

**St. Luke's Episcopal Health Charities
Donor/Prospect Management Tool
Upgrade Instructions for: SLEHC Donor-Prospect Mgmt Tool Upgrade.mdb**

This upgrade version allows current users of the SLEHC Donor/Prospect Database to easily import those records into the new release.

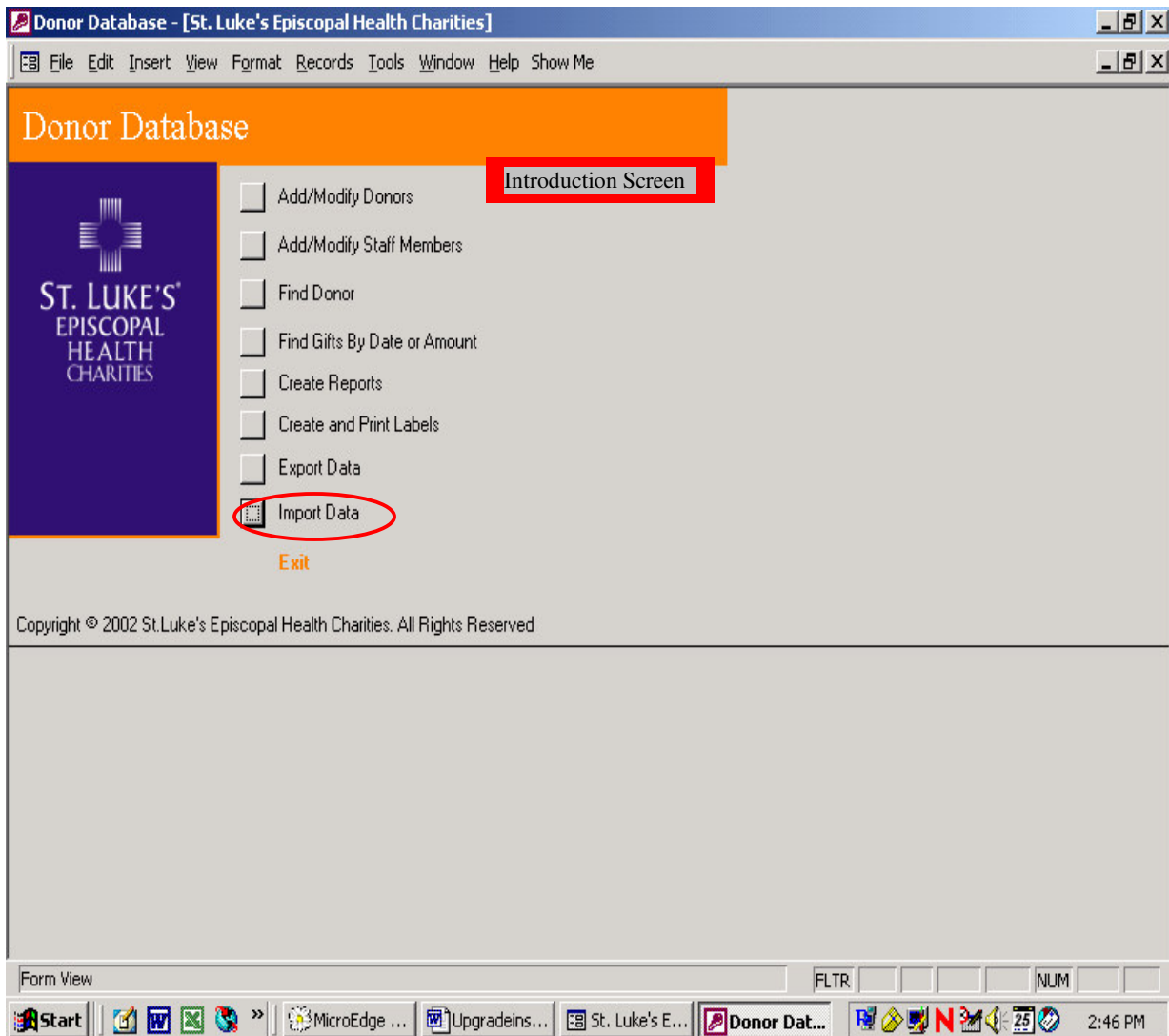
Upgrade Instructions:

Step 1: Make a back-up of your current database.

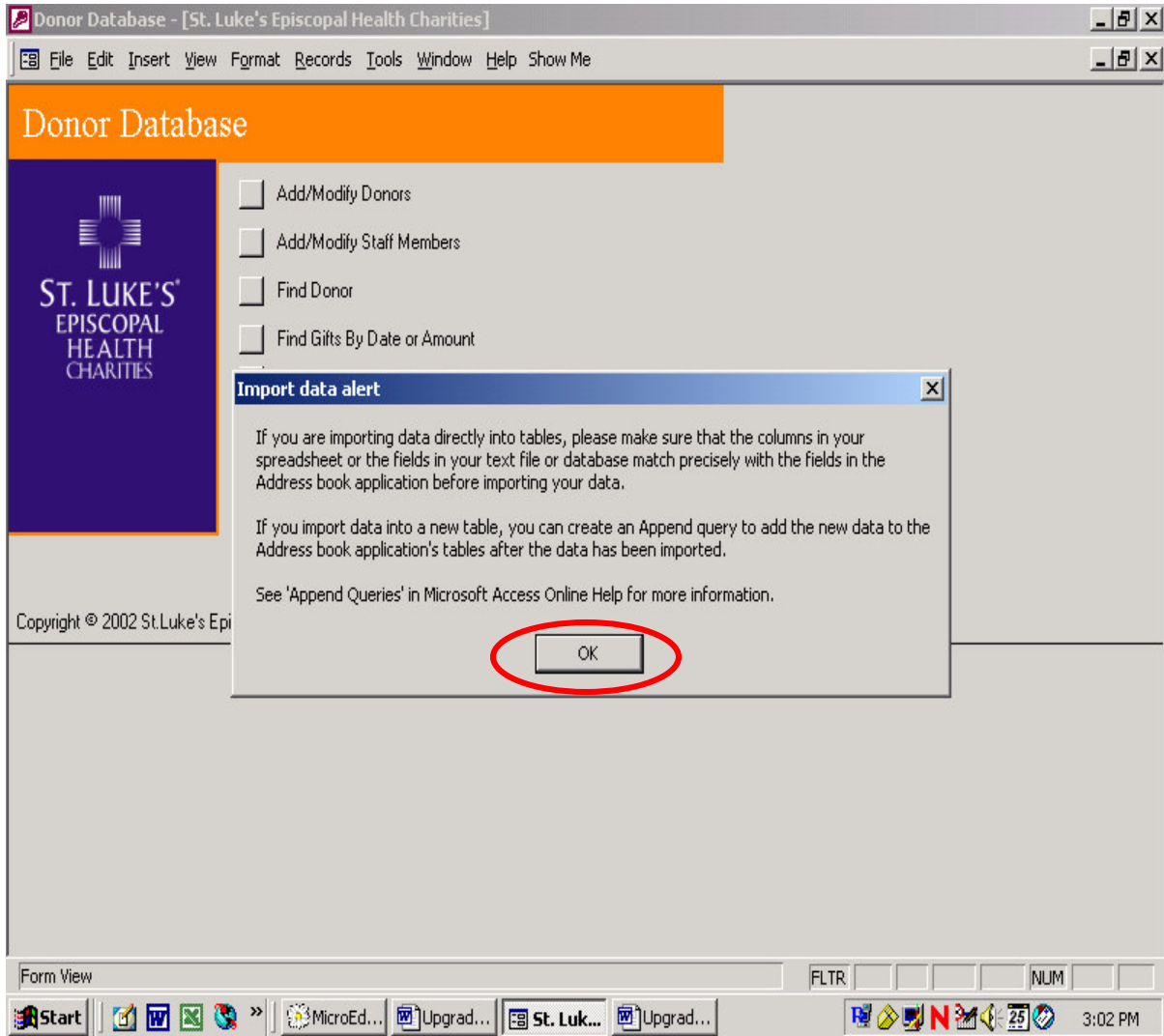
Step 2: Download the new release (filename = SLEHC Donor-Prospect Mgmt Tool Upgrade.mdb) into your computer.

Step 3: Open Access 2000, then open the SLEHC Donor-Prospect Mgmt Tool Upgrade.mdb file you just downloaded.

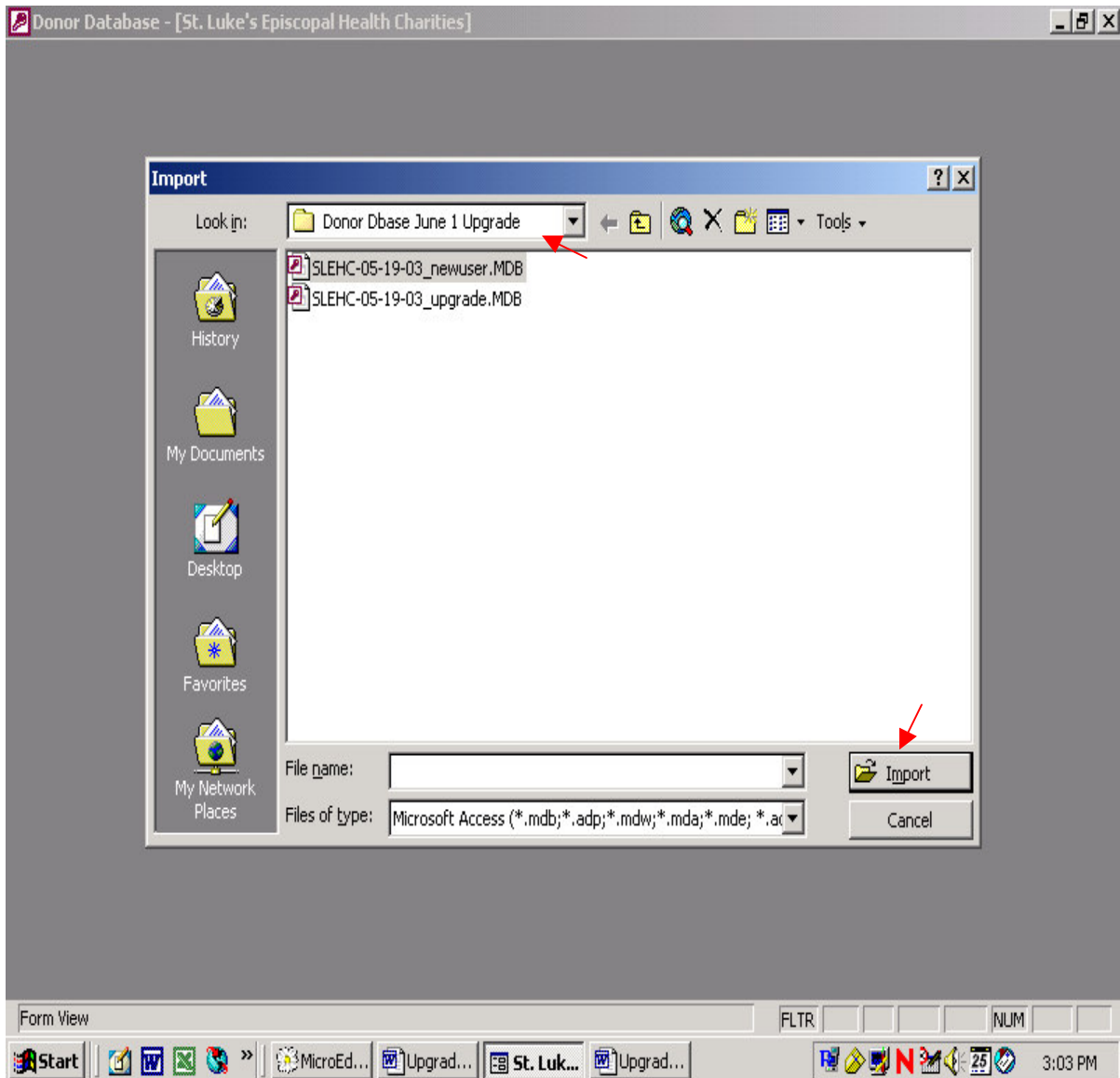
Step 4: The introduction screen will appear. Go directly to the IMPORT DATA Button and click on it. Do not click on any of the other buttons or you will get an ERROR message.



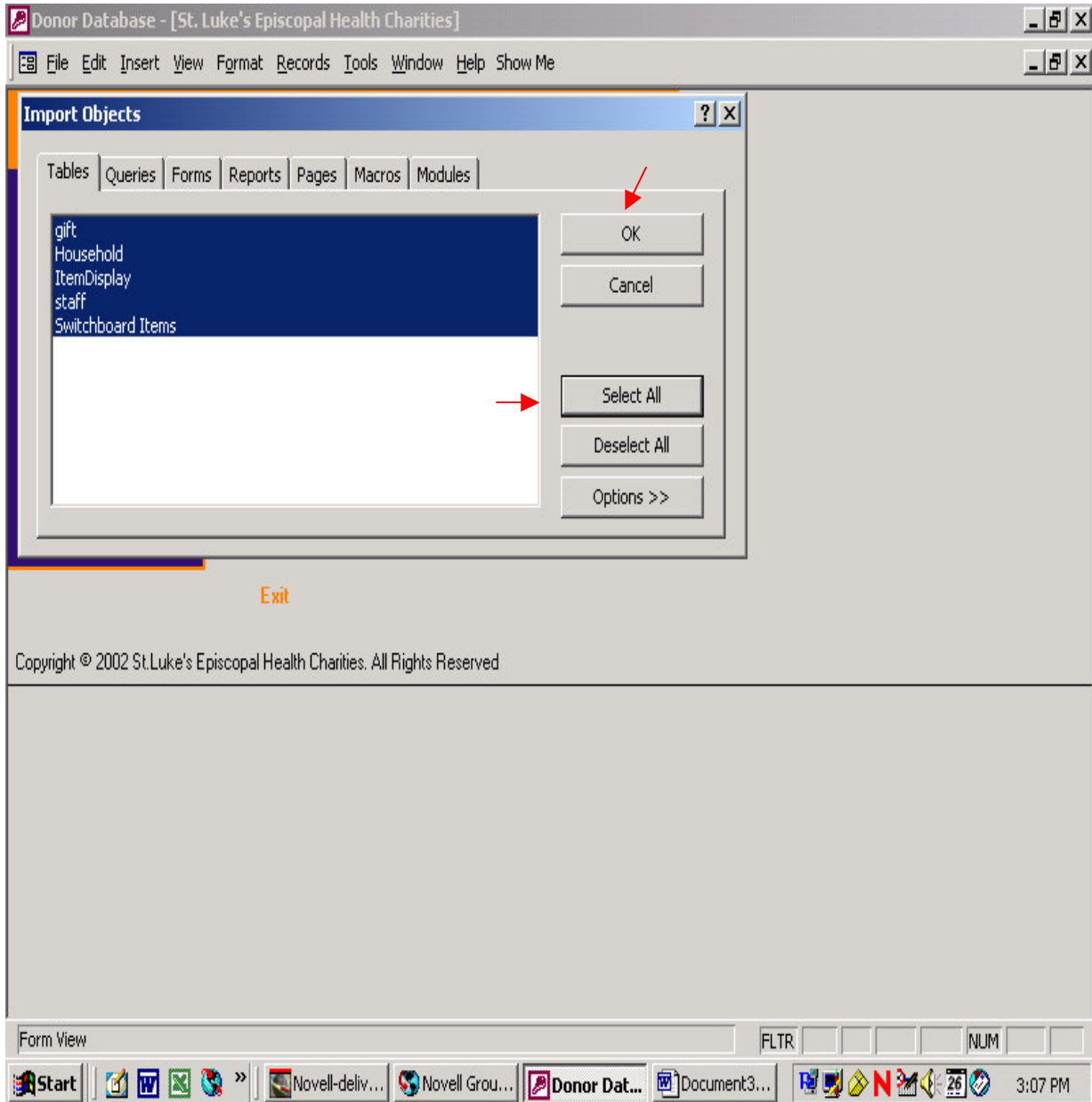
Step 5: An Import Data Alert Box will open – just click on OK



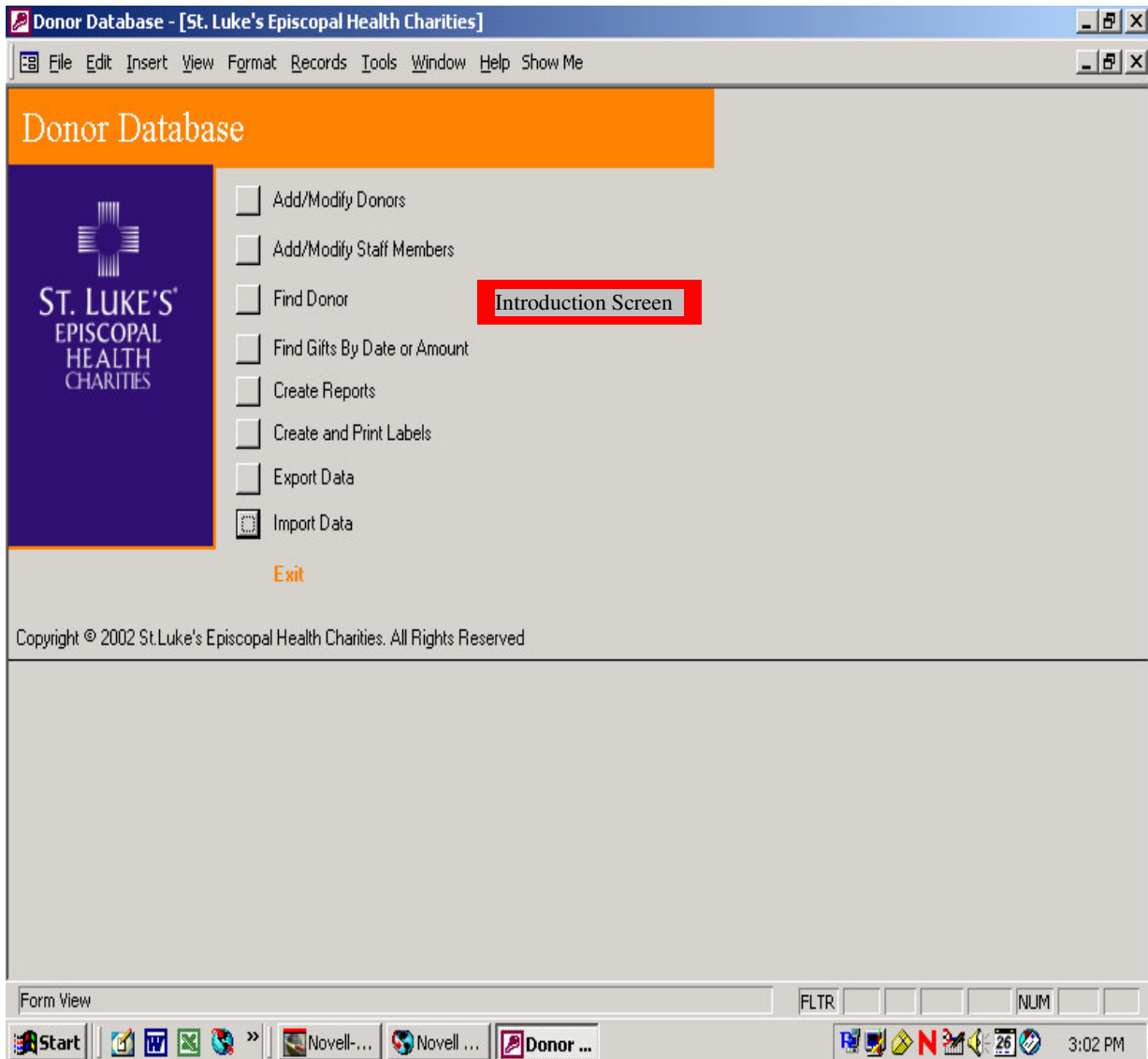
Step 6: An Import Screen will come up to allow you to search for your old SLEHC database containing the records to be imported. Click on the appropriate file name. Then on the IMPORT button.



Step 7: The Import Objects Screen will appear – click on Select All then OK.



Step 8: The introduction screen will reappear when import is complete.



Step 9: Verify that your records have been successfully imported by:

- Clicking on the Add/Modify Donors button and check the number of records.
- Run a report from the new database to compare to a similar report from the old one.

Step 10: (Optional) Archive your old database onto a CD and remove it from your computer.