

Adjutant Software Customer Support Tech Notes

Document Title: Electronic Filing through a different computer
Document Number: 031
Applies to: Campaign ToolBox, all states

SUMMARY

While statutory reports are normally filed directly from the computer on which the work is being done, there may be cases where that computer does not have internet access. This Tech Note describes how to copy the electronic filing data file to another computer in order to file the report from there.

PROCEDURE

You will need a removable drive such as:

- A USB drive (a.k.a., jump drive, thumb drive, etc.) - or -
- A CD drive that is capable of writing files to (burning) a CD - or -
- A floppy disk drive

You will need to manually copy the electronic filing data file from your hard drive to the removable drive.

1. When you use Campaign ToolBox to create your electronic filing data file, you will see several message boxes. One of these tells you the name of the data file and where on your hard drive it is being saved (Campaign ToolBox always creates the file and saves it to your hard drive before anything else gets done with it). Make a note of the file and the location.
2. Close Campaign ToolBox.
3. Copy the electronic filing data file from the hard drive directly to the removable drive.

When the file has been copied, transfer it to the computer you will use to upload the report file. Copy the file from the removable drive to the hard drive of the internet-connected computer. The file should be copied to the same location as it was on the original computer. You may need to create a new folder for it.

Once the file is located on the internet-connected computer, all filing operations are done directly with the state web site. Campaign ToolBox does NOT need to be installed on that computer.

NOTES

1. The preferred method would be to use a USB drive.
2. Writing a file to a CD is more involved than writing it to a floppy disk. Special CD-writing software is required to do this, and Campaign ToolBox does not have that capability.
3. Report files are normally rather small, so they should fit just fine on most media.
4. Be sure to have your log-on information and password when you are ready to upload.

Adjutant Software does not provide technical support for this operation.