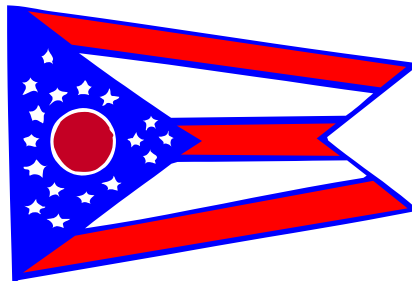


Ohio Workers' Compensation

**Injured Workers Forms
Version 2+**



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Ohio Workers Compensation—Injured Workers Forms—Version 2+ (WComp2) is a true 32-bit *Windows* program that runs on any computer equipped with *Windows Vista*, *Windows XP*, *Windows 2000*, *Windows ME*, and *Windows 98*.

Installation—In General

Install *Ohio Workers Compensation—Injured Workers Forms (WComp2)* to your hard drive by following the steps outlined below. Before starting the installation, we should mention that the files on the distribution CD are compressed, and therefore, you must “install” *WComp2* to your computer rather than simply copying the files from the CD to your hard drive. For that same reason, you cannot run *WComp2* from the CD. You must install *WComp2* to your hard drive.

Installation—Steps

- A. Place the disk in your drive.
- B. On most systems, depending on your license, installation will begin automatically, however, **if the installation wizard does not start automatically**, take the following three steps:
 1. Press the **Start** button;
 2. Click on the **Run** item; and
 3. Type the command shown below. *Note that if you’re installing from a different drive, you must use the correct drive letter, i.e., “E:\SETUP”.*

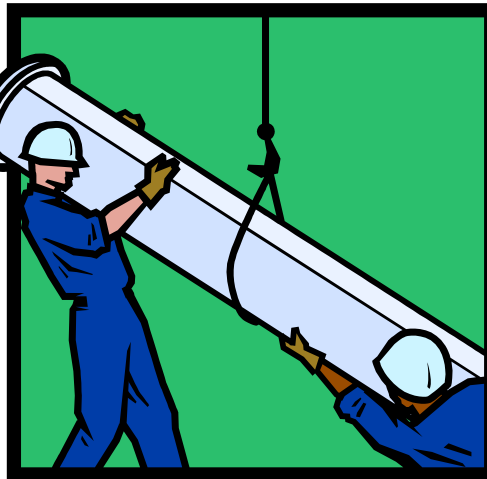
D:\SETUP.EXE

- C. The **Setup** progress meter will appear briefly until the **Welcome** dialog displays. Click the **Next** button to begin the installation. **Follow standard *Windows* installation protocol by making sure all other applications are turned off**—not just minimized, but terminated. Click **Cancel** if you want to abort installation.
- D. The **Puritas Springs Software Licensing Agreement** appears in the next dialog. Press the **Yes** button to accept the terms and conditions of the license and continue with the installation. If you do not agree to the terms of the Licensing Agreement, you will not be able to continue installing the program.

- E. Verify your user identification information and click the **Next** button.
- F. The **Setup Type** dialog will appear next. Here you must select the **Setup** type. There are two to choose from: (1) **Typical**, where all programs features will be installed (This requires the most disk space), and (2) **Without Registry Settings**, where **WComp2** is installed without affecting the registry. This alternate setup is used when reinstalling **WComp2** on a network. It keeps the **Default WC2** and **WCM** file locations intact on the **Options** menu. If you're not reinstalling on a network, **choose Typical and click on the Next button to continue.**
- G. Verify the installation directory. **We strongly recommend using C:\Program Files\Puritas\WComp2 which is the default.** If you want to use an alternate installation directory or drive, you can use the **Change** button to make your selection. Click the **Next** button to continue. **WARNING: Changing the default installation directory will require corresponding adjustments to the default file locations on the Options menu.**
- H. The installation begins when you click the **Install** button in the **Ready to Install the Program** dialog. A progress meter will keep you informed as the program files are transferred from the CD to your hard drive.
- I. When the entire installation process is complete, the **InstallShield Wizard Completed** dialog advises you that the installation process was successfully completed. Click on the **Finish** button.

Running **WComp2**

You start **WComp2** by (1) double-clicking the **WComp2** icon on the desktop, or (2) clicking on the **Start** button, selecting the **Programs** submenu, then selecting the **Puritas Springs Software** submenu, and finally the **WComp2** item.



Updating and Reinstallation

1. Download the Upgrade.

- A. Click on *WComp2*'s Help menu and select Download Upgrade.
- B. In the Download Upgrade dialog box, click on the Check Availability button. Note that some systems, typically networks, may have security software and/or hardware in place that prohibit downloading executable files. If this is true in your office or you are having problems with the download, check with your network administrator.
- C. After clicking the Check Availability button, you may get one of three responses.
 - 1) You are notified that a newer version is available and the Check Availability button changes to a Download Upgrade button. Click on Download Upgrade button and see the file downloading.
 - 2) You are notified that there is no newer version available, in which case, you're done.
 - 3) A message indicates an error, ie., "HTTP Get Failed." Talk with your network administrator or send in your disk according to our instructions on the Current Versions page of our web site: www.puritas-springs.com.

2. Remove WComp2. First, it is important to know that removing the *WComp2* program using *Windows*' Add/Remove function will not delete or harm your client files. That being said, you should always back up the Files subfolder that is contained within the WComp2 program folder. It is there that your client files are stored. The default path is C:\Program Files\Puritas\WComp2\Files\.

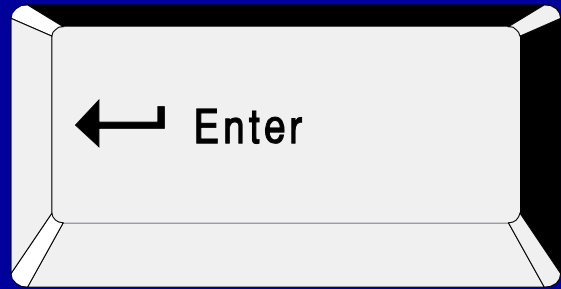
Here are the steps for removing the prior version of *WComp2*.

- A. Exit the *WComp2* program.
- B. Click on the Start button. From the Start menu select Settings, and then Control Panel. Note that in some *Windows* versions, you may need to navigate to Control Panel in a different way. However, once in Control Panel, double-click the Add/Remove Programs icon. If you don't see the Add/Remove Programs icon, you may need to click on the Classic View link or option.
- C. Select WComp2 from the program list within the Install/Uninstall tab. With the WComp2 item highlighted, click the Add/Remove button.
- D. When the Welcome dialog appears, click the Next button to begin the removal process.
- E. The next dialog box to appear is titled Program Maintenance. Click the radio button next the Remove item, and then click the Next button.
- F. Remove the Program is the next dialog box to appear. The *InstallShield Wizard* will begin to remove the old *WComp2* program when you click the Remove button.

- G. You are notified when the removal function is complete. In the dialog box that appears, click the **Finish** button to close the *InstallShield Wizard*
3. **Install the New Version.** The final step in the upgrade process is to install the new version by executing the file you downloaded. The name of the downloaded file is **setupwcomp2.exe** (note that sometimes the **exe** extension is hidden) and it is located by default at **C:\Program Files\Puritas\WComp2**. When you find the file, double-click on it and follow the installation instructions contained on page 5 of this manual. If you don't know how to find the file, try following these steps:
- A Go to My Computer
 - B Double-click the **C:/** or **Local Hard Drive** icon.
 - C Double-click the **Program Files** folder.
 - D Double-click the **Puritas** folder. Note that you may be required to click the option **Show Hidden Files** in order to find the **Puritas** folder.
 - E Double-click the **WComp2** folder



Entering Information



Ohio Workers' Compensation—Injured Workers Forms—Version 2+ (WComp2) starts by displaying the Main Window. After you get to know *WComp2*, you'll discover that you can display and complete *any* form or worksheet in *any* order. For now, however, it is best to follow the logic and organization of the Main Window.

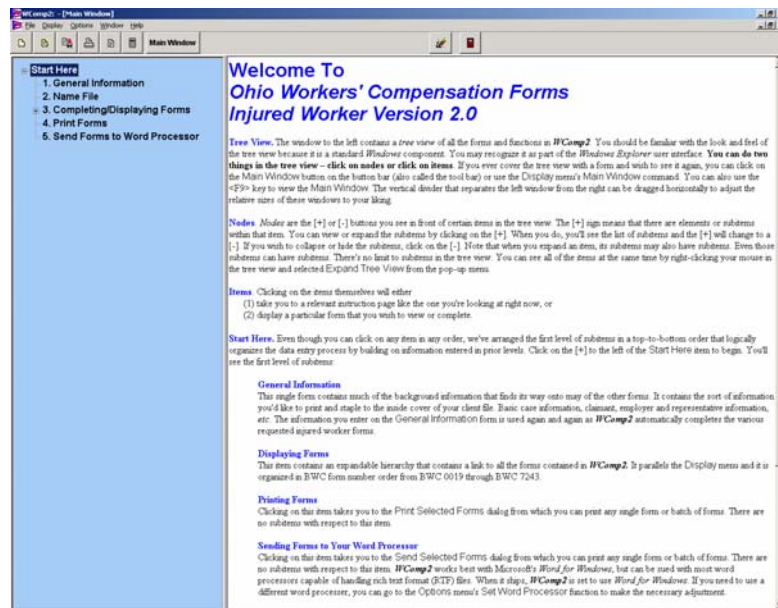
Before getting into the actual steps involved in completing a set of probate forms, it'll help to understand a bit more about the Main Window and how it can help make completing forms and understanding program operation a lot easier.

Main Window



IMPORTANT NOTE. Even though we used the “Enter” graphic at the top of this page, do try to avoid using the <ENTER> key to move from item to item. In *Windows*, this is the purpose of the <TAB> key. We program the <ENTER> key to act like the <TAB> key for backward compatibility, but you should definitely get out of the habit of using <ENTER> for that purpose.

You can also point to different areas of a form with your mouse to jump to remote spots of the form without needing to hit <TAB> or <ENTER> repeatedly.



The Main Window

Main Window—Overview

Tree View. The pane on the left side of the Main Window contains a *tree view* of all the forms and functions in *WComp2*. You should be familiar with the look and feel of the tree view because it is a standard *Windows* component. You may recognize it as part of the *Windows Explorer* user interface. You can do two things in the tree view – click on nodes or click on items. Also, if you ever cover the Main Window with a form and wish to see it again, you can click on the Main Window button on the button bar or use the Display menu's Main Window command. The vertical divider that separates the left window from the right can be dragged horizontally to adjust the relative sizes of these windows to your liking.

Nodes. *Nodes* are the [+] or [-] buttons you see in front of certain items in the tree view. The [+] sign means that there are elements or subitems hidden within that item. You can view or expand the subitems by clicking on the [+]. When you do, you'll see the list of subitems and the [+] will change to a [-]. If you wish to collapse or hide the subitems, click on the [-]. Note that when you expand an item, its subitems may also have subitems. Even those subitems can have subitems. There's no limit to subitems in the tree view. You can see all of the items at the same time by right-clicking your mouse in the tree view and selected **Expand Tree View** from the pop-up menu.

Items. Clicking on the items will display either (1) a relevant instruction page in the right-side window pane, or (2) a particular form that you wish to view or complete.

Start Here. As mentioned earlier, even though you can click on any item in any order, we've arranged the first level of subitems in a top-to-bottom order that logically organizes the data entry process. Click on the [+] to the left of the **Start Here** item to begin. You'll see the first level of subitems:

General Information

This single form contains a lot of background information. The sort of information you'd like to print and staple to the inside cover of your client file. Basic claim information regarding the injured worker, the employer and their representatives. The information you enter on the **General Information** form is used again and again as *WComp2* automatically completes the various forms you request.

Name The File

A reminder and quick access to the **Save As** dialog. It's a good habit to save your file and give it a name as soon as possible. Having completed the **General Information Worksheet**, now is a good time

Completing /Displaying Forms

This item contains an expandable hierarchy that contains a link to all the forms, schedules, and other documents contained in *WComp2*. It parallels the **Display** menu. Having completed the **General Information Worksheet**, some or most of the information will be completed. Carefully review and, if necessary edit, each form that you want to print.

Printing Forms

Clicking on this item takes you to the Print Selected Forms dialog from which you can print any single form or batch of forms. There are no subitems with respect to this item.

Sending Forms to Your Word Processor

Clicking on this item takes you to the Send Selected Forms dialog from which you can send any single form or batch of forms to your word processor. There are no subitems with respect to this item. *WComp2* works best with Microsoft's *Word for Windows*, but can be used with most word processors capable of handling rich text format (RTF) files. When it ships, *WComp2* is set to use *Word for Windows*. If you use a different word processor, you can go to the Options menu's Set Word Processor function to make the necessary adjustment.

Getting Started. Assuming you've already clicked on the node [+] to the left of the Start Here item, you're ready to start on a file now. Click on the General Information item to display the General Information Worksheet.

Finally

Upgrades. As you are probably already aware, the workers compensation forms change with time. Consequently, the need to perform upgrades, while not urgent, should be done at periodic intervals. Follow the detailed outline on pages 5 and 6 of this manual for information about upgrading..

Dates. Almost everywhere that a date is involved, *WComp2* provides a convenient pull-down, date picker. If you prefer, you can still enter a date by hand, but make certain to use 4 digit years, *i.e.*, "1985" instead of "85." Also note that you can change the year by clicking on the year at the top of the date-picker drop-down. The same is true of changing the month.

Print This Page. This, and any other instruction page, can be printed by clicking on the Print button on the upper tool bar.

1. Completing the General Information Worksheet.

When you click on the General Information item in the Main Window's tree, you are presented with the General Information Worksheet.

IMPORTANT. Press <TAB> after every entry.

The General Information Worksheet has one or two restrictions of which you should be aware. First, the Date of Birth field in the Claimant Information section should be entered in a MM/DD/YYYY format. If you don't enter the year correctly you will receive an error message.

Another restriction deals with marital status. For *WComp2* to process other areas of the forms correctly, enter the marital status as one of the following: **Single**, **Married**, **Divorced**, **Widowed** or **Separated**. So long as you enter the injured worker's marital status exactly from the list, *WComp2* will be able to correctly complete areas of other forms that deal with marital status and related issues. Other minor restrictions are involved in fields that request numeric entries such as dollar amounts or times. In those fields, you'll find that alphabetic entries are rejected by *WComp2*.

It's not necessary to go through every entry on the **General Information Worksheet**. The technique is simple. Make your entry and press <TAB>.

TAB & SHIFT TAB. Although you may discover that you can press the <ENTER> key after each entry, we recommended you use <TAB> after each entry. Note also, however, that **if you hold the <SHIFT> key down when you press <TAB>, you can move the focus backwards.**

2. Give the File a Name

When you've completed the last entry on the **General Information Worksheet**, the text input box will return to the first entry at the top of the page. This is a good time to save your file and give it a name. Look at the title bar on your display and you'll notice that we haven't named the file yet. We are reminded of that fact on the title bar where it says **NONAME**. Don't work in your file too long without giving it a name. After you've completed the worksheet, you'll want to use the **File|Save As** command to give your file a name. You may use any valid *Windows* file name, but by all means, use the **WC2** extension, or better yet, leave it off and let *WComp2* add it automatically. **Once the file has a name, you'll see it on the window's title bar. Avoid using the File|Save As command once you've given your file a name. Use the Save button on the button bar to save file changes AFTER you've used the Save As command to name the file.**

To recap, here's three worthwhile rules to keep in mind when saving files:

1. Always use the extension **WC2**. If you simply type the file name and don't type the period and extension (**WC2**), the *WComp2* will attach the extension automatically and this is probably the easiest course to follow.
2. Save your client files in the default *WComp1* directory (**C:\Program Files\Puritas\WComp2\Files**). *WComp2* is designed to open and save files to a single directory where all of the client files can be found. You can set the default directory using the appropriate command on the **Options** menu, but once you set the default location, use only that location for all your client files.

3. Completing/Displaying the Forms

The **Display** menu is the point from which you can display and complete all the other forms in the program. When you click on the **Display** menu, a list box appears containing a list of all the forms in order of their respective form number. To view a

particular form, you simply double-click on the form name or highlight the form (by single clicking on it) and pressing the **Ok** button.

When you display a form, it should appear on your screen partially completed. That is, any information you entered on the **General Information Worksheet** should automatically transferred to the form you are viewing. Again, you merely make your entries and tab from field to field on the form until it is complete. We recommend clicking on the **Save** button every 10 minutes or so in order to protect your work.

4. Printing Forms

There are two ways to print forms. You can print the form you are displaying by clicking on the **Print** button on the tool bar below the menu bar. The other way to print forms is to click on the **File** menu's **Print** submenu and select **Selected Form**. The **Selected Forms** dialog box will appear containing a list of the forms in **WComp2**. The forms are divided according to paper size (letter or legal). You can select any form or combination of forms and then press the **Print** button. **WComp2** will print the letter-size forms first.

IMPORTANT. When the **Print Setup** dialog appears, make sure it is set to **Letter** size paper. When the letter size forms are done being printed, the **Print Setup** dialog will appear again and you must reset the paper size to **Legal** before continuing with the print job.

Don't Neglect Our Help Files

This paper manual is merely an outline of the basics of installation, getting started and data entry. From there, you can get help via the program's Help|Table of Contents menu. This program has context-sensitive help. That means that you get help on a specific topic without searching for that topic.

Some dialogs have a help button. Clicking on the help button brings up an associated help topic that should clear up any questions you have about the entries you would make in that dialog. Menu items have context sensitive help too. You can access help on menu items by *navigating to the menu item in question using the keyboard* and, while the subject menu item is highlighted, pressing your <F1> key. **Another useful feature of WComp2 is that when an error message or warning is displayed, in many instances the notice has a Help button that will take you to a related help topic explaining the error or warning.**

If you're like us, you might be doubtful as to whether help files can be truly helpful. Regardless of any drawbacks, we found them to have significant benefits over their paper counterpart.

Help Is Always There

When we were at the office, the manual was at home. When we were on the computer at home, the manual was at the office. On unfortunate occasions, that alone can make you lose a day. It never happens with help files. They're always there. A copy for your home computer, and a separate one for the office. Ditto for your laptop! When you're desperate for information, you can always count on its accessibility.

Help Is Hyperlinked, Searchable & Better Indexed.

We took extra time to develop a logical system of indexing. You should find that a help file's searchability can be a time-saver when you're looking for a snatch of text. The point and click links between key words provide instant information without fumbling through page after page looking for something. This **non-linear** characteristic is part of what makes help files so uniquely useful.

Help Is Up To Date

Because they are printed in larger quantities, paper manuals fall out of synch with last-minute or late-minor programming changes during the duration of the "printing." Help files, on the other hand, are easier to keep current with programming changes because their modification involves no additional processing steps to implement (*i.e.*, physical transportation, printing, binding, *etc.*).

Paper Fix

Don't forget that any help topic can be printed simply by pressing the help window's Print button, or using the menu's Print Topic command.

Hot Help Topics

Checking out the following help topics before working with *WComp2* will help reduce the learning curve, although you should find *WComp2* relatively straightforward to use.

1. What is the **DEFAULT.WC2** file?

This topic explains how to customize the blank, start-up worksheet so that common, usually unchanging information is set up to appear automatically when you select **New** from the **File** menu.

2. Overriding Answers

You'll use this command when you need to manipulate entries in text input dialogs that have a light blue background.

3. Default WC2 Directory

This command is used to set the location where your client files are to be saved. If you're using *WComp2* on a network and you have a multi-user license, you'll want to glance at this topic.



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