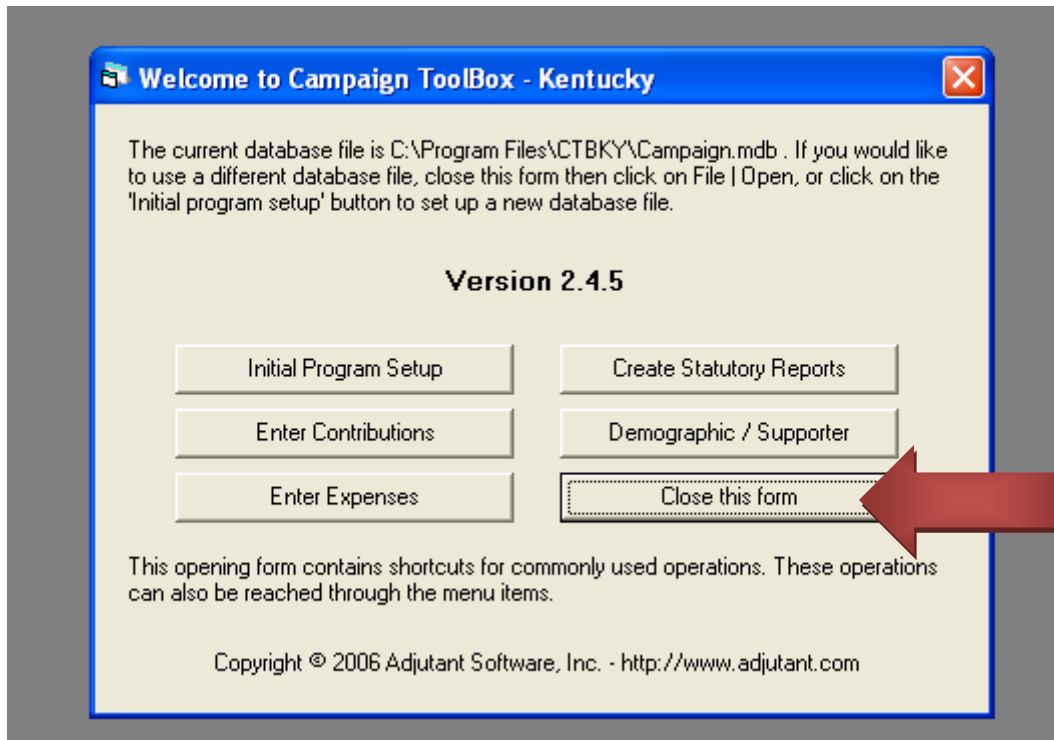
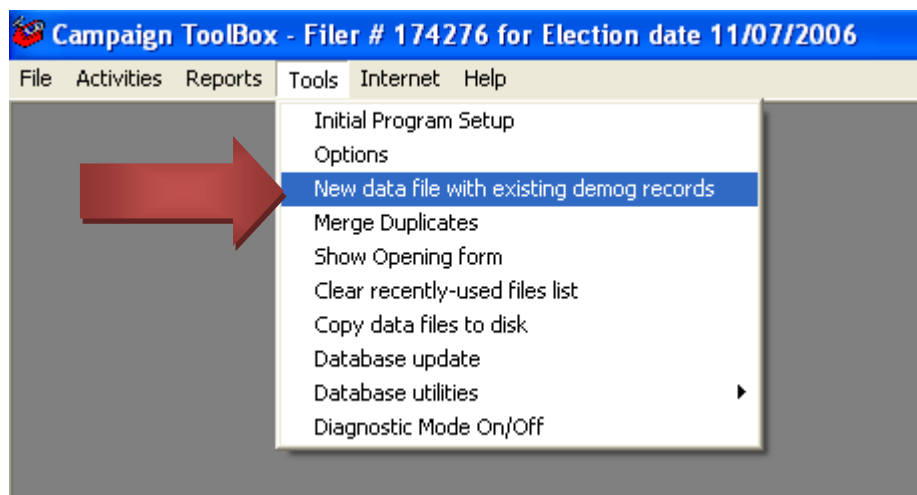


How to Create a New Database

Campaign ToolBox™ and click on “Close this Form.”

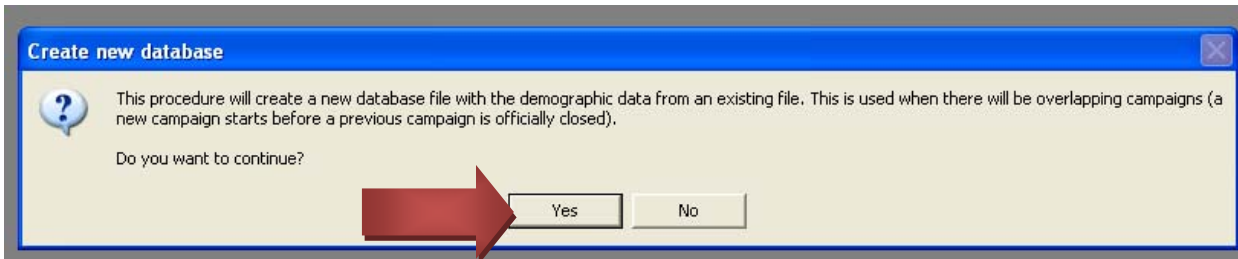


Click on Tools > New data file with existing demog records.

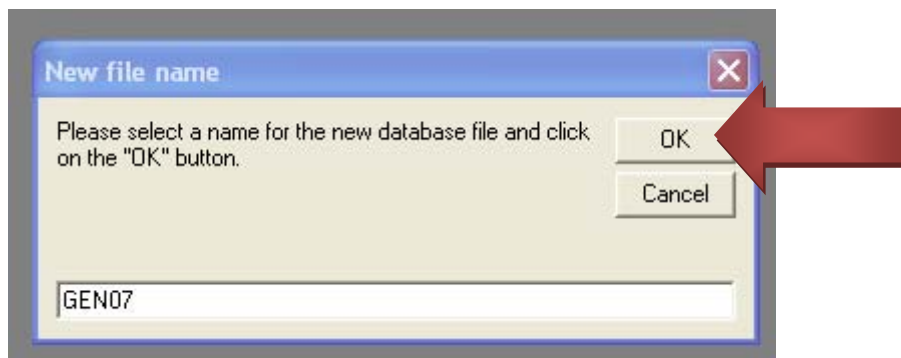


How to Create a New Database

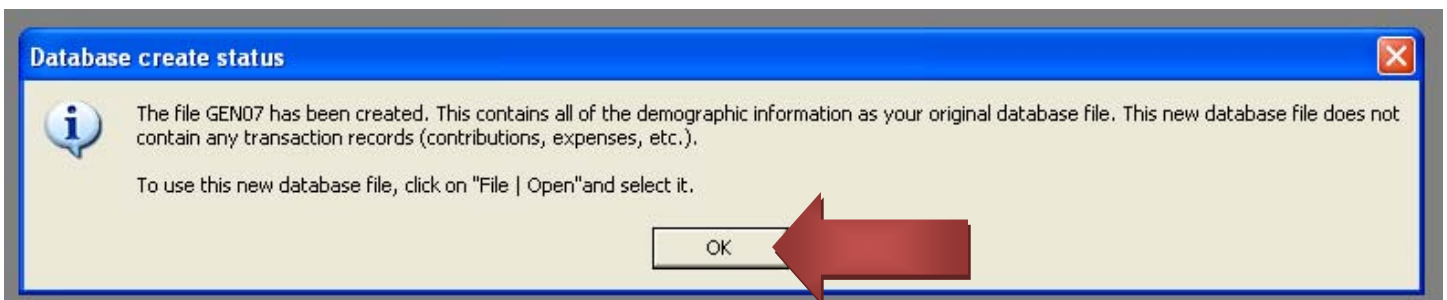
A window will be displayed informing you that this procedure creates a new database file. Click "Yes" to continue.



Enter a name for this new database. Example: Use something that is meaningful to you such as "GEN07."

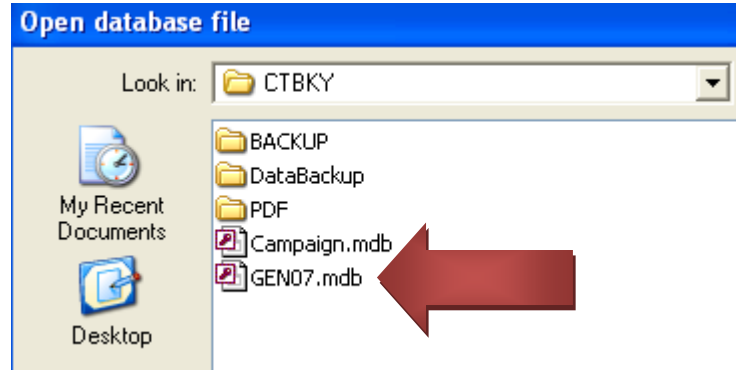
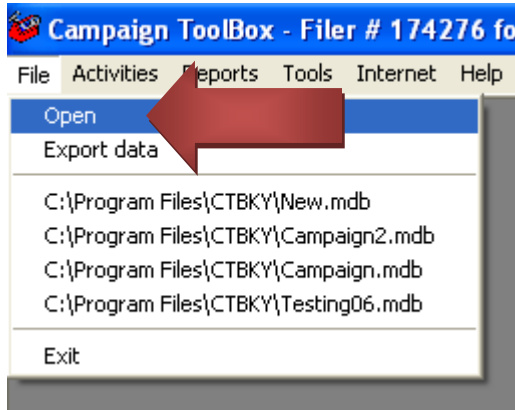


You will get a message that the new file has been created. Click on "OK" to continue.

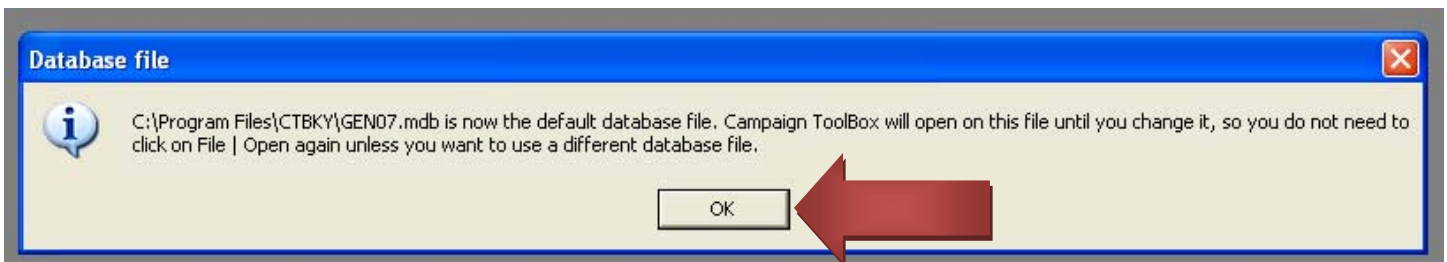


How to Create a New Database

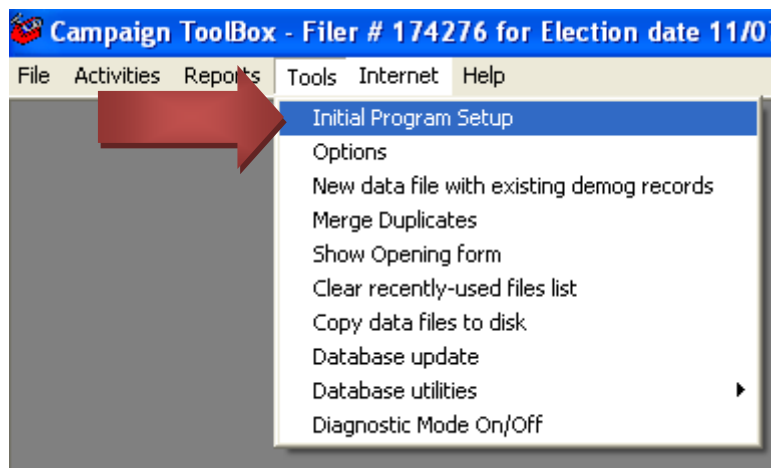
To open the new database, click on File > Open to open the database you just created. Double click on the file you just created.



A window will display informing you that the new data file you created will be the default database. Using your mouse, click on "OK" to continue.



Click on Tools > Initial Program Setup to begin setting up this database for the new election



How to Create a New Database

Click "Yes" to verify that you want to use this new database during setup.



Since you created this database from an existing database your information will be transferred. There are only a few pieces of information that need to be changed.

Click on "Next" until you get to step 13 of 53



How to Create a New Database

On Step 13, change the election date to reflect the election this database is intended.

11/07/2006

Election Date - Max. field size = 10
This is a required field. Enter the Election date for this database file.

IMPORTANT - A new database file MUST be created for each new election. Do not simply continue adding records to a database file from a previous election.

Use mm/dd/yyyy format for the date.

< Back Next >

Step 13 of 53 Cancel/Close

If you are creating a **new General Election** data file, you will be sent a new filer number for the general election after the Registry has received information regarding successful Primary candidates.

Enter the Filer number that corresponds to the election associated for this newly created data file.

Click on "Next" until you get to step 51.

174276

Filer Number - Max. field size = 20
This is a required field. Enter your state-issued Filer ID number. If you do not have it, call KREF at 502-573-2226 and ask them for your number.

If testing in Trial Mode, enter "12345".

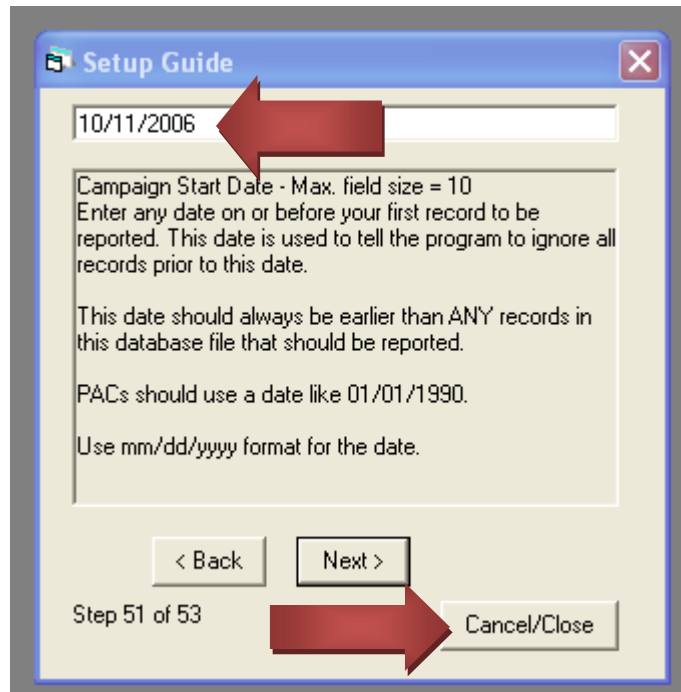
< Back Next >

Step 23 of 53 Cancel/Close

How to Create a New Database

Enter the campaign start date. This will be the day after the Primary if you are setting up a General election database.

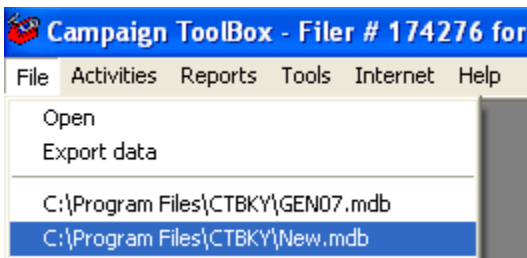
After entering the date, click on "Cancel/Close"



Now you can start putting in your transactions for the next election.

IMPORTANT: Should you have a remaining debt or surplus in a previous database, you should remember to change over to that database any time you'll be entering transactions for that election. It is possible that you will still report on the old election at the same time you are reporting on the new election.

To get back to a previous database, Click on "File" at the top of the page. You should see currently used databases listed at the bottom. Just double click on the one you need to work in.



When you want to enter transactions for a different election, you will use the same steps - just pick the database that you need to enter transactions into.