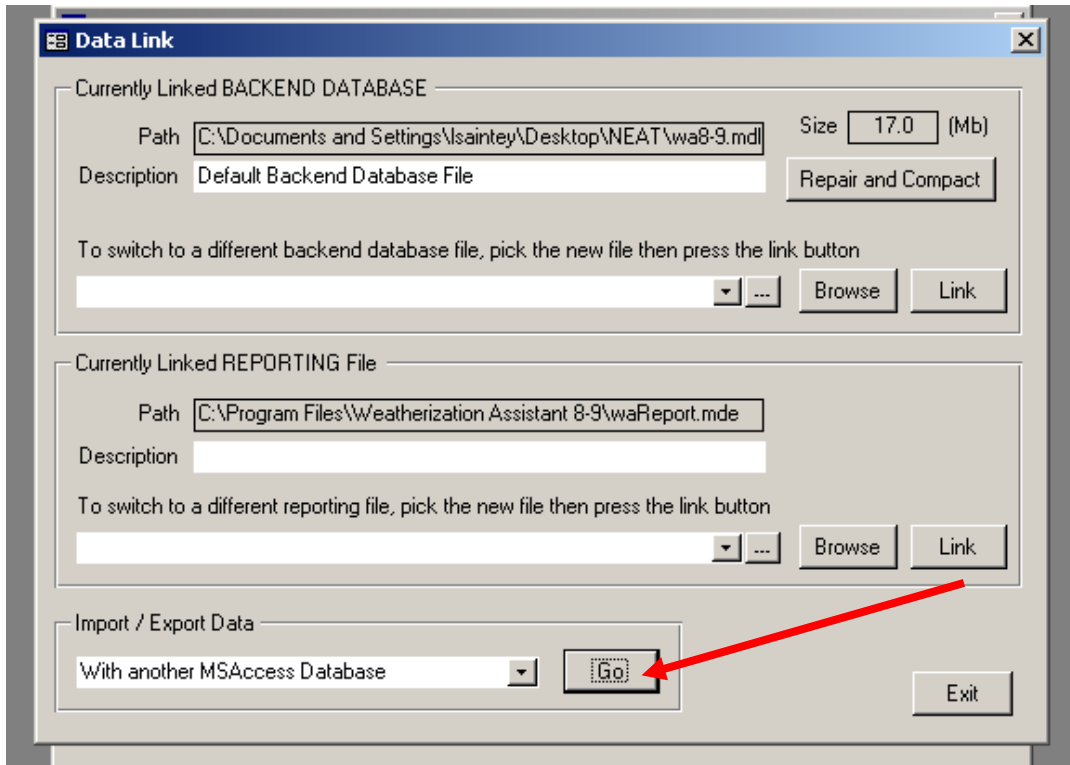


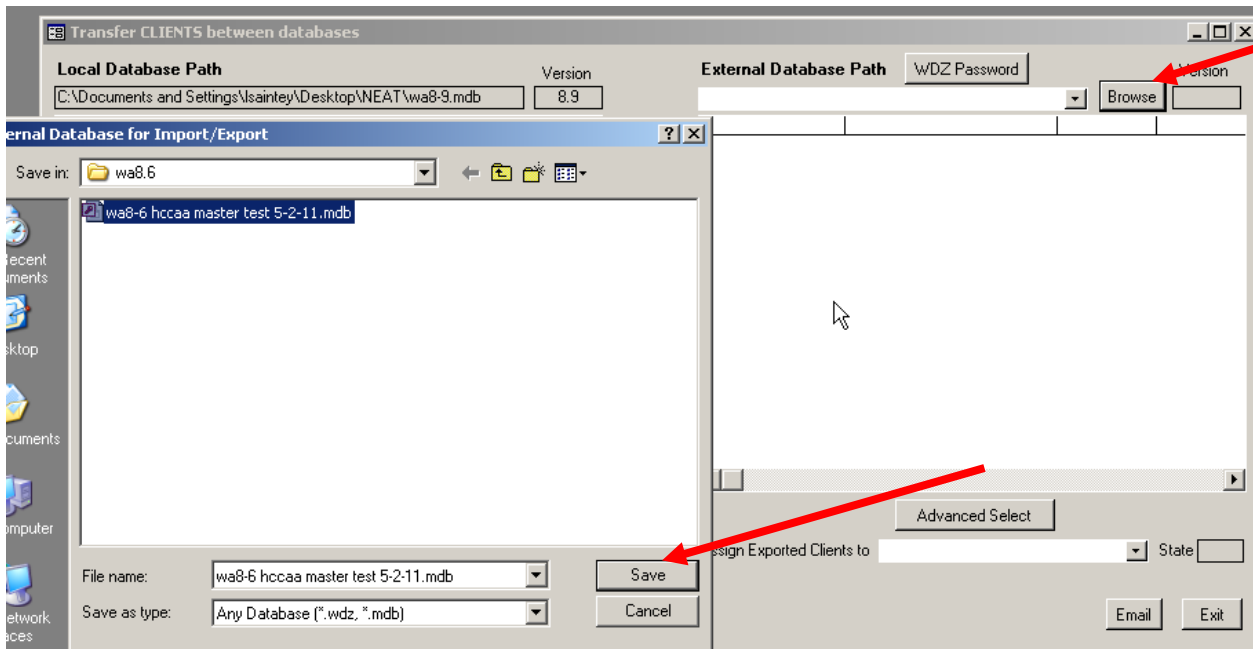
Importing MDB file from wa8.6 to wa8.9 database:

From the Home Page--Click on Data Link

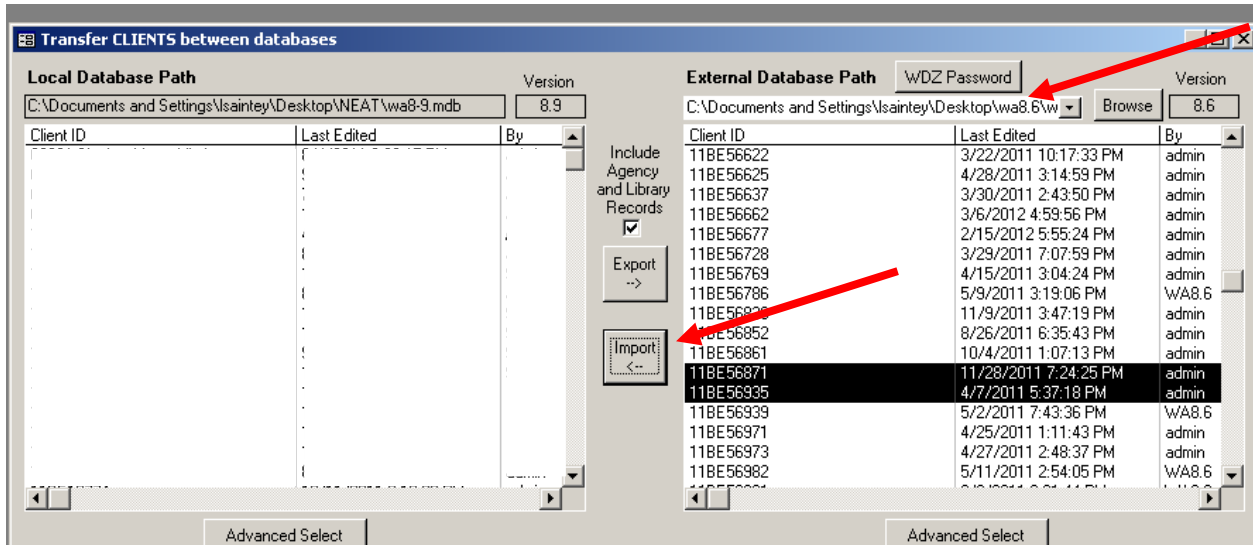
Select the "Import/Export Data --With another MSAccess Database" and click the GO button:



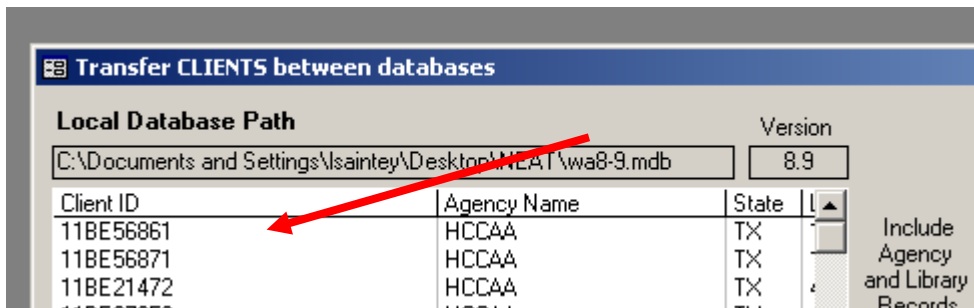
Click the Browse button on the right side and select the .mdb file to import, click save:



The audits will show on the right side as below: highlight the audits and hit the import button:



The client files will move to the left side once imported.



Exit out and you will return to the Home Page.

Go to the Setup Library and make a copy; rename the library with today's date. Do the same with the Supply Library.

Library Name HCCAA Setup Library Master 12/10 [16:24:45]

Setup Library Information | Key Parameters | Fuel Costs (17) | Fuel Price Indices | Lit

Library Name HCCAA Setup Library Master 2012-04-27

Agency HCCAA State TX

<Supply Library>

Description

Comment

SETUP LIBRARY

by Library Name

5 of 14 New Copy Del

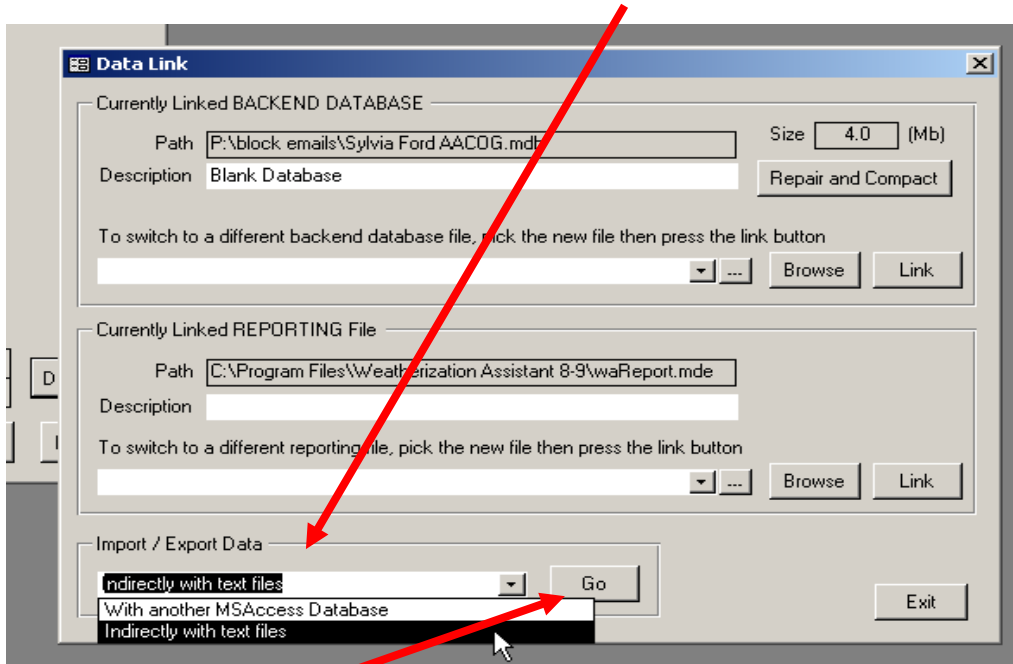
Now you can make changes for the new Program year in these libraries. Enter a new audit using these libraries. Once this is done, you should delete the old libraries and audits from this wa8.9

Leave all ARRA-WAP audits in wa8.6 and make a backup. Use wa8.9 for the 2012 program year.

Importing a zip file into wa8.9

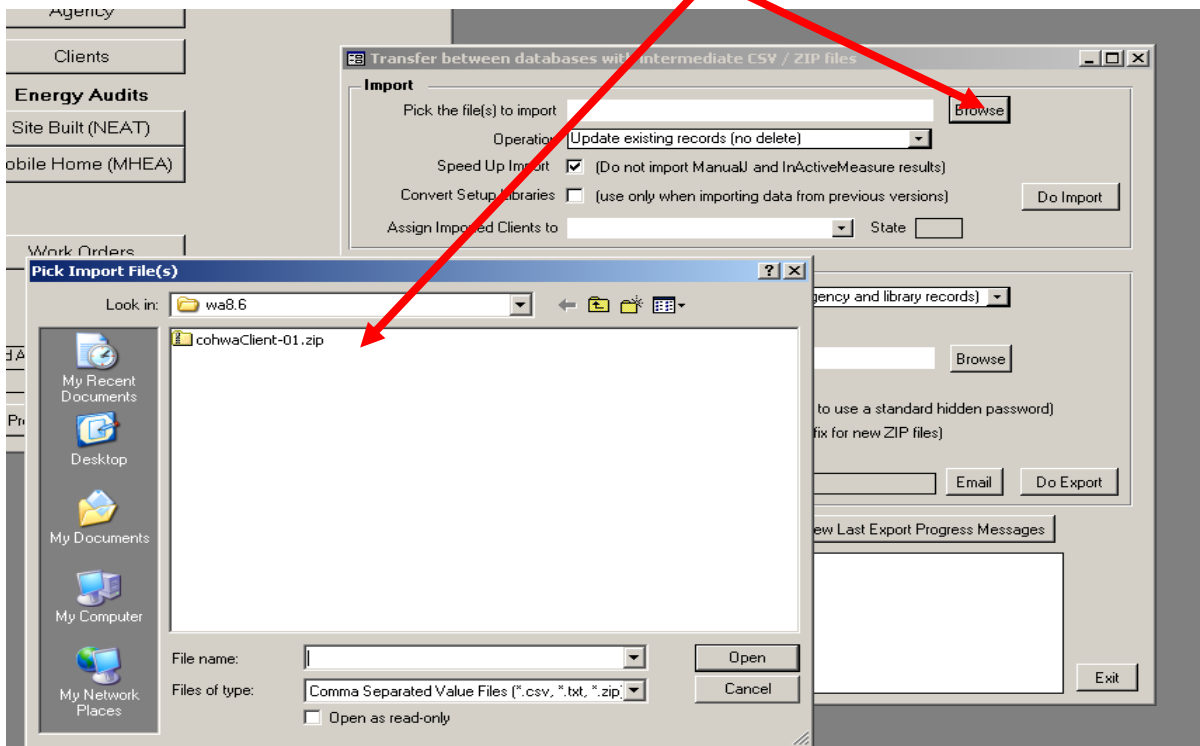
From the Home Page--Click on Data Link

Click on dropdown box under "Import/Export Data" and select "Indirectly with text files."

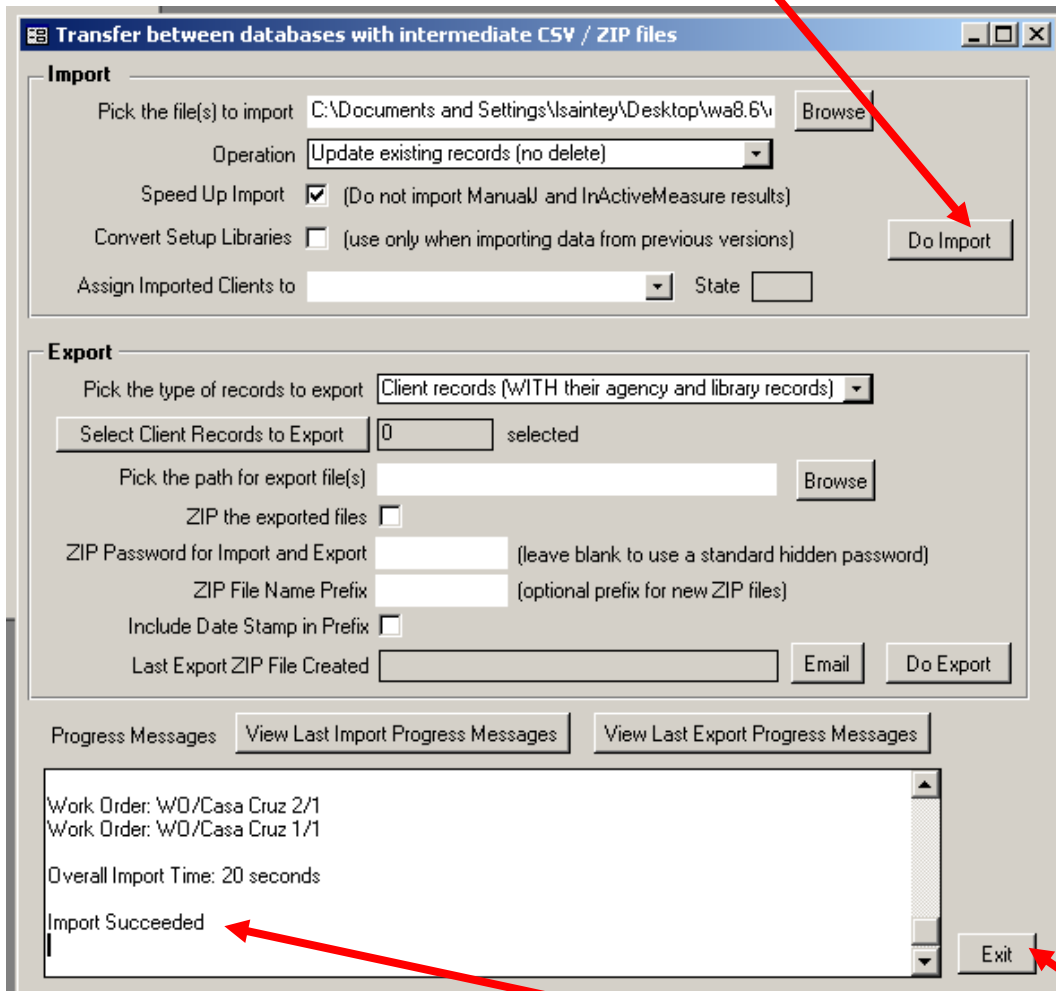


Hit "GO" button.

Under "Import" hit "Browse" button and you will see the following.



Select the zip file and hit Open. Then hit “Do Import” button.



You will see the file scroll down when done “Import Succeeded” will indicate it is done. Exit out.

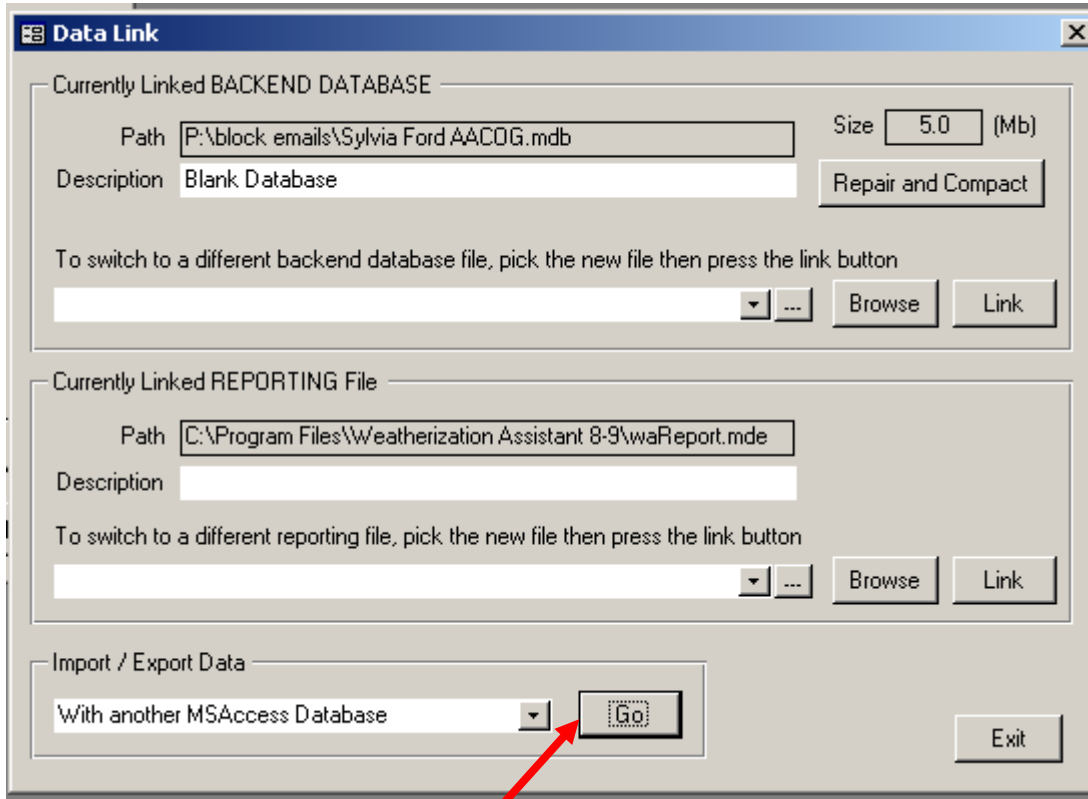
From the home page you can open the audit and libraries that came along with it. Go to the Setup Library and make a copy; rename the library with today’s date. Do the same with the Supply Library.

Now you can make changes for the new Program year in these libraries. Enter a new audit using these libraries. Once this is done, you should delete the old libraries and audits from this wa8.9

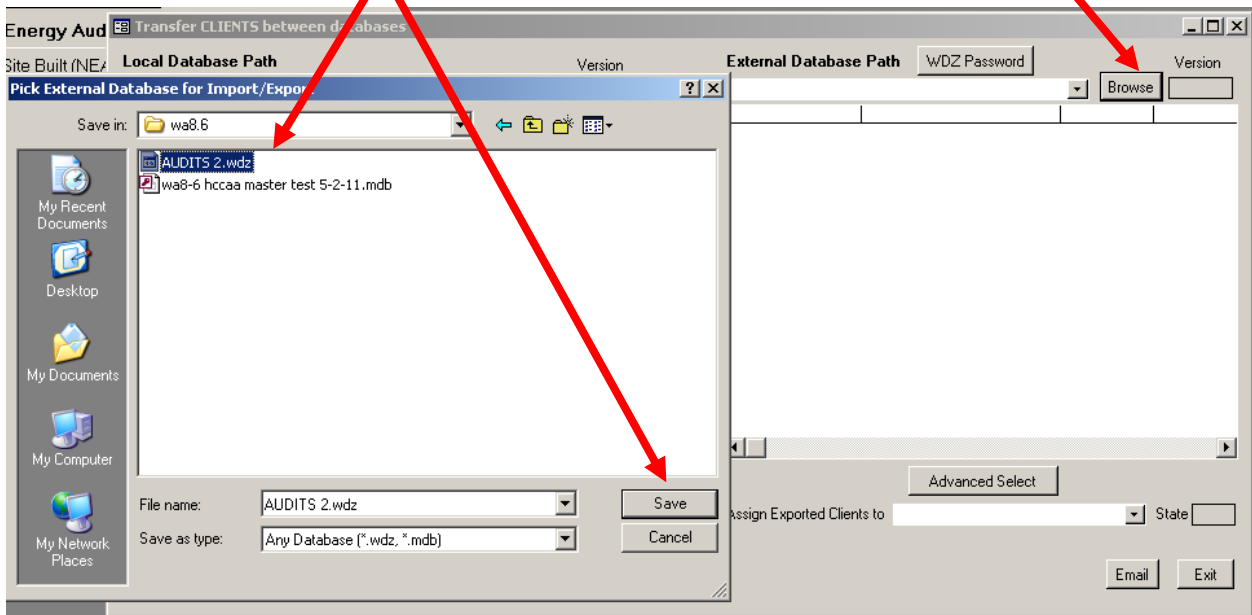
Leave all ARRA-WAP audits in wa8.6 and make a backup. Use wa8.9 for the 2012 program year.

Importing a WDZ file into wa8.9

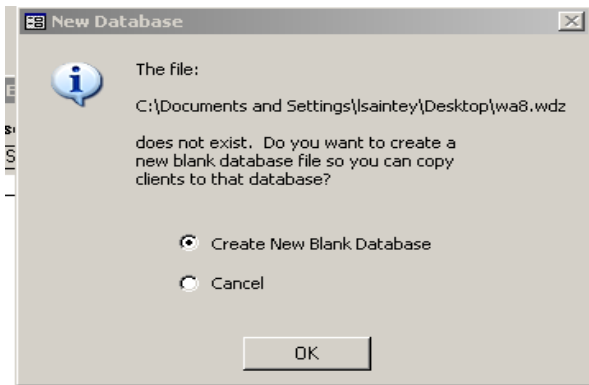
From the Home Page--Click on Data Link.



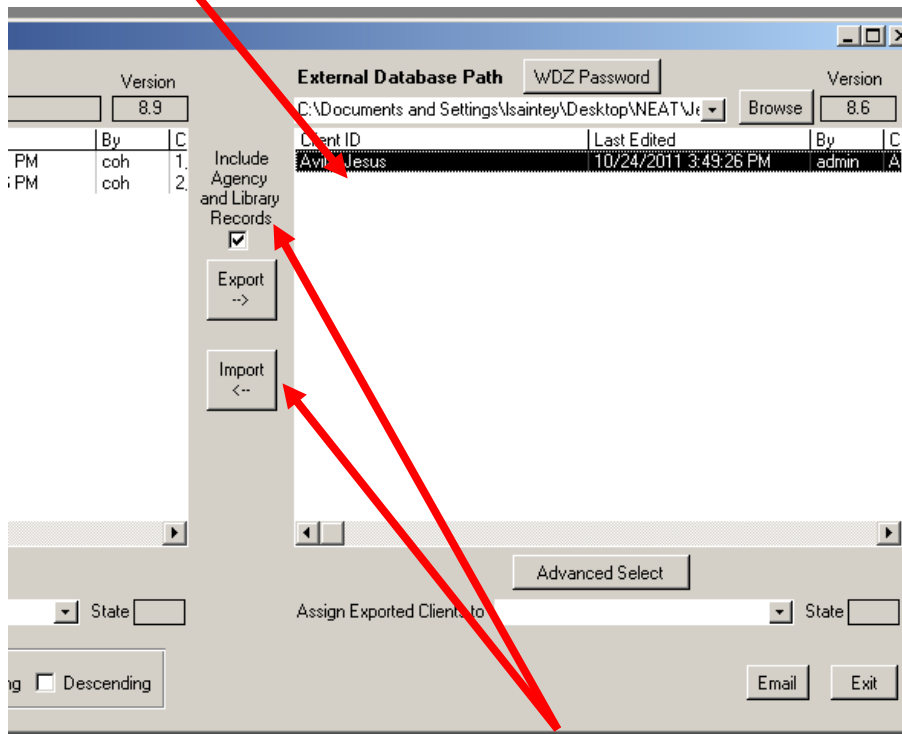
Click on "GO" button using "With another MSAccess Database". Once here, hit the Browse button. Select the wdz file and hit save.



You will receive this prompt. Keep “Create New Blank Database” and hit “OK” button.



Highlight the audit.



Hit the “Import” button. Be sure that “Include Agency and Library Records” is checked.

Exit out.

From the home page you can open the audit and libraries that came along with it. Go to the Setup Library and make a copy; rename the library with today’s date. Do the same with the Supply Library.

Now you can make changes for the new Program year in these libraries. Enter a new audit using these libraries. Once this is done, you should delete the old libraries and audits from this wa8.9

Leave all ARRA-WAP audits in wa8.6 and make a backup. Use wa8.9 for the 2012 program year.