You should have a single-user licence if:

You are the **only person** in your entire school, college or multi-campus college who uses WorkExpo AND  
You are using WorkExpo on a stand-alone PC.

A single-user licence entitles you to install WorkExpo on one desktop PC and you may also install a copy of WorkExpo on your notebook PC. You may move the data file to a network drive for security reasons but you are not able to share the data file across the network with other users.

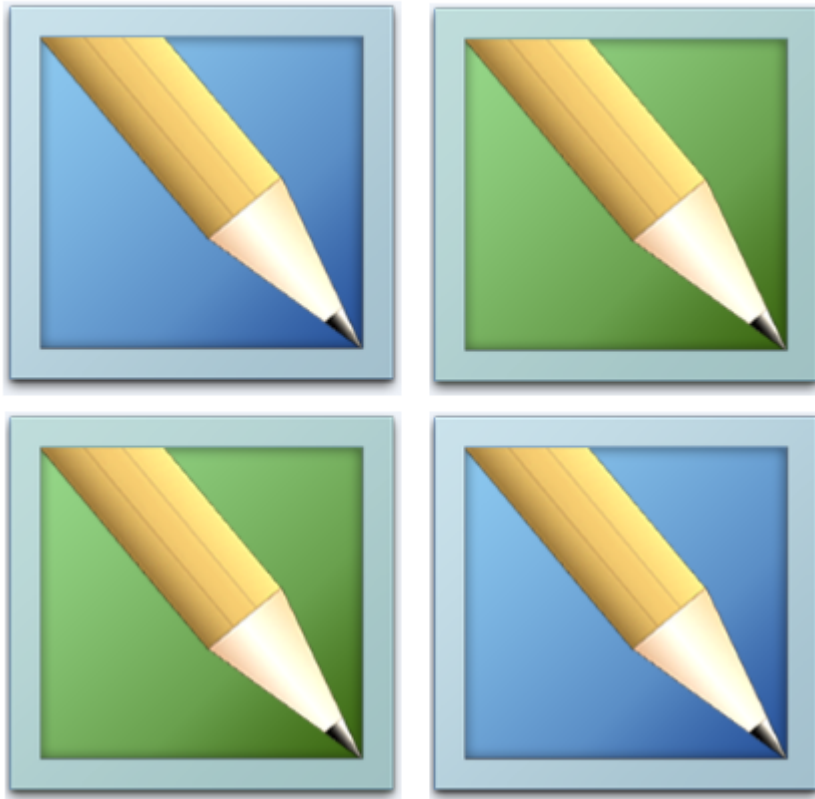
### You should have a multi-user licence if:

There is another staff member(s) who wishes to have access to or use WorkExpo on their own PC OR  
You need to install WorkExpo on more than one desktop PC for use across a network OR  
You are job sharing with another staff member and you both are using WorkExpo. A multi-user licence is required if WorkExpo is installed on a single machine but two (or more) people use it. Note that you can select either a 2-user or 5-user licence.



A multi-user licence allows for up to 5 (five) users. Each user may install a copy of WorkExpo on their desktop PC and another copy on their notebook PC.

A single-user licence entitles the user to install a copy on their desktop machine and a laptop for their own use.



## Licence and Copyright

### **WORKEXPO - END USER LICENCE AGREEMENT AND COPYRIGHT:**

=====

By installing this SOFTWARE you have agreed to this license agreement when you clicked "I Agree" when you ran the install wizard. By proceeding to install this SOFTWARE you have indicated your acceptance of all the terms and conditions stated in this agreement.

This is a legal agreement between you (either as an individual or a single entity) and Info Plan Software for this software product which includes computer software and may include associated media, printed materials, and "online" or electronic documentation (the "SOFTWARE"). By installing, copying or otherwise using this SOFTWARE you are agreeing to be bound by the terms of this agreement. If you do not agree to the terms of this Agreement, do not install or use the SOFTWARE.

**1 GRANT OF LICENSE.** This agreement grants you the following rights.

#### **(i) EVALUATION LICENSE**

You may install and use an unlimited number of evaluation copies of the SOFTWARE on an unlimited number of machines.

#### **(ii) SINGLE USER LICENSE**

You may install and use one copy of the SOFTWARE on a single computer. The primary user of the computer on which the SOFTWARE is installed may make a second copy for his or her exclusive use on a portable computer. This license is NOT transferrable to any other person at any time. Only the person who purchased the SOFTWARE is licensed to use the SOFTWARE.

#### **(iii) NETWORK (MULTI-USER) LICENSE**

You may use as many copies of the SOFTWARE as your multi user license entitles you to, in the manner specified above. You are also entitled to make a corresponding number of secondary copies for portable computer use as specified above. Multi-user licenses are not transferrable.

**2. COPYRIGHT.** The SOFTWARE is owned by Info Plan Software and is protected by copyright laws and international treaty provisions, as well as other intellectual property laws and treaties. The SOFTWARE is licensed, not sold. You must therefore treat the SOFTWARE like any other copyrighted material.

**3. TERM OF LICENSE.** The license will continue until you physically destroy all copies of the SOFTWARE and merged portions thereof, and return any original program media and documentation to Info Plan Software.

#### **4. OTHER RESTRICTIONS.**

##### **(i) TRANSFER OF LICENSE**

You may not transfer, nor rent, nor lease nor share the SOFTWARE with any other person or co-worker. Each user of the software must be licensed specifically. In the case of a multi-user licence, licensed users must be nominated at the purchase date. Multi-user licenses may not be transferred, leased, rented or shared.

##### **(ii) REVERSE ENGINEERING**

You may not reverse engineer, decompile, or disassemble the SOFTWARE.

##### **(iii) SEPARATION OF COMPONENTS**

The SOFTWARE is licensed as a single product. Its component parts may not be separated for use on more than one computer, or accessed in any way other than through the provided user interface.

##### **(iv) TERMINATION**

Without prejudice to any other rights, Info Plan Software may terminate this agreement if you fail to comply with the terms and conditions of this agreement. In such event, you must destroy all copies of the SOFTWARE and all of its component parts.

**5. ENHANCEMENTS AND UPDATES.** From time to time, at its sole discretion, Info Plan Software may provide

enhancements, updates, or new versions of the SOFTWARE on its then standard terms and conditions thereof. This Agreement shall apply to such enhancements.

You may not remove any proprietary notices, labels, trademarks from the SOFTWARE or associated documentation.

You may not modify, de-compile, disassemble, reverse engineer or translate the software.

## **LIMITED WARRANTY**

You assume all responsibility for the selection of the SOFTWARE as appropriate to achieve the results you intend and for the installation of, use of, and results obtained from the SOFTWARE. Info Plan Software warrants that the media on which you obtained SOFTWARE shall be free of manufacturing defects. Except for the limited warranty set forth herein, the SOFTWARE is provided "AS IS" to the maximum extent permitted by applicable law.

Info Plan Software disclaims all warranties, either express or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose, and non-infringement with respect to the SOFTWARE and the accompanying documentation. Without limiting the foregoing provisions, Info Plan Software makes no warranty that the SOFTWARE will be error-free or free from interruptions or other failures or and makes no guarantee that the SOFTWARE will meet your requirements. The foregoing provisions shall be enforceable to the maximum extent permitted by applicable law.

**CUSTOMER REMEDIES.** Info Plan Software and its suppliers' entire liability and your exclusive remedy shall be, at Info Plan Software's option, either (a) return of the price paid or (b) repair or replacement of the SOFTWARE that does not meet Info Plan Software's Limited Warranty and which is returned to Info Plan Software with a copy of your proof of purchase. This Limited Warranty is void if failure of the SOFTWARE has resulted from accident, abuse, misapplication or misunderstanding the purpose of the software. Any such warranty period shall be at the entire discretion of Info Plan Software but will not exceed a period of thirty (30) days from purchase date.

**NO LIABILITY FOR CONSEQUENTIAL DAMAGES.** In no event shall Info Plan Software or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss) arising out of use of or inability to use this Info Plan Software product, even if Info Plan Software or its dealer have been advised of the possibility of such damages. Some countries do not allow the exclusion or limitation of certain implied warranties or the limitation of the foregoing warranty or the exclusion or limitation of incidental or consequential damages, in which case and to the extent such exclusion or limitation is not allowed some of the foregoing limitations and exclusions may not apply to you.

**HIGH RISK ACTIVITIES.** The **SOFTWARE** is not fault-tolerant and is not designed or intended for use in hazardous environments requiring fail-safe performance, including without limitation, in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, weapons systems, direct life-support machines, or any other application in which the failure of the SOFTWARE could lead directly to death, personal injury, or severe physical or property damage (collectively, "High Risk Activities"). Info Plan Software expressly disclaims any express or implied warranty of fitness for High Risk Activities.

**GENERAL PROVISION.** You shall have no right to sub-license any of the rights of this agreement, for any reason. In the event of the breach by you of this Agreement, you shall be liable for all damages to Info Plan Software, and this Agreement shall be terminated. If any provision of this Agreement shall be deemed to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining portions of this Agreement shall not be affected or impaired thereby. In the event of a legal proceeding arising out of this Agreement, the prevailing party shall be awarded all legal costs incurred.

This Agreement constitutes the entire agreement between the parties for the supply of the SOFTWARE and its associated documentation and supersedes all prior arrangements, agreements, representations, and undertakings. This Agreement may not be changed or modified except by a written instrument duly executed by each of the parties hereto.

**MISCELLANEOUS.** This Agreement shall be governed by and construed in accordance with the laws of Australia, without reference to conflict of laws principles. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

**ACKNOWLEDGEMENTS.** You acknowledge that you have read this Agreement, understand it, and agree to be bound by its terms and conditions.