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SYSTEM REQUIREMENTS

IN ORDER TO USE PLAN ANALYST, YOU MUST HAVE THE FOLLOWING:

1. COMPUTER RUNNING WINDOWS XP, VISTA, 7 OR 8.
2. HARD DRIVE WITH AT LEAST 5 MB AVAILABLE FOR PLAN ANALYST.
3. CD DRIVE (USED FOR INSTALLATION ONLY).
4. PRINTER.
5. MOUSE.

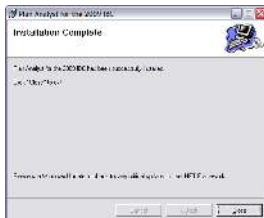
INSTALLING PLAN ANALYST ON YOUR COMPUTER

1. FIRST INSERT THE PLAN ANALYST CD INTO YOUR CD DRIVE, USUALLY DRIVE D.
2. CLICK **START** LOCATED IN THE LOWER LEFT CORNER OF YOUR SCREEN.
3. CLICK **RUN**
4. IN THE BOX LABELED OPEN, TYPE **D:SETUP** (MATCH THE LETTER TO YOUR CD DRIVE).
5. PRESS **ENTER** OR CLICK **OK**. **NOTE:** YOU MAY USE THE BROWSE... BUTTON.

CLICK NEXT ON THE 1ST 3 SCREENS



CLICK CLOSE ON THE LAST SCREEN



RUNNING PLAN ANALYST FOR THE FIRST TIME

THIS SCREEN WILL BE DISPLAYED

NOTE: THIS INFORMATION MUST BE FILLED OUT COMPLETELY BEFORE YOU CAN CONTINUE.

THE **INSTALLATION CODE** YOU WILL BE ASKED TO INPUT IS LOCATED ON THE **BACK OF THE SOFTWARE CASE NEAR THE BOTTOM**.

THE INFORMATION YOU ENTER MAY BE CHANGED AT A LATER TIME USING THE SETUP PART OF PLAN ANALYST.

NOTE: THE NUMBER OF NAME BOXES DISPLAYED IS BASED ON THE NUMBER OF USERS YOU PURCHASED.

PLAN ANALYST FEATURES

USING THE KEYBOARD

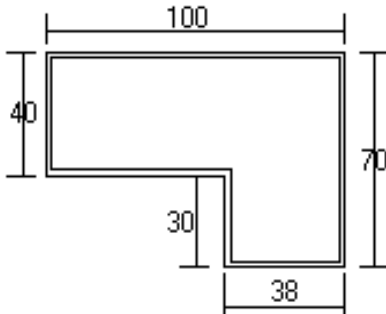
PRESSING **ENTER** WILL ACCEPT YOUR SELECTIONS AND MOVE CURSOR TO THE NEXT FIELD OR SCREEN.
PRESSING **ESC** WILL MOVE THE CURSOR BACK TO THE LAST FIELD OR SCREEN.
PRESSING **TAB** WILL MOVE THE CURSOR TO THE NEXT FIELD OR SCREEN.
PRESSING **SHIFT+TAB** WILL MOVE THE CURSOR TO THE PREVIOUS FIELD OR SCREEN.

TEXT BOXES

WHEN YOU ARE ENTERING INFORMATION INTO A TEXT BOX, ALL STANDARD EDITING CAPABILITIES ARE AVAILABLE, DELETE, INSERT, OVERTYPE, ETC. IF YOU NEED TO DELETE CHARACTERS AND TYPE NEW ONES IN THEIR PLACE, **HIGHLIGHT** THE CHARACTERS TO BE DELETED FIRST. YOU MAY DO THIS BY USING YOUR MOUSE TO **HIGHLIGHT** THE WORD OR **DRAG** THE MOUSE CURSOR OVER THE CHARACTERS WITH THE LEFT BUTTON PRESSED. THEN TYPE THE NEW REPLACEMENT CHARACTERS. **NOTE:** YOU MAY ALSO USE THIS METHOD TO DELETE CHARACTERS OR WORDS. HIGHLIGHT CHARACTERS/WORDS TO BE DELETED AND PRESS THE **DELETE** KEY.

USING THE CALCULATOR

WHEN NUMBERS, SUCH AS DIMENSIONS AND SQUARE FOOTAGE, ARE REQUIRED, A FOUR-FUNCTION CALCULATOR IS BUILT INTO PLAN ANALYST. USE THE **+** FOR ADDITION **-** FOR SUBTRACTION **x** OR ***** FOR MULTIPLICATION AND **/** FOR DIVISION. ALGEBRAIC LOGIC IS USED (I.E. DIVISION AND MULTIPLICATION ARE ALWAYS DONE BEFORE ADDITION AND SUBTRACTION)



THERE IS NO NEED TO REACH FOR YOUR CALCULATOR.
WHEN ASKED FOR THE FLOOR AREA ENTER: $100 \times 40 + 30 \times 38$ AND THE FLOOR AREA WILL BE CALCULATED FOR YOU.

ENTERING DIMENSIONS

DIMENSIONS MAY BE ENTERED USING EITHER DECIMALS OF A FOOT (**10.4167**) OR BY USING THE FEET_INCHES (**10_5**) FORMAT. FOR 10 FEET 5 INCHES, YOU ENTER EITHER **10.4167** OR **10_5**.

CUT OR COPY AND PASTE USING THE WINDOWS CLIPBOARD

1. **HIGHLIGHT** THE WORD OR WORDS THAT YOU WANT TO MOVE TO OR FROM PLAN ANALYST.
2. IF YOU WANT TO DELETE THE HIGHLIGHTED WORDS AND COPY THEM TO THE CLIPBOARD, SIMPLY PRESS **SHIFT + DELETE** (**AT THE SAME TIME**).
3. TO COPY THE HIGHLIGHTED WORDS TO THE CLIPBOARD, SIMPLY PRESS **CTRL + INSERT** OR **CTRL + C** (**AT THE SAME TIME**).
4. MOVE THE CURSOR TO THE NEW LOCATION.
5. TO PLACE THE SELECTED TEXT AT THE NEW LOCATION, PRESS **SHIFT + INSERT** OR **CTRL+V** (**AT THE SAME TIME**).

LOCATION OF PROJECT FILES

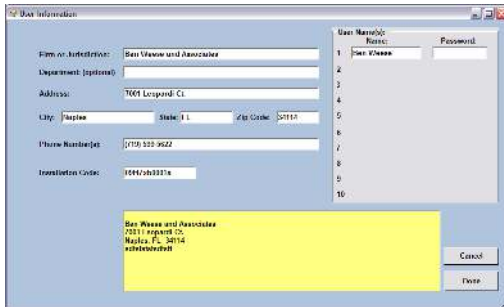
PLAN ANALYST CREATES A SUBDIRECTORY CALLED **PROJECTS** DURING THE SETUP PROCEDURE. IE. C:\PROGRAM FILES\BEN WEESE AND ASSOCIATES\PLAN ANALYST FOR THE 2009 IRC\PROJECTS THIS IS THE DEFAULT LOCATION FOR FILES. YOU MAY CHANGE THIS TO ANY LOCATION YOU PREFER.

BUILDING SIZE LIMITS

THE MAXIMUM NUMBER OF FLOORS ALLOWED IS 3 PLUS A BASEMENT (IRC LIMIT).
THE MAXIMUM NUMBER OF AREAS ALLOWED PER FLOOR IS 100.

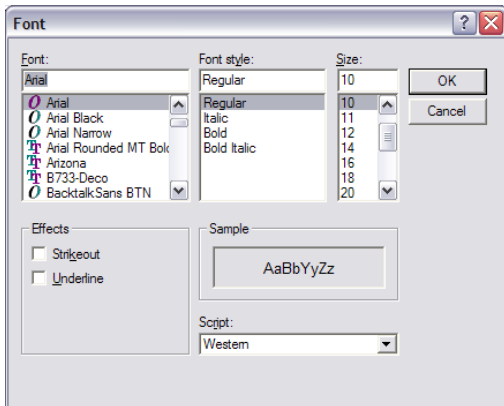
SETUP PULL-DOWN MENU (LOCATED BELOW THE TITLE BAR)

USER INFORMATION



THE INFORMATION ASKED ON THIS FORM IS NEEDED TO PRODUCE THE HEADER ON ALL PLAN ANALYST REPORTS. ONCE THIS INFORMATION IS INPUT IT WILL BE USED UNTIL YOU CHANGE IT. TO CHANGE THE HEADER INFORMATION SUCH AS A CHANGE IN ADDRESS, CONTACT NUMBERS OR CONTACT PERSON SIMPLY RETURN TO THIS FORM AND REPLACE THE OUTDATED INFORMATION.

FONT SETUP



THIS ALLOWS YOU TO CHANGE THE FONT STYLE OR SIZE FOR ALL REPORTS. YOU SIMPLY CHOOSE THE FONT, STYLE AND SIZE. THEN CLICK **OK**.

LOCATION OF PREVIOUS PROJECTS

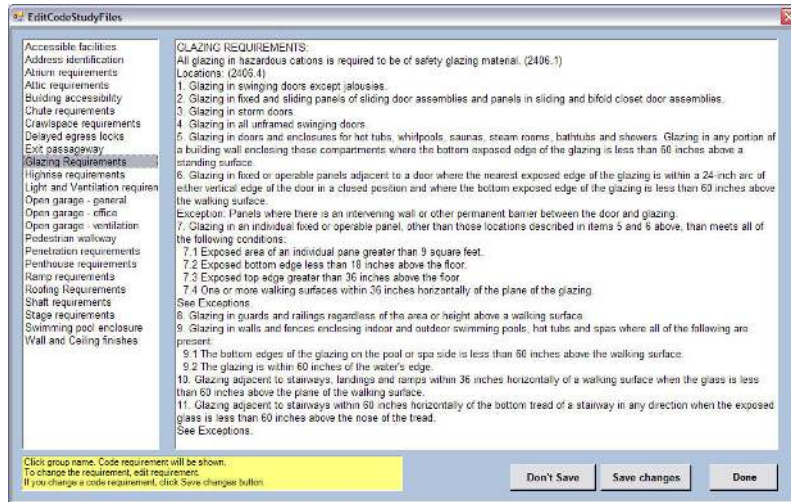


THIS ALLOWS YOU TO SET A NEW LOCATION FOR FILES CONTAINING PREVIOUS PROJECTS.

NOTE: IF YOU CHANGE THE LOCATION, YOU WILL NEED TO COPY EXISTING PROJECTS TO THE NEW LOCATION.

EDIT CODE STUDY REQUIREMENTS

THIS ALLOWS YOU TO REVIEW OR CHANGE CODE REQUIREMENTS FOR CODE STUDIES.
YOU CAN CHANGE WORDING TO MATCH LOCAL REQUIREMENTS OR YOUR PREFERRED WORDING.



CLICK **REQUIREMENT NAME** IN LEFT BOX.
CORRESPONDING CODE REQUIREMENTS
WILL BE SHOWN IN THE RIGHT BOX.

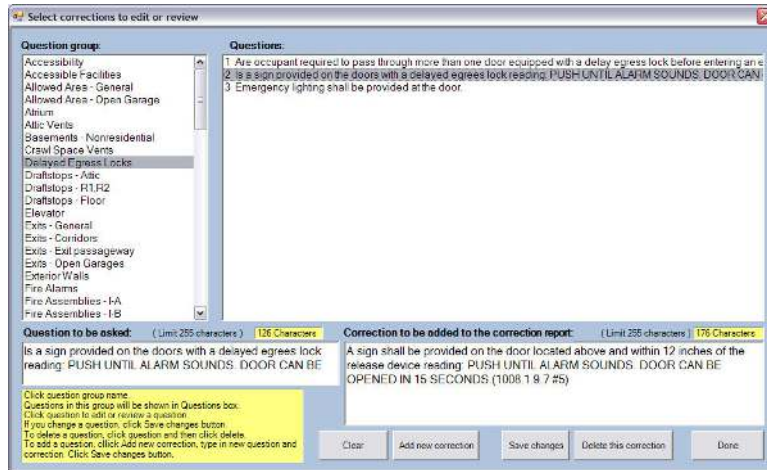
YOU MAY EDIT THE REQUIREMENT BEFORE
SAVING.

CLICK THE **SAVE CHANGES** BUTTON AFTER
EDITING EACH REQUIREMENT.

CLICK ANOTHER REQUIREMENT **NAME OR**
CLICK THE **DONE** BUTTON.

EDIT QUESTIONS FOR CORRECTION REPORT

YOU CAN ADD, MODIFY OR DELETE QUESTIONS ASKED DURING THE CREATION OF EACH NEW CORRECTION
REPORT. THIS ALLOWS YOU TO ADJUST QUESTIONS TO SHOW LOCAL CONDITIONS OR PREFERENCES.



TO EDIT A QUESTION

1. CLICK **QUESTION GROUP** ON THE LEFT
THEN CLICK THE **QUESTION** YOU WANT
TO EDIT ON THE RIGHT. THE QUESTION
AND CORRECTION WILL SHOW IN THE
BOTTOM BOXES READY FOR YOU TO
EDIT.
2. EDIT QUESTION AND/OR CORRECTION
3. CLICK **SAVE CHANGES**.
4. WHEN YOU HAVE COMPLETED ALL
CHANGES CLICK **DONE**

TO DELETE A QUESTION

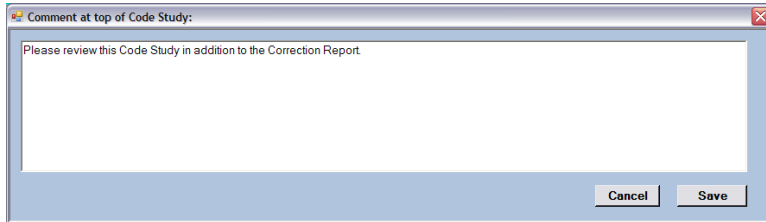
1. CLICK **QUESTION GROUP** ON THE LEFT, THEN CLICK **THE QUESTION YOU WANT TO DELETE** ON THE
RIGHT. THE QUESTION AND CORRECTION WILL SHOW IN BOTTOM BOXES READY FOR YOU TO
DELETE.
2. CLICK **DELETE THIS QUESTION**
3. CLICK **SAVE CHANGES**.
4. WHEN YOU HAVE COMPLETED ALL CHANGES **CLICK DONE**

TO ADD A NEW QUESTION AND CORRECTION

1. CLICK **QUESTION GROUP** ON THE LEFT.
2. CLICK THE **CLEAR** BUTTON.
3. TYPE IN THE NEW QUESTION AND NEW CORRECTION.
4. CLICK **ADD NEW CORRECTION** BUTTON
5. WHEN YOU HAVE COMPLETED ALL CHANGES **CLICK DONE**.

EDIT CUSTOMIZED COMMENT FOR CODE STUDY REPORTS

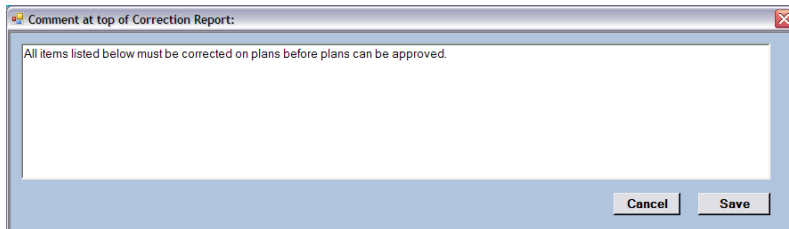
INFORMATION ENTERED HERE SHOWS UP AT THE TOP OF ALL CODE STUDY REPORTS. THIS WOULD ALLOW YOU TO ENTER STANDARD INFORMATION OR DISCLAIMERS THAT YOU WANT TO SHOW ON ALL CODE STUDY REPORTS.



A dialog box titled "Comment at top of Code Study:" with a close button (X) in the top right corner. It contains a text area with the placeholder text "Please review this Code Study in addition to the Correction Report." At the bottom, there are "Cancel" and "Save" buttons.

EDIT CUSTOMIZED COMMENT FOR CORRECTION REPORT

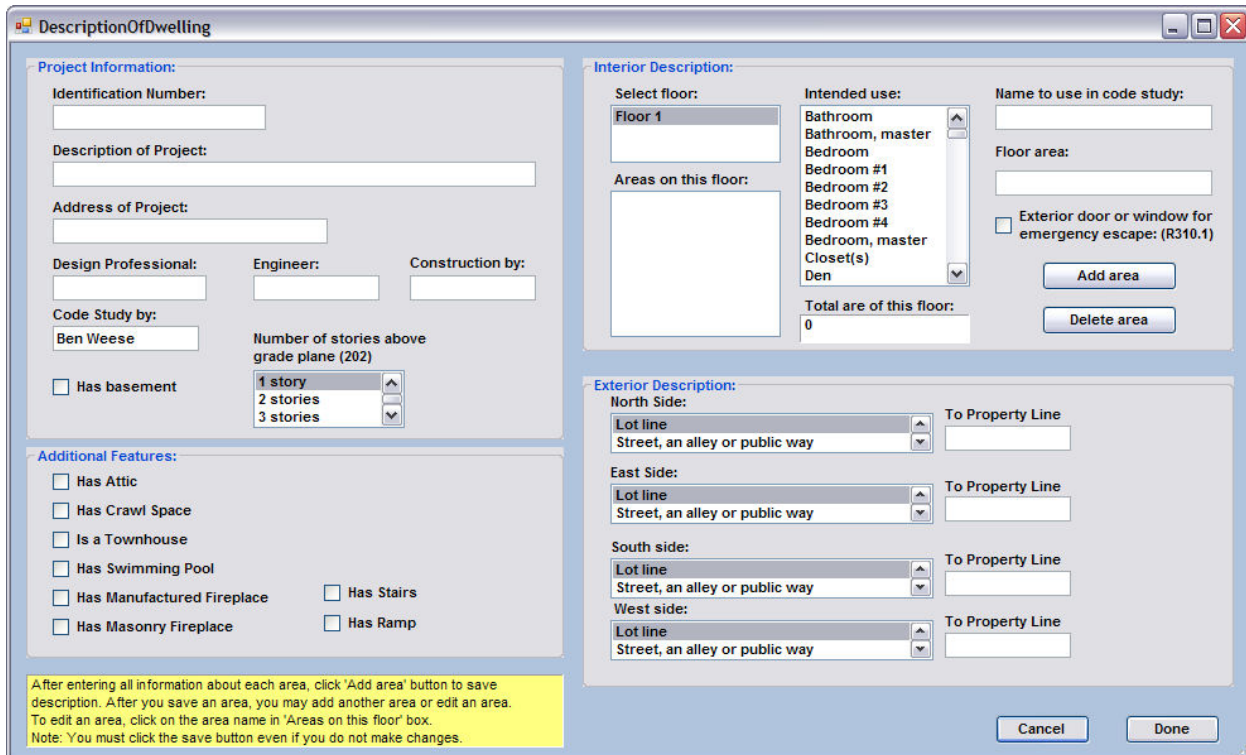
INFORMATION ENTERED HERE SHOWS UP AT THE TOP OF ALL CODE CORRECTION REPORTS. THIS WOULD ALLOW YOU TO ENTER STANDARD INFORMATION OR DISCLAIMERS THAT YOU WANT TO SHOW ON ALL CORRECTION REPORTS.



A dialog box titled "Comment at top of Correction Report:" with a close button (X) in the top right corner. It contains a text area with the placeholder text "All items listed below must be corrected on plans before plans can be approved." At the bottom, there are "Cancel" and "Save" buttons.

ENTERING A PROJECT DESCRIPTION

CLICK THE **IRC PROJECT** BUTTON ON THE LEFT SIDE OF SCREEN OR CLICK **PROJECT** ON THE PULL-DOWN MENU, THEN CLICK **NEW PROJECT**.



A complex dialog box titled "DescriptionOfDwelling" with standard window controls (minimize, maximize, close) in the top right. It is divided into several sections:

- Project Information:** Includes fields for Identification Number, Description of Project, Address of Project, Design Professional, Engineer, Construction by, Code Study by (pre-filled with "Ben Weese"), and Number of stories above grade plane (202) (a dropdown menu currently showing "1 story"). There is also a checkbox for "Has basement".
- Additional Features:** A group of checkboxes including "Has Attic", "Has Crawl Space", "Is a Townhouse", "Has Swimming Pool", "Has Manufactured Fireplace", "Has Stairs", "Has Masonry Fireplace", and "Has Ramp".
- Interior Description:** Includes a "Select floor:" dropdown (set to "Floor 1"), an "Intended use:" list box (containing Bathroom, Bathroom, master, Bedroom, Bedroom #1, Bedroom #2, Bedroom #3, Bedroom #4, Bedroom, master, Closet(s), Den), a "Name to use in code study:" field, a "Floor area:" field, a checkbox for "Exterior door or window for emergency escape: (R310.1)", and a "Total are of this floor:" field (showing "0"). There are "Add area" and "Delete area" buttons.
- Exterior Description:** Includes fields for North Side, East Side, South side, and West side. Each side has a "Lot line" dropdown and a "Street, an alley or public way" dropdown, both with "To Property Line" fields.

At the bottom, there is a yellow note box: "After entering all information about each area, click 'Add area' button to save description. After you save an area, you may add another area or edit an area. To edit an area, click on the area name in 'Areas on this floor' box. Note: You must click the save button even if you do not make changes." There are "Cancel" and "Done" buttons at the bottom right.

PROJECT INFORMATION (UPPER LEFT CORNER)

1. ENTER THE INFORMATION ABOUT THE PROJECT.
2. CLICK **UP-DOWN** ARROWS TO SELECT THE NUMBER OF STORIES ABOVE GRADE
3. IF THERE IS A BASEMENT, CLICK **HAS BASEMENT** CHECK BOX TO ADD CHECK MARK TO BOX.

INTERIOR DESCRIPTION (UPPER RIGHT CORNER)

CLICK ON THE **FLOOR** THAT YOU ARE ENTERING OR EDITING.

FOR EACH AREA ON THE FLOOR

1. CLICK THE **NAME OF THE AREA** IN THE INTENDED USE: LIST.
2. ENTER THE **FLOOR AREA**. **NOTE:** WHEN A NUMBER IS REQUIRED, PLAN ANALYST HAS A BUILT-IN CALCULATOR. IE. **20_6 x 13** FOR 20'6" TIMES 13'
3. STANDARD SLEEPING AREAS WILL HAVE A CHECK MARK IN THE BOX FOR **EXTERIOR DOOR OR WINDOW FOR EMERGENCY ESCAPE**: **NOTE:** IF YOU SELECT A NAME FROM THE LIST (EG. DEN OR HOME OFFICE THAT MAY ALSO BE USED FOR SLEEPING, BE SURE TO CLICK THE BOX TO ADD THE CHECK MARK.
4. CLICK **ADD AREA** AFTER THE INFORMATION FOR EACH AREA IS COMPLETED.
5. WHEN ALL AREAS ON ALL FLOORS ARE COMPLETED, CLICK THE **CONTINUE** BUTTON.

NOTES:

1. THE TOTAL FLOOR AREA IS SHOWN AT THE BOTTOM OF THE INTERIOR DESCRIPTION BOX. MAKE SURE THAT THE TOTAL FLOOR AREA MATCHES THE PLANS. MOST FLOORS WILL HAVE A "NONHABITABLE AREA" TO ACCOUNT FOR WALLS, SHAFTS, ETC.
2. YOU MAY MOVE BACK AND FORTH THROUGH THE FLOORS AND AREAS BY CLICKING THE **NAME OF FLOOR OR AREA** IN THE LIST BOXES ON THE LEFT SIDE. WHEN AN AREA IS SELECTED, YOU MAY EDIT OR DELETE IT.

ADDITIONAL FEATURES (LOWER LEFT CORNER)

CLICK THE **CHECK BOX** FOR **EACH COMPONENT** THAT IS INCLUDED IN THIS PROJECT. IF YOU WANT THE REQUIRED NUMBER OF PLUMBING FIXTURES TO BE INCLUDED IN THIS REPORT, CLICK THE BOX FOR **CODE STUDY TO INCLUDE REQUIRED NUMBER OF PLUMBING FIXTURES** CLICK THE **NEXT BUTTON**.

PROPERTY DESCRIPTION (LOWER RIGHT CORNER)

1. FOR EACH SIDE, SELECT THE **BOUNDARY** (LOT LINE, STREET, ETC) AND **ENTER THE REQUIRED DISTANCE(S)**.
2. CLICK THE **CONTINUE** BUTTON.

THE PROJECT DESCRIPTION IS NOW COMPLETE AND THE CODE STUDY WILL BE CREATED. THE REPORT WILL BE DISPLAYED ON THE MAIN SCREEN

YOU MAY SAVE AND OR PRINT THIS REPORT.

IF YOU SEE SOMETHING THAT YOU WANT TO CHANGE, CLICK **PROJECT**, THEN CLICK:
EDIT CURRENT PROJECT

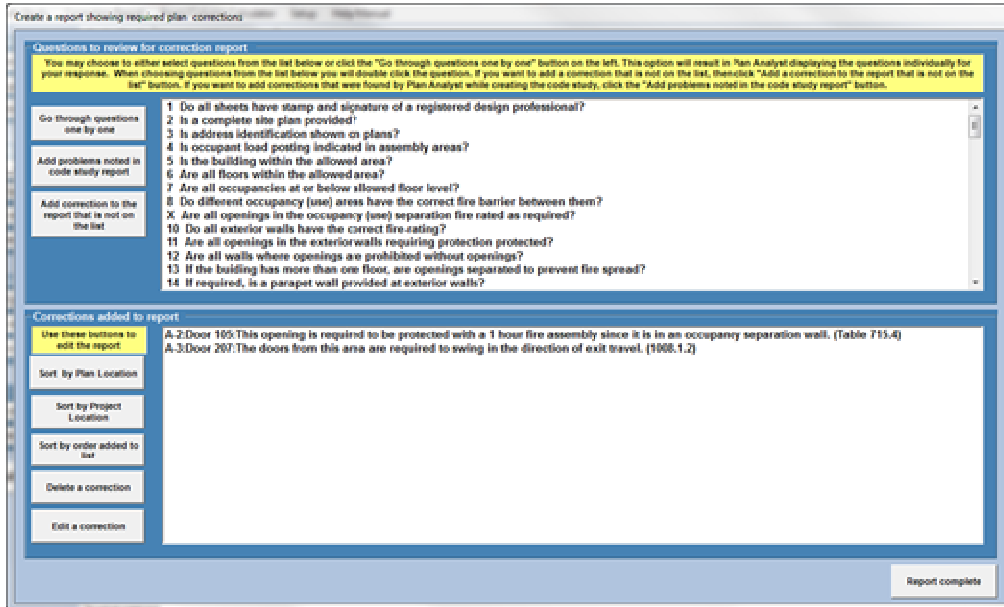
SAVING PROJECT DESCRIPTION AND CODE STUDY

1. **SAVE CURRENT PROJECT DESCRIPTION** – SAVES INPUT DESCRIPTION OF PROJECT. NEEDED TO EDIT PROJECT DESCRIPTION.
2. **SAVE CODE STUDY** – SAVES THE ACTUAL REPORT SO THAT YOU CAN SEND THE ACTUAL REPORT TO ANOTHER OFFICE OR LOAD INTO A WORD PROCESSOR LIKE MICROSOFT WORD. THE FILE IS SAVED IN THE PROJECTS FOLDER WITH THE EXTENSION OF .RTF (EG. MYPROJECT.RTF).

CORRECTION REPORT

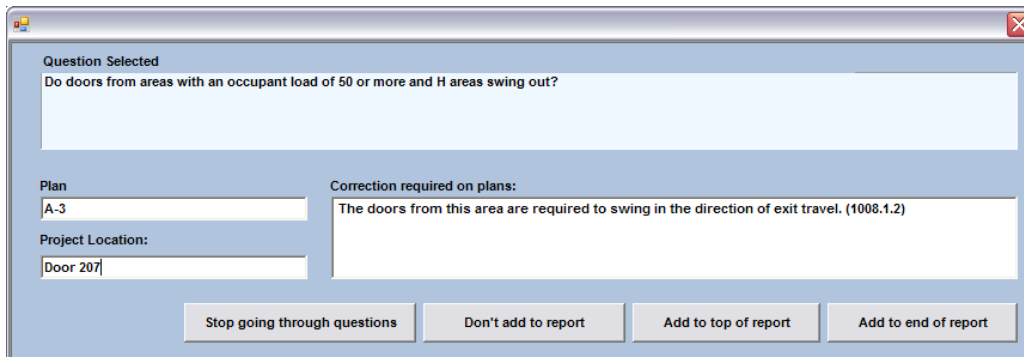
PLAN ANALYST CREATES A CHECKLIST FOR THIS PROJECT. THE QUESTIONS IN THE CHECKLIST ARE SELECTED BASED ON THE CODE STUDY SO YOU WILL NOT BE ASKED QUESTIONS THAT DO NOT APPLY TO THIS PROJECT.

YOU MAY EITHER SCROLL THROUGH THE LIST AND PICK QUESTIONS BASED ON YOUR REVIEW OF THE PLANS OR CLICK THE **GO THROUGH QUESTIONS ONE BY ONE** BUTTON AND PLAN ANALYST WILL LEAD YOU THROUGH EACH QUESTION ON THE CUSTOMIZED LIST.



TO ADD PROBLEMS NOTED IN THE CODE STUDY, CLICK THE **ADD PROBLEMS NOTED IN THE CODE STUDY** BUTTON. **NOTE: YOU WILL NEED TO ADD PLAN LOCATION AND PROJECT LOCATION TO THESE.**

WHEN YOU NOTE A PROBLEM ON THE PLANS, THE FOLLOWING SCREEN IS DISPLAYED. YOU ENTER THE PROBLEM ON THE PLANS AND IDENTIFY THE PROJECT LOCATION.



WHEN YOU HAVE COMPLETED THE LIST OF QUESTIONS, CLICK THE **REPORT COMPLETE** BUTTON. THIS WILL CREATE THE CORRECTION REPORT. TO REVIEW THE CORRECTION REPORT, CLICK THE **REQUIRED CORRECTIONS** TAB ON THE MAIN SCREEN TO REVIEW THE REPORT.

SAVING THE CORRECTION REPORT:

IN SAVE BOX, CLICK **CORRECTION REPORT** BUTTON OR **SAVE CORRECTION REPORT** UNDER THE **CORRECTION REPORT** PULL-DOWN MENU.

THIS WILL SAVE TWO FILES.

1. **.CSc** = DATA FILE NEEDED BY PLAN ANALYST TO RECREATE CORRECTION REPORT FOR EDITING.
2. **_CR.RTF** = ACTUAL CORRECTION REPORT. USE THIS FILE TO SEND A REPORT TO ANOTHER OFFICE OR TO LOAD INTO A WORD PROCESSOR SUCH AS MICROSOFT WORD. (EG. MYPROJECT_CR.RTF)

THE LIST BOX WILL CHANGE TO SHOW THE ALLOWED TYPES OF CONSTRUCTION EACH TIME YOU MAKE A CHANGE. THIS ALLOWS YOU TO QUICKLY AND EFFICIENTLY TRY DIFFERENT OPTIONS.

THE ALLOWED TYPES OF CONSTRUCTION WILL SHOW ON THE RIGHT SIDE. SELECT **CONSTRUCTION TYPE** THAT YOU ARE USING. IF YOU WANT TO CHECK ONLY ONE TYPE, SELECT **ONLY ONE TYPE** AND THEN THE **CONTINUE** BUTTON.

THE PROJECT DESCRIPTION IS NOW COMPLETE AND THE CODE STUDY WILL BE CREATED.

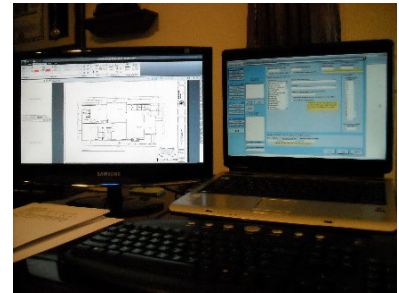
THE REPORT IS DISPLAYED ON THE MAIN SCREEN.

THE REPORT IS DIFFERENT BUT THE USE OF THE CODE STUDY REPORT IS THE SAME AS DESCRIBED ABOVE.

ALL DIGITAL (PAPERLESS) CODE STUDIES

WHAT IS NEEDED?

1. COMPUTER WITH 2 MONITORS CONNECTED (1 TO DISPLAY PLAN ANALYST AND 1 TO DISPLAY AUTODESK)
2. PLAN ANALYST SOFTWARE
3. AUTODESK DESIGN REVIEW SOFTWARE (CURRENTLY, FREE OF CHARGE FROM AUTODESK)



USE THE FEATURES OF AUTODESK DESIGN REVIEW TO GET INFORMATION (DIMENSIONS, SQUARE FEET, ETC). ENTER THE INFORMATION INTO PLAN ANALYST. AS YOU CREATE THE CORRECTION REPORT, COPY AND PASTE REQUIRED CORRECTIONS FROM PLAN ANALYST TO THE CALLOUT BOXES IN AUTODESK DESIGN REVIEW. USING THIS SYSTEM, YOU HAVE REVIEWED THE PLANS WITHOUT HANDLING A PAPER COPY OF THE PLANS.

THIS SYSTEM SPEEDS UP THE PLAN CHECK PROCESS, ADDS CONVENIENCE AND A POPULAR **GREEN FACTOR** FEATURE.

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