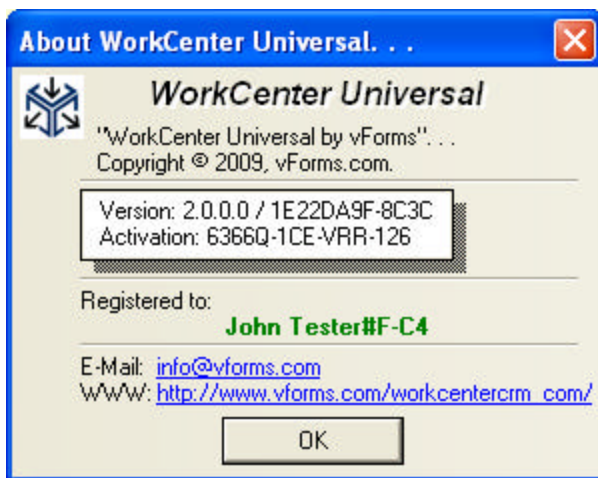




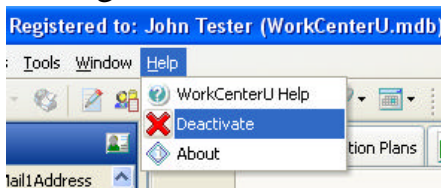
Moving your WorkCenterU (Universal) Software to Another Computer

Please follow these instructions when you move your WorkCenterU software from one computer to another computer. There are certain files that you need to move that will assist you in keeping your complete database intact including all modifications you have made.

Step #1: Click on “Help” and then “About”. Write down your software activation number. You will need this to register your software on the next computer. Also note the Version number so you can download the correct version on your next computer; it will differ from the Version shown below which is a BETA Test Version.



Step #2: Click on Help and “Deactivate”; some versions of the software may indicate “Unregister”. Follow and accept all prompts.



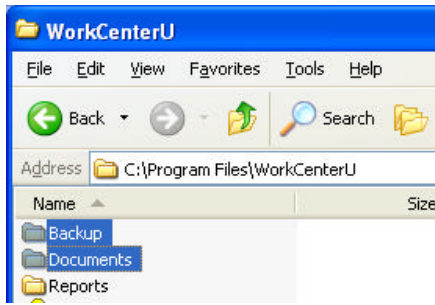
Step #3: You now need to copy three folders and 5 files to an external drive, disk or a server location. To accomplish this, open the computer folder where you initially installed the software. If you used the default settings then that directory would be:

C:\Program Files\WorkCenterU

Folders that you need to copy and take with you:

“Backup” - This folder will contain all of your backup database files

“Documents” – This folder will contain any documents you have attached to your contact records. This folder is automatically created when you attach the first document to a contact record. If you do not see a “Documents” folder, they you do not need to be concerned since that tells you no documents have been attached.



Step #4: You should also take 6 additional files with you from your default directory. There are as follows:

1. “Name”.ini File This file has your personal employee information
2. User.ini This file contains user information
3. WCUsers.ini This file also contains user information
4. WorkCenter.ini This file contains the names of custom fields and all of your lists

	randyr.ini	3 KB	Configuration Settings	User Name Specific
	User.ini	2 KB	Configuration Settings	
	WCUsers.ini	1 KB	Configuration Settings	
	WorkCenterU.ini	30 KB	Configuration Settings	

5. fld.cfg This file contains all of the drop down lists in your custom fields
6. tbs.cfg This file contains all “Sale” tabs that you have created for your

	fld.cfg	7 KB	CFG File	Sales/Opportunity section
	tbs.cfg	2 KB	CFG File	

Step #5: Download your WorkCenterU software from our web site: www.vforms.com. Make sure you download the same version as mentioned in Step #1 above. Your registration key will only work on that version of the software. Once the download is completed, follow the instructions in the “Getting Started Guide” to register your software using the activation code you wrote down in Step #1 above.

Step #6: Copy the two folders (step #3) and the 6 files (step #4) into the new download folder on your new computer. Please note you will need to accept the prompts and overwrite the defaulted download files since WorkCenterU will install default files with the same names.

Step #7: Open your WorkCenterU software and make sure all of your data, settings and tabs have been restored and are working properly.

Step #8: If you experience issues, please email Support@vForms.com