

# Adjutant Software Customer Support Tech Notes

Document Title: Database updates  
Document Number: 009  
Applies to: Campaign ToolBox

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## SUMMARY

Changes to the program sometimes require that the structure of the main database file be made. This document describes how to update your database file and provides background information.

## PROCEDURE

Preparation - The database file to be updated must be on the same physical drive as the program. If the database file is located on another system on your network, you will need to temporarily move it onto your local hard drive.

1. Click on the menu item "Tools", then select "Database update"
2. When the program opens, click the "Start" button on the form.
3. The database file that was most recently used by Campaign ToolBox will be displayed in the "File Name" field. You can change this if needed. A database file must be shown in this field.
4. Begin the database update by clicking on "Open".
5. During the update, you will see a description of the data being transferred.
6. Upon completion, a message box will appear telling you what version the file has been updated to and what your original database file has been renamed to.

## NOTES

1. A database update does not change your original file. The update program creates a new, empty file and then copies all of your old data into the new file.
2. Your original file is given a numbered file extension beginning with "000". You may delete the numbered files later. It is recommended that they be saved until you have used the new database file and are satisfied that there are no problems.
3. If the current version of the program is calling for a later database version and running the Database Update program does not take it to the current version, either of the following has happened: A) the main program was not properly installed, or B) you have two or more copies of the program installed on your system and are trying to update using an older version of the program.