

Upgrading from Version 2

Upgrade Guide

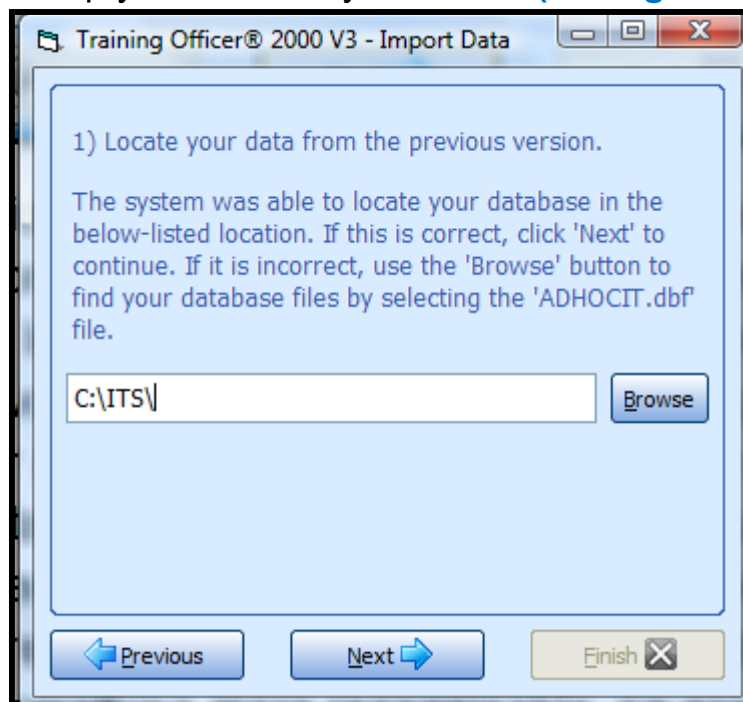
1. Upon completing the client install, the last screen will ask you if you have data to import from a previous version of Training Officer 2000. If you are upgrading and want to import your data from V2, click “Next” as the “Yes” button is selected by default. You only have to do this once. If you’re a new client and are not upgrading but starting from scratch, click the “No” button, then “Next”. [\(see figure below\)](#)



2. If you selected “Yes” to import old data, a data import wizard will open and start the process of importing your data. This may take a while depending on how long you’ve been using Training Officer 2000 and how much data you have. (see figure below)



3. The first question the wizard will ask you is “Where is your old data?” The wizard is pretty smart, so it will check your computers registry and attempt to locate the path of your data from the old program, but, if you’re on a workstation which didn’t use the old program or for whatever other reason, you may have to manually tell the wizard where your data is. In the event you have to manually find it, you’re looking for a certain file called “ADHOCIT.dbf” inside the ITS folder of the old software. Some of you may have changed the name of the ITS folder to something more recognizable, no problem, as long as you can locate this file which lives among all the other dbf data files which made up your old data you’re ok. **(see figure below)**



4. After navigating to the correct file as described above, click “Next” and the wizard will ask you to confirm the location of the Central Database you just installed. Click “Next” and the importing will begin.
5. The import process may take several minutes to over an hour, depending on how much data needs to be imported from your old database. If you encounter any errors or issues with the data import process, please contact Support immediately.
6. Once the date import process is complete, you are done. You have successfully completed the upgrade from Version 2 to Version 3.

Support:

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