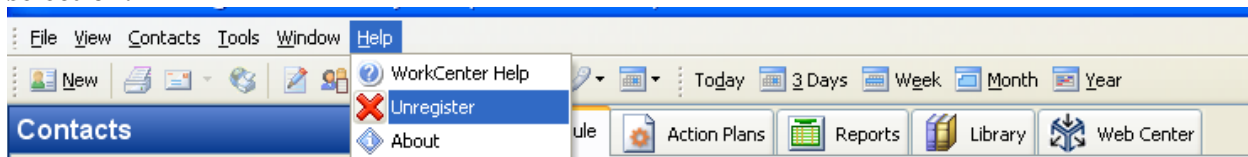


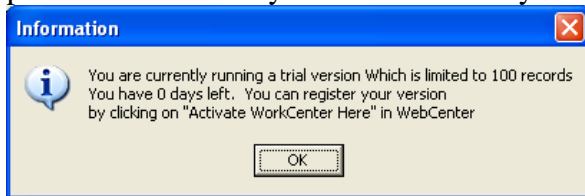
# Moving Your WorkCenter CRM Software

**When you decide that you need to move your WorkCenter CRM software to another computer, please follow the steps outlined in the user manual.**

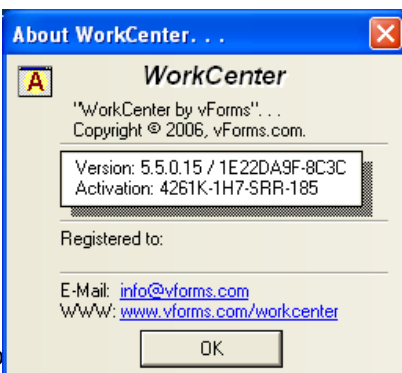
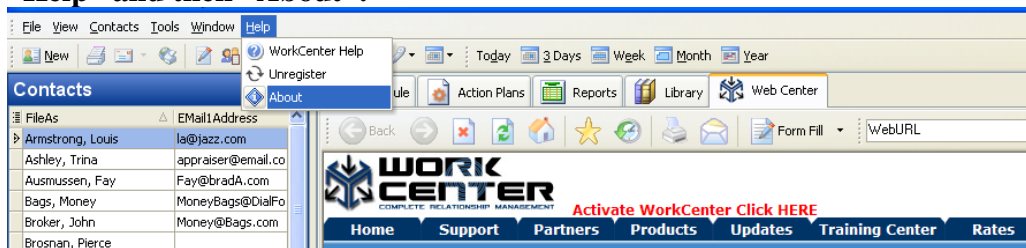
1. Always back up your database BEFORE unregistering your WorkCenter CRM software by going to Tools, Database, Backup. To then unregister your software, open WorkCenter, click on “Help” and select “Unregister”. Older version of WorkCenter may have a “Deactivate or Reupdate” selection.



When you unregister your copy of WorkCenter, you will be able to use the same registration key to activate your software on the next computer. Follow the prompts, close WorkCenter and reopen the software. If you are successful in unregistering your software, the copy will open as a temporary license and display as below or a similar message. If you do not see this message, you will want to repeat the process and/or clarify with vForms that your copy is ready for use on a new computer.



2. Write down your Software Activation Key and Software version you are using by clicking on “Help” and then “About”:

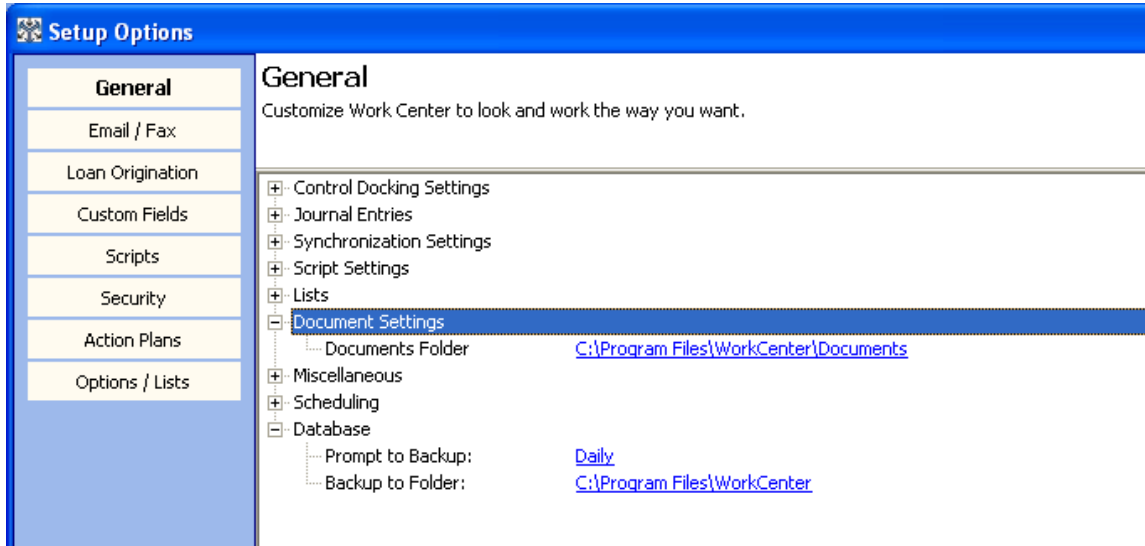


Notice that the screen view to the left will display the version of WorkCenter that you are presently using. The Activation Key will be used when you register the software on your next computer. Please write down both of these numbers.

**Call vForms at 425.489.7777 and ask them for the version download that you are using. Client services will send you the correct download link for your next computer.**

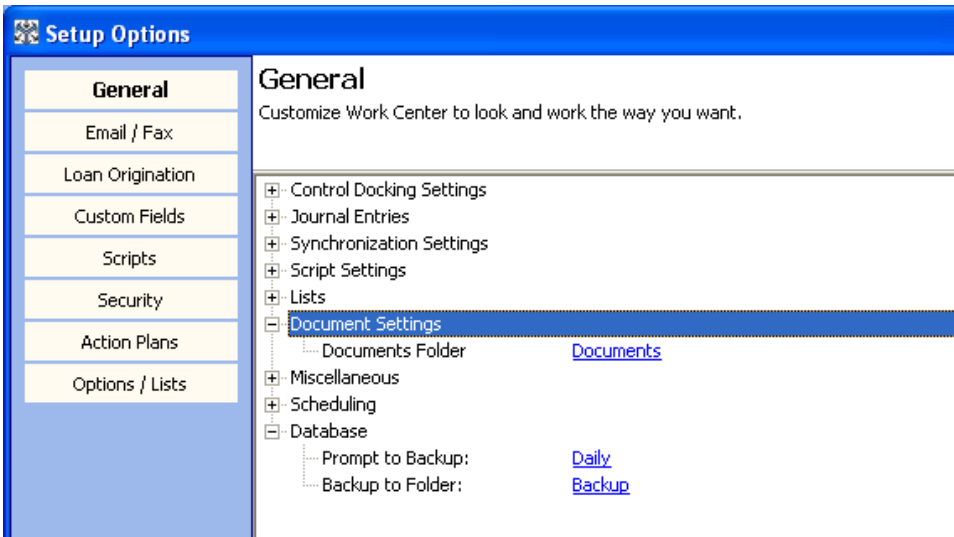
3. Now you will need to copy your WorkCenter database, database backup folder, documents folder and 4 “ini” files from your present computer. It is very important that you follow these instructions carefully because the database and backups contain all of your data, reports, action plans, library, calendar items and journal reports. The “ini” files contain your employee information, any modifications you have done to drop down lists and custom fields.

**#3a.: Copying the Backup and Documents Folders: Click on Tools, Setup Options and then the general tab. Once that tab is opened, click the “+” sign next to “Documents Settings” and “Database” as displayed below:**

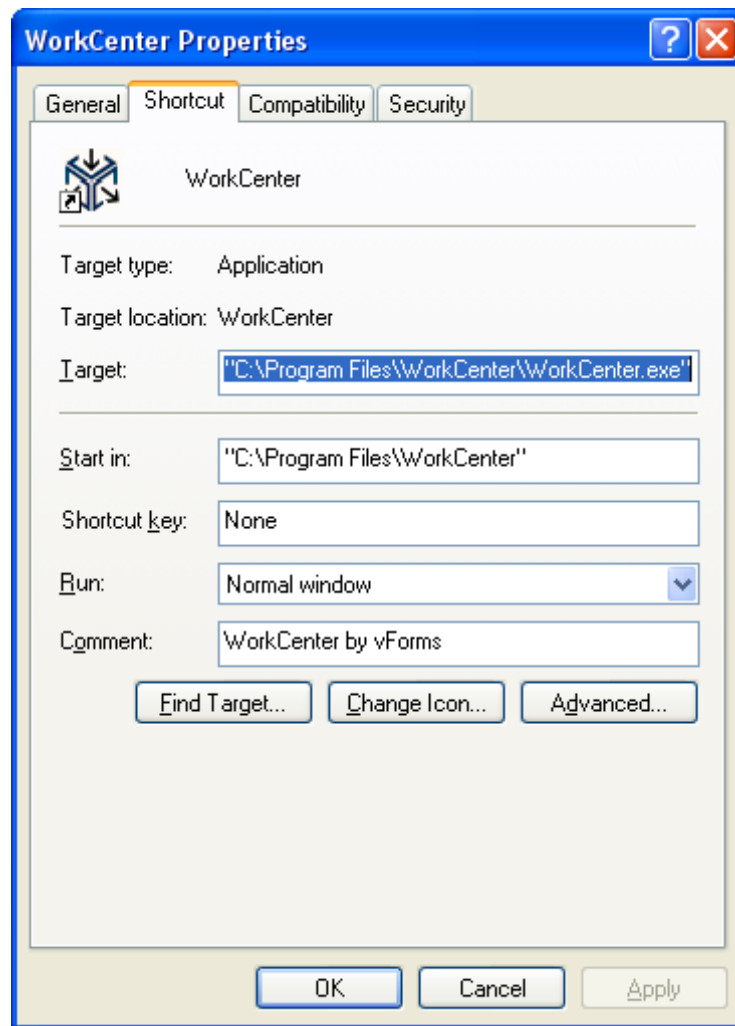
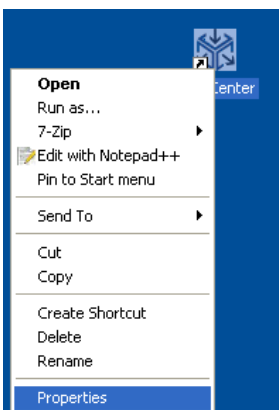


Note the location of your Documents Folder and also the Backup Folder. You will need to go to these locations on your computer or network and copy both folders to an external drive or a network folder. You will need to install both of these folders into your new computer (preferably in the same directories but this is not mandated).

If your documents folder and the backup folders are displayed as shown below, you will need to go to the C:\Program Files\WorkCenter folder and copy the Backup and Documents folders from that location. The reason for that is the software is automatically programmed to these folders if the settings have not been changed or altered by the WorkCenter user.

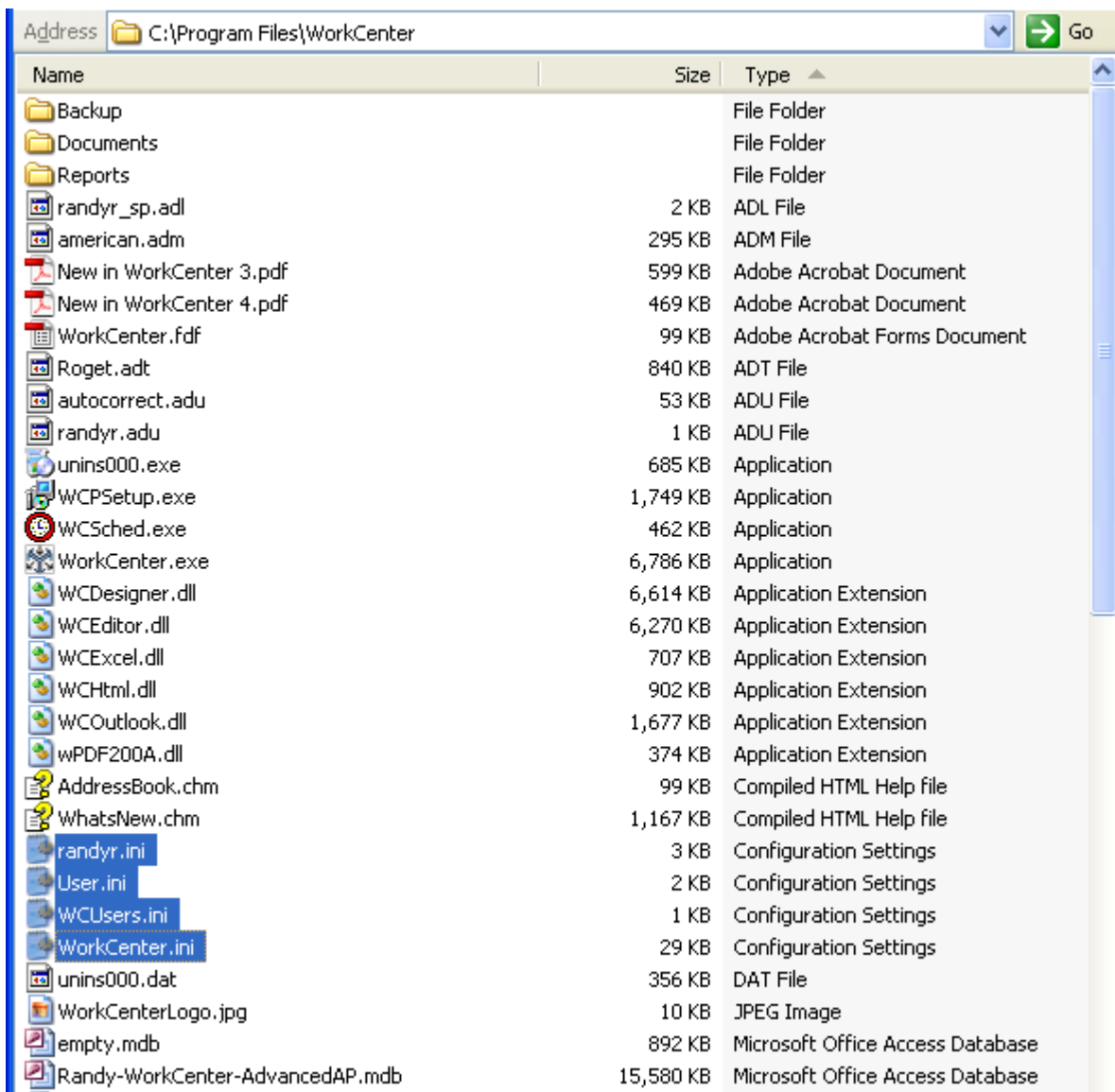


**3b.: Copying the “ini” files:** Go to the directory where your WorkCenter software is contained. The standard default will be C:\Program Files\WorkCenter. If you think you have changed that location, go to your desktop and right click on the “WorkCenter Icon” and select “properties”.

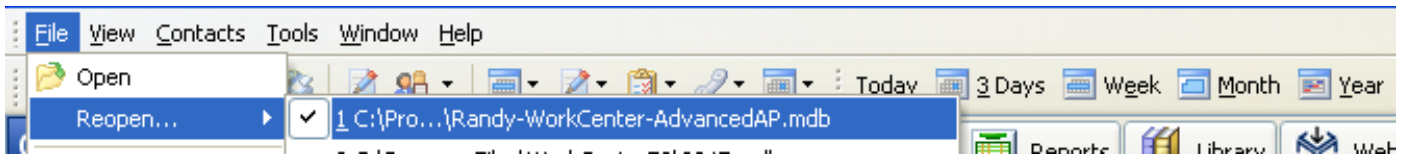


Under the “Target” field will be displayed your folder containing your WorkCenter software code files.

Open that folder and click on “View” and display “Details” and sort your folder by file type as shown below. Toggle down and you will see 4 “Configuration Files”. This screen view will show one of the configuration files as “randyr.ini”. Your file will have your name. Select all 4 “ini” files and copy them to your external drive. You will need to copy these files back into your default directory after installing WorkCenter on your new computer.



**3c.: Copying your WorkCenter database.** Find your WorkCenter database and you will need to copy that to your external drive also. For this demo, I have my database named: **“Randy-WorkCenter-AdvancedAP.mdb”** (please see screen view above). If you are one of the WorkCenter users who have changed the database name from WorkCenter.mdb to a customized name, make sure you copy the correct database. You will need to find that database and copy it to the external drive. Remember the database contains all of your contacts, reports, action plans, library documents, calendar events and journal entries. If you have a difficult time locating your database, open WorkCenter, click on File and select “Reopen”. You will find the database with the check next to it and it will display the location for you.



4. **Contact vForms personnel and request the proper version download link for WorkCenter. Please let them know the version number you were using prior to the software move. This is very important since a new version will rebuild your database and you might not be able to go back to a lower version. You can refer to step number 2 above for your version number.**
5. **Download your WorkCenter software from the link provided by vForms personnel in step 4 above. Refer to the getting started user guide on the vForms.com website or inside your software by clicking on the web center tab and then the training center tab. This guide will give you the needed instructions to register your new software download using the software activation key you wrote down in step 2 above.**
6. **CAUTION:** It is very important that you download the proper version of software; if your updates/maintenance/technical support contract is not current or you have any questions, please call vForms at 425-489-7777. Client services will furnish you with the correct download link. If your maintenance support contract is current, you can download the newest version of WorkCenter at [www.vForms.com/master/WCSetup.exe](http://www.vForms.com/master/WCSetup.exe) . Downloads are also available on our vForms.com website.
7. **If you need any assistance, please contact vForms personnel at the client service direct line of 425.489.7773**

