

## Servant Keeper 6: Upgrade Instructions

1. Insert your Servant Keeper 6 CD into your CD drive.
2. You will see a screen like this:

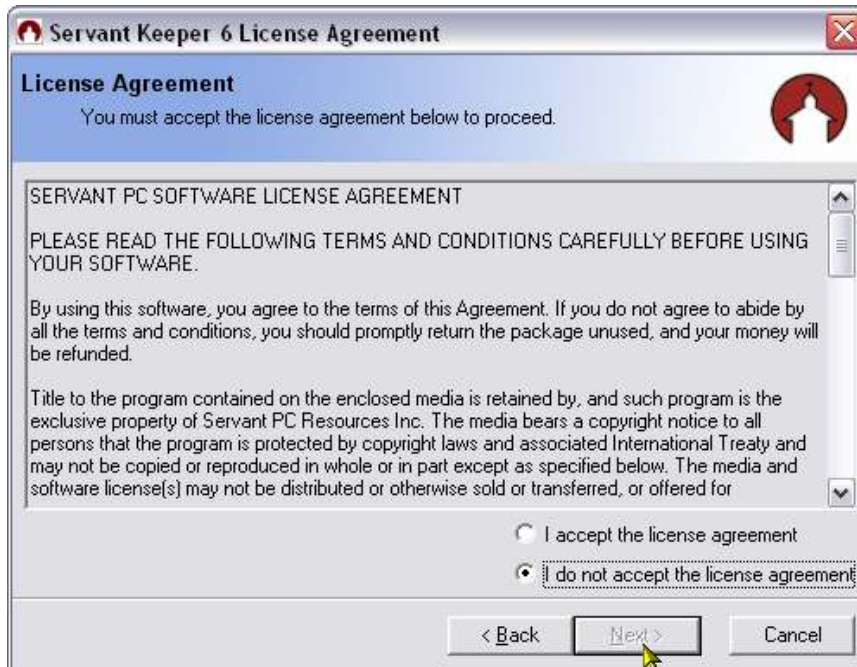


3. Click on [Install Servant Keeper 6].
4. You will then see this screen:



5. Read the screen and click [Next].

6. You will then see this screen:

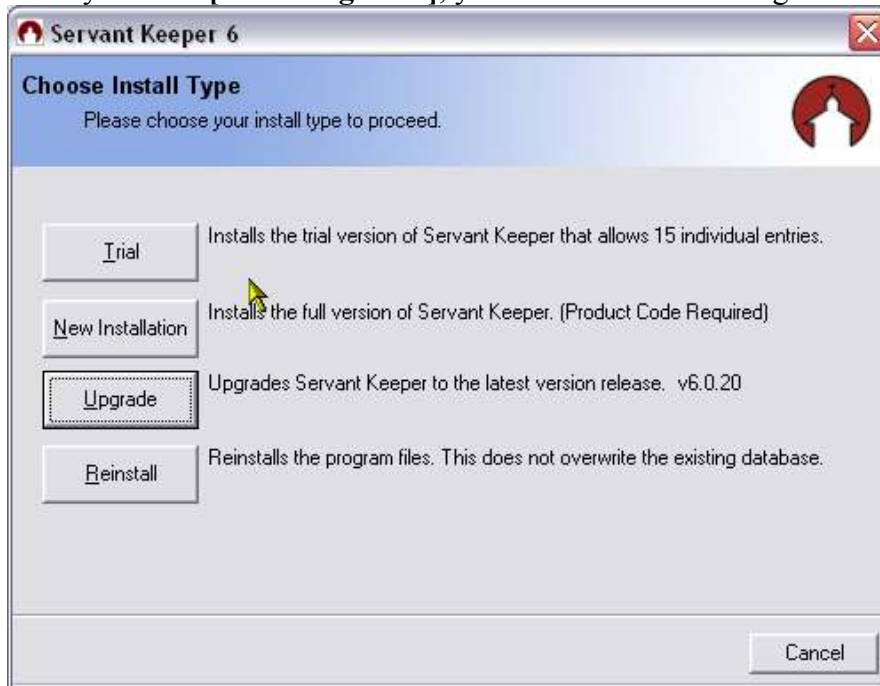


7. Please read the screen and click on the "I accept the license agreement," click [Next].
8. You will then see this screen:



9. Click on the button that applies to you. **[On a Single PC]** is for users who are not networked with other computers. If you are networked, you need to choose **[On a Network PC or Server]**. \*\*If you are on a network, please refer to "Upgrading Servant Keeper on a Network" Instructions.\*\*

10. After you click **[On a Single PC]**, you will see the following screen:



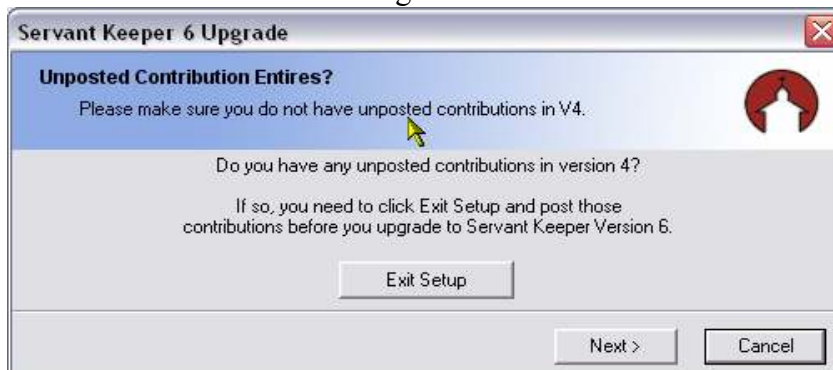
11. Click on **[Upgrade]**.

12. You will see the following screen:



13. Choose the appropriate Upgrade option.

14. You will now see the following screen:

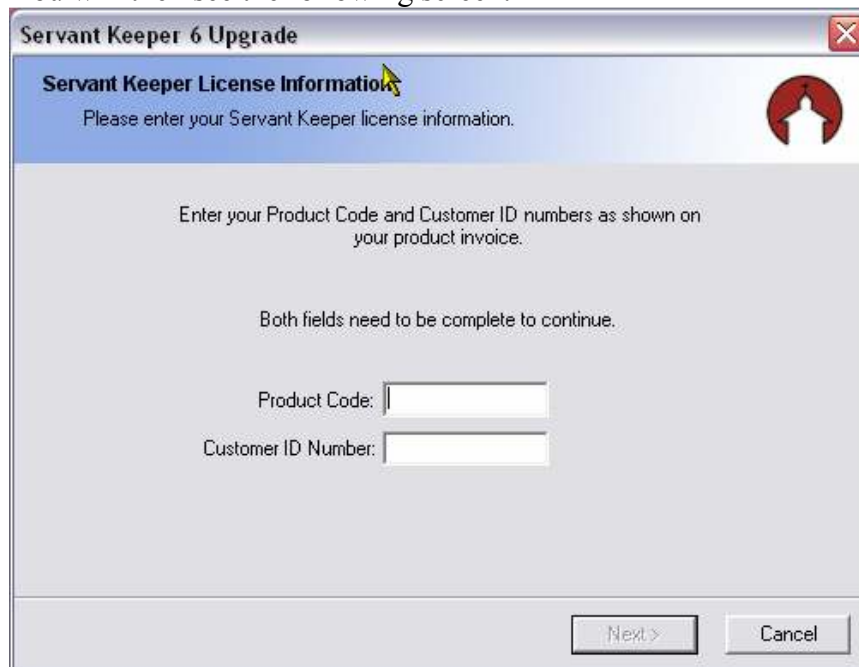


15. If you have unposted contributions in your previous version; you must exit the upgrade. Return to your previous version and post the contributions. Then restart your upgrade. If you do not have unposted contributions, click **[Next]**.
16. You will then see the following screen:



The screenshot shows a dialog box titled "Enter Unlock Code" with a close button (X) in the top right corner. The main heading is "Servant Keeper Upgrade Confirmation Code" next to a red circular icon containing a white silhouette of a person. The central text reads: "Enter the unlock code in the field below to continue the Servant Keeper 6 Upgrade." Below this text is a single-line text input field. At the bottom of the dialog is a "Continue" button.

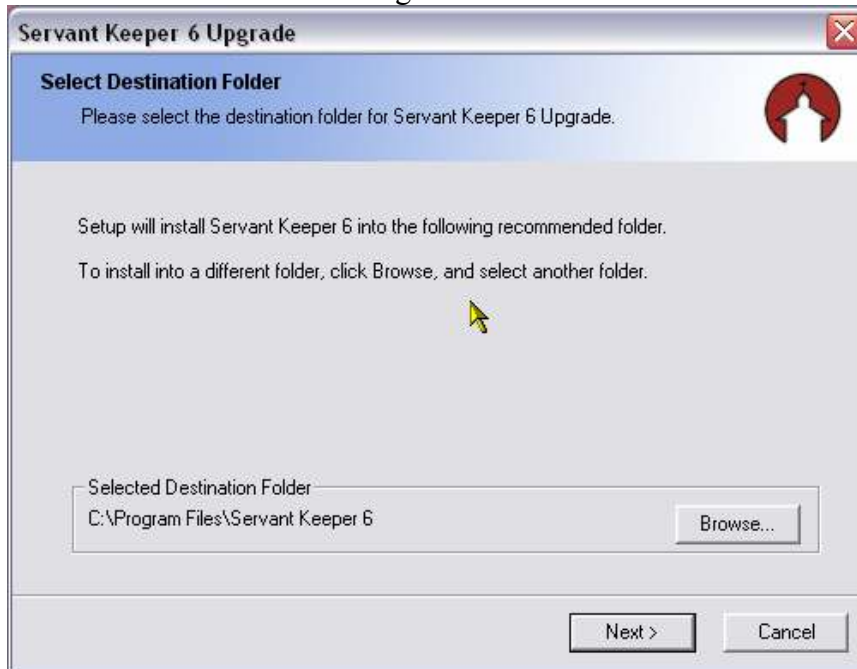
17. Enter the Unlock code provided on your sales receipt and click **[Continue]**.
18. You will then see the following screen:



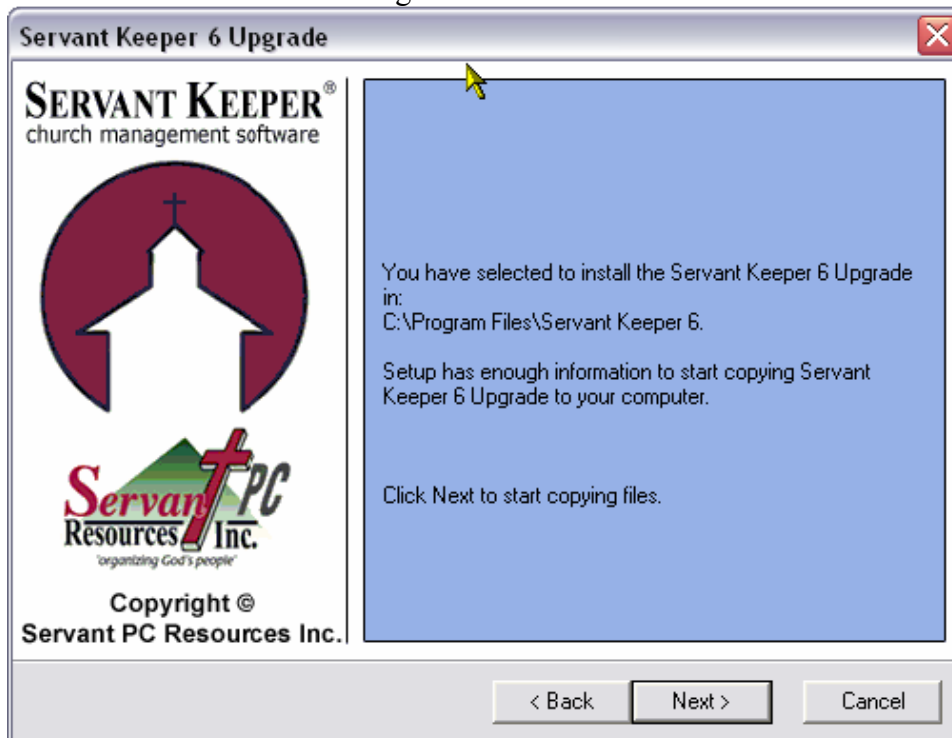
The screenshot shows a dialog box titled "Servant Keeper 6 Upgrade" with a close button (X) in the top right corner. The main heading is "Servant Keeper License Information" next to a red circular icon containing a white silhouette of a person. Below the heading is the instruction: "Please enter your Servant Keeper license information." The main text reads: "Enter your Product Code and Customer ID numbers as shown on your product invoice." Below this is the note: "Both fields need to be complete to continue." There are two text input fields: "Product Code:" and "Customer ID Number:". At the bottom of the dialog are two buttons: "Next >" and "Cancel".

19. Enter your Product Code and Customer ID number (these are also found on your sales receipt). Click **[Next]**.

20. You will then see the following screen:

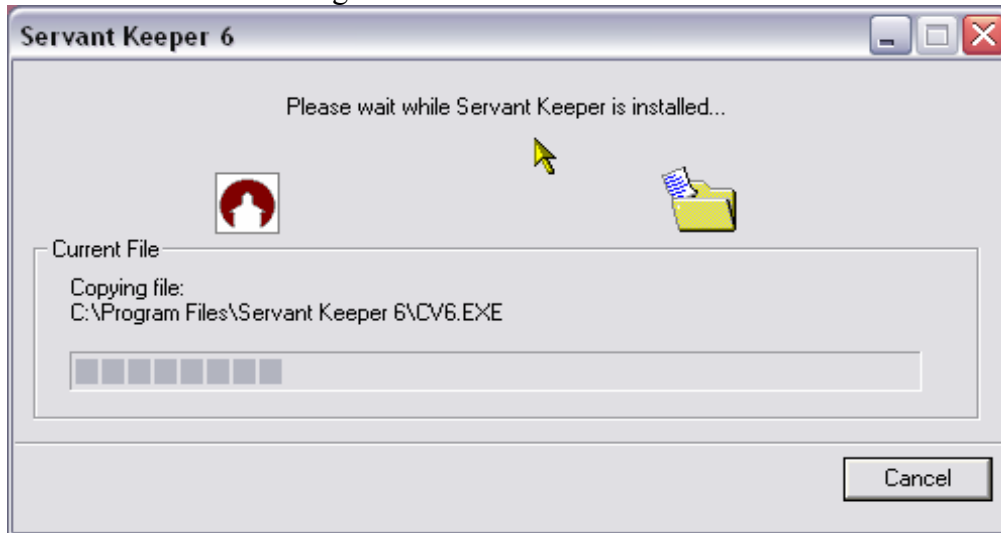


21. This is where you choose the location to install Servant Keeper. It is best to install the program in our default location. If there is a reason you need to install Servant Keeper in a different location, be sure to make a note of the location for future reference. Click [Next].
22. You will then see the following screen:

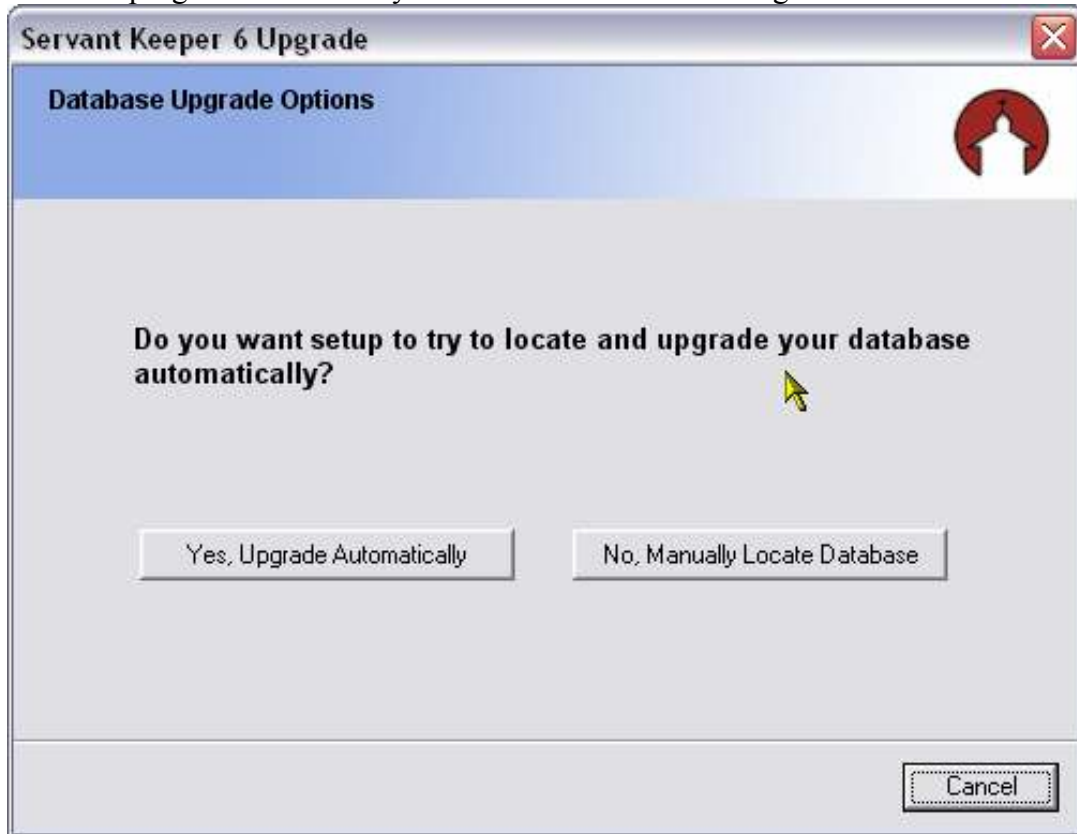


23. This is confirming your destination for installing Servant Keeper 6. Click [Next].

24. You will see the following screen:



25. After the program is installed you will then see the following screen:

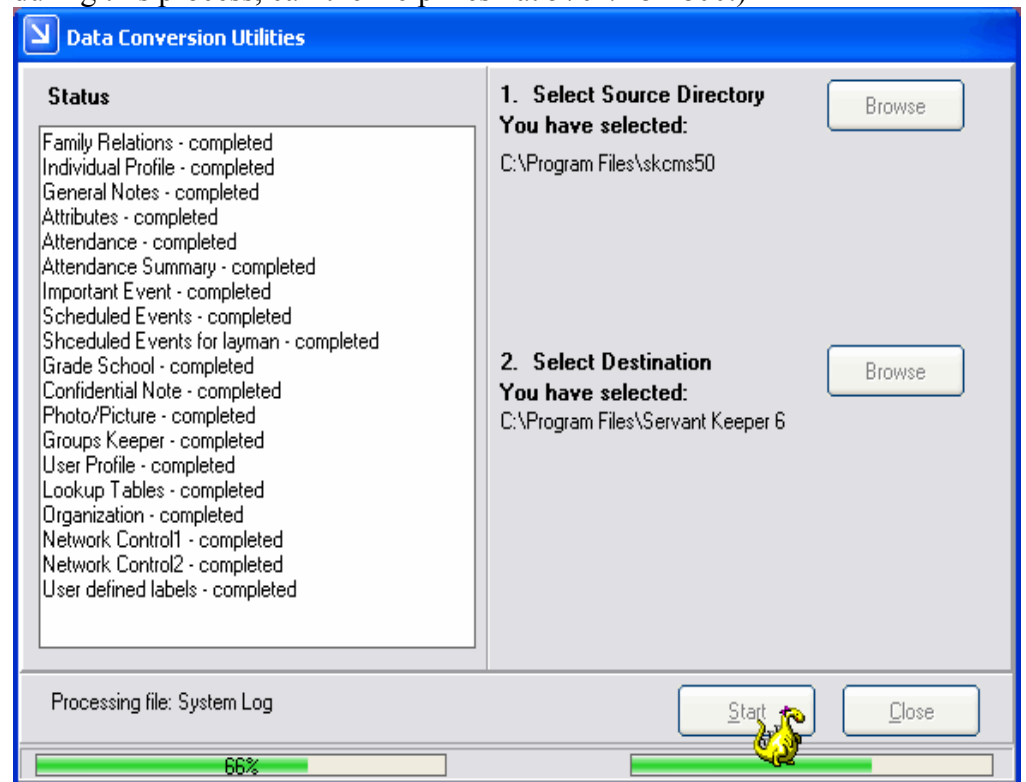


26. If you are certain that your Version 4 or 5 is loaded in the default location, Click **[Yes, Upgrade Automatically]**, if not, click **[No, Manually Locate Database]**.

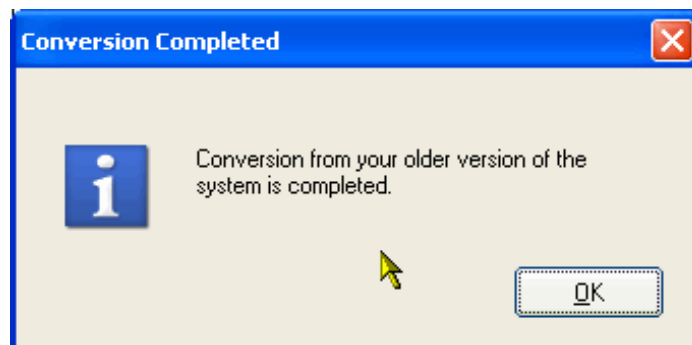
a. If you clicked **[Yes, Upgrade Automatically]**:

1) The database conversion program will run automatically. You will see the following screen: (Should you receive any errors

during this process, call the Help Desk at 570-748-2800.)



- 2) After the conversion is completed, you will see a confirmation window: Click **[OK]**. **Proceed to Step 27 below.**



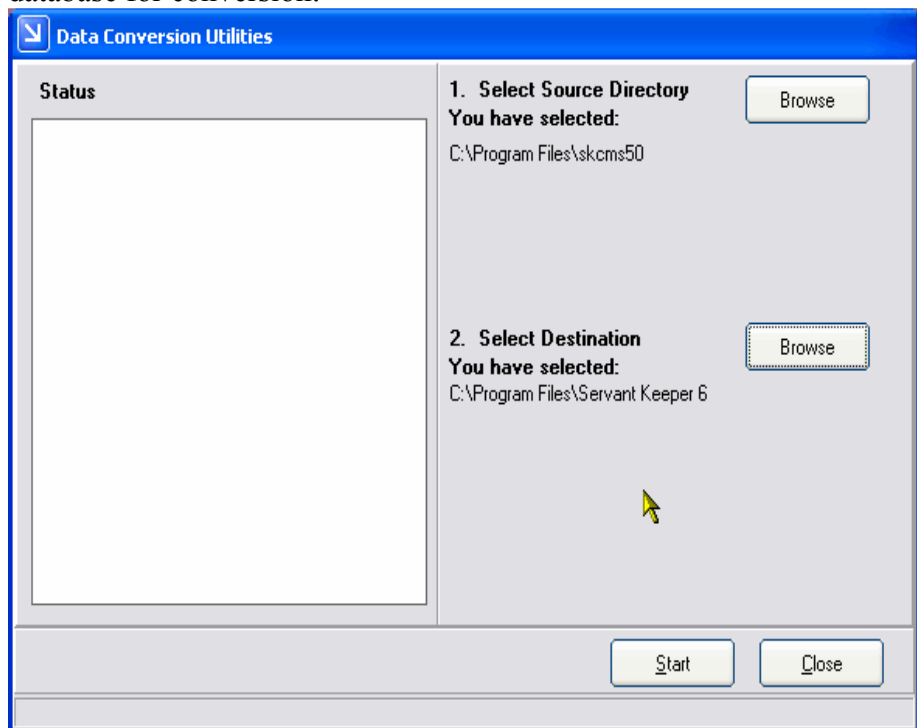
- 3) You will then see the Thank you screen. Click **[Finish]**. You should now have a Servant Keeper 6 Folder on your desktop.

- b. If you clicked **[No, Manually Locate Database]**:

- 1) You will see a database conversion box appear that will give you instructions on what to do on the next screen:

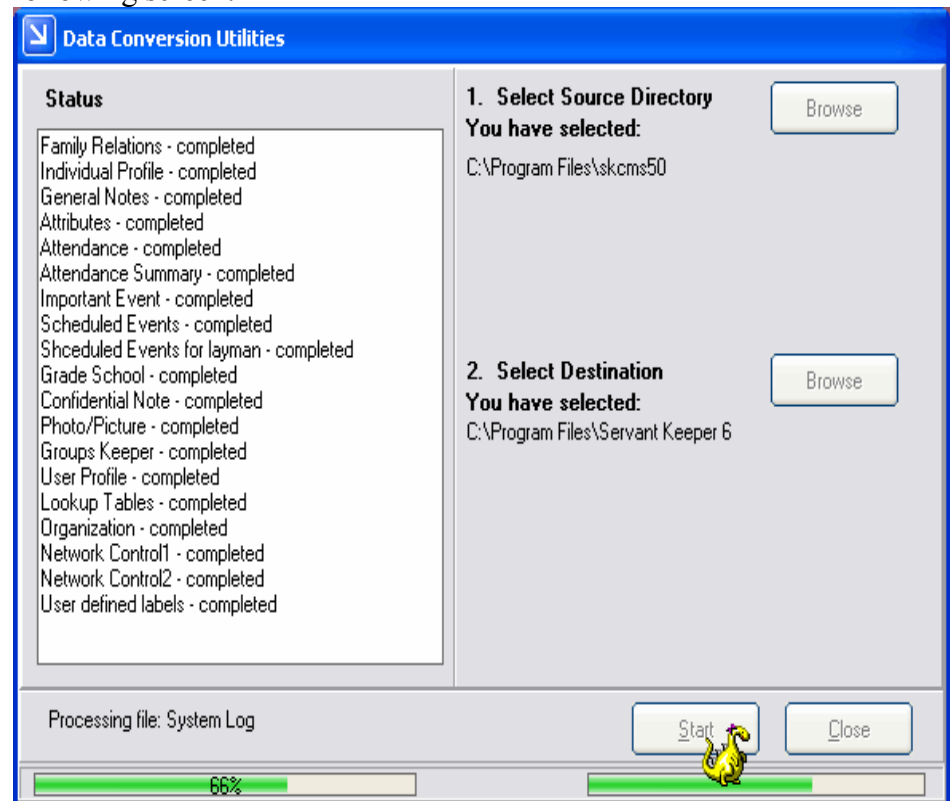


- 2) Click [OK] after reading the instructions.
- 3) You will then see the following screen to manually locate your database for conversion:



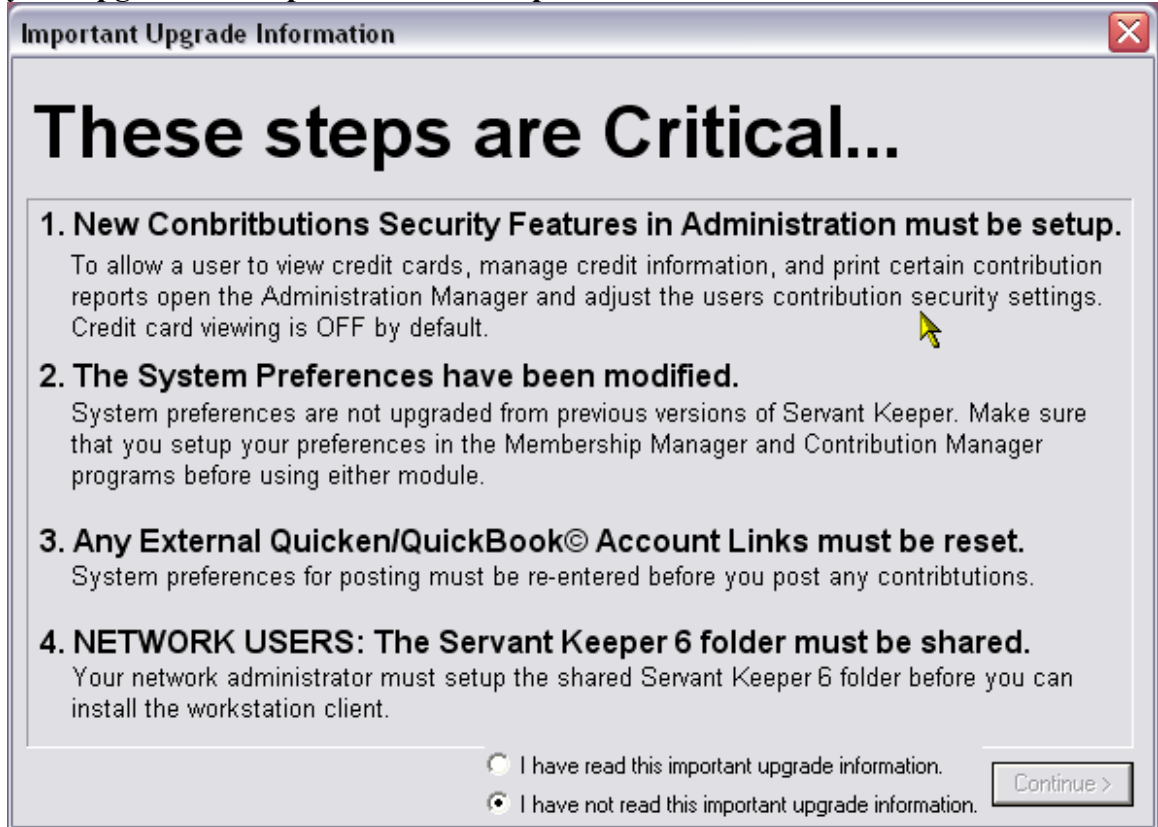
- 4) Click on the [Browse] button to the right of number 1. Browse your computer to the location of the **skcms50** (Version 5) folder or the **skcms40** folder (Version 4). Click [OK].
- 5) You should be back at the above screen. Verify that number 2 shows the selected path as **C:\Program Files\Servant Keeper 6**. Click [Start] to begin the conversion. You will then see the

following screen:



- 6) You will then get the following screen when the conversion is completed. If you should get any errors during this process, Call the Help Desk at 570-748-2800.

27. Next you will see the following screen: **You will need to come back to this after your upgrade is complete. Critical Steps!**



28. Once you have read these steps, Click [**I have read this important upgrade information**], then Click [**Continue**].

29. You will then see the following screen: Click [**Finish**].

