

Adjutant Software Customer Support Tech Notes

Document Title: Transferring a database file to another system
Document Number: 007
Applies to: Campaign ToolBox

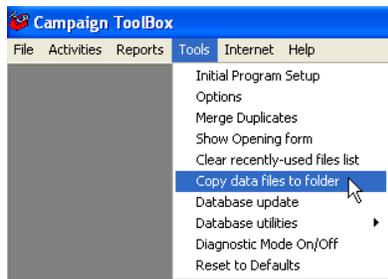
SUMMARY

Some organizations find it useful to have the program installed on several systems, and then have the updated data file distributed as needed. This document describes how to copy the database from one system (referred to here as System A) to another system (referred to here as System B). **This document assumes that the program has already been successfully installed on both System A and System B.**

PROCEDURE

On System A (Source)

Either click on the menu item: Tools | Copy data files to folder



- or -

Use Windows Explorer to copy your data file on **System A to a USB drive or other removable media.**

The default name is CAMPAIGN.MDB and is usually located in the main program folder; however it can be named anything and be located anywhere on your system. The file name and path are displayed on the opening form when you first start the program. You can also copy the file(s) to a CD by using a CD creation program.

If you have changed any of the user-definable lists (such as Contribution Source or Expense Category), you may also need to transfer the list files from System A to System B. These files have an extension of .LST and are located in the main program folder (typically C:\Program Files\CTBxx where "xx" is the state abbreviation).

On System B (Destination)

Use Windows Explorer to copy your data file from the **USB drive to System B.**

If List files were copied, they must be copied into the main program folder. Allow them to over-write existing files.

1. Start Campaign ToolBox.
2. Close the Opening Form
3. Click on File | Open
4. Browse until you locate the data file
5. Click on the data file, then click on OK

Campaign ToolBox will now be set up and ready to use the new database file.

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NOTES

1. This same procedure can also be used to transfer database files as email attachments. Note that some email programs or systems change files being transferred; make sure you have tested your email system before depending on this. Also, some systems such as MS Outlook will block MDB data files - in that case, use WinZip to send it or temporarily rename the file extension.
2. There can be only one master file. You cannot enter data on different database files and then merge them (unless you have the Export/Import option), so be careful to keep track of which data file is the master copy.
3. For help using Windows Explorer to move files: in Explorer click on Help | Help Topics. On the Index tab, type "Files", then scroll down to "moving". A list box will appear - click on "To move a file or folder".