

Upgrading to Secretary's Helper Version 3.3

Introduction

The release of Windows Vista has made it necessary to re-define where Secretary's Helper stores your Lodge data.

The conversion from Version 3.2 to Version 3.3 will require a little bit of extra work by you. These instructions are designed to make it easy.

Steps if you are still running Version 3.2 on a Windows Version prior to Vista

1. Do a Backup of your data within Secretary's Helper and save an extra copy. Make sure you know where that extra copy is as you will need it later.

NOTE:

If you maintain the records of more than one Lodge (or body) in Secretary's Helper, you will need to do a separate backup for each one.

2. UNINSTALL Secretary's Helper Version 3.2

3. Download and install Secretary's Helper Version 3.3
<http://www.linshaw.ca/software/setup.exe>

4. Run Secretary's Helper. A message box is displayed asking you to accept or change where your data will be stored.

RECOMMENDATION:

Accept the default shown in the window by pressing the "Apply" button and then OK.

5. A window asking for the "Restore" is shown. Restore your data from the backup file(s) you created in Step 1.

NOTE:

You will be prompted to enter your Activation Key.

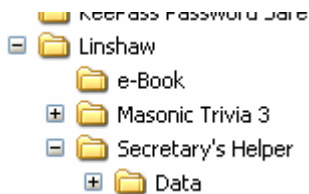
YOU ARE DONE!

Upgrading to Secretary's Helper Version 3.3

Steps if you do not have and cannot create a Secretary's Helper backup but still have the Secretary's Helper Data Folder and files. This includes where you did an upgrade (not clean install) from XP to Vista.

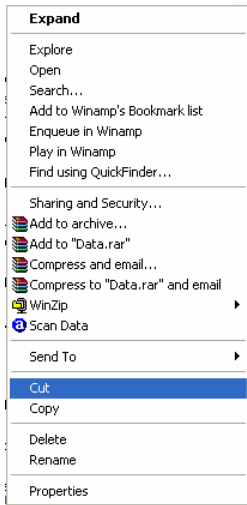
1. Open "My Computer" (Windows Explorer) and go to:
C:\Program Files\Linshaw\Secretary's Helper
(or wherever the Secretary's Helper data files are located).

You will see the "Data" folder under "Secretary's Helper".



RIGHT click on the "Data" folder.

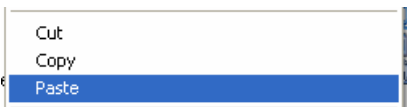
This displays a small menu – yours may not have as many items or the same items as the one shown below.



LEFT click on "Cut". This will put your Data folder on to the clipboard and when pasted into its new location, it will delete it from its current location.

2. Go back to "My Computer" (Windows Explorer) and go to your new data folder "SecHelp3Data" wherever you set it up – for this demo, it is located where we recommended on the C:\ root folder.

RIGHT Click on this folder and a menu is shown.



LEFT click on "Paste" and your Data Folder is transferred to its new location.



NOTE:

When referring to the "Data" folder we include all folders within that folder, which will also be moved when you move the Data folder. You may be asked to overwrite the folder currently there – do so and it will replace the data set up when you opened Secretary's Helper Version 3.3 and found you had no data.