

Converting from CDM+ Pro 8.1 to CDM+ 8.1.2

NOTE! This process will convert a CDM+ Pro 8.1 database for use with CDM+ 8.1. **After conversion, you will no longer be able to open the converted database with CDM+ Pro.** However, if you make a backup of the CDM+ Pro database before conversion (see Step 8 on page 4), you will be able to open that saved database with CDM+ Pro.

If at any time during the conversion process you have questions or problems, call CDM+ Tech Support at 800-633-9581. CDM+ Tech Support hours are Mon.-Thur. 8:30 AM-7:00 PM, Fri. 8:30 AM-5:00 PM Eastern time.

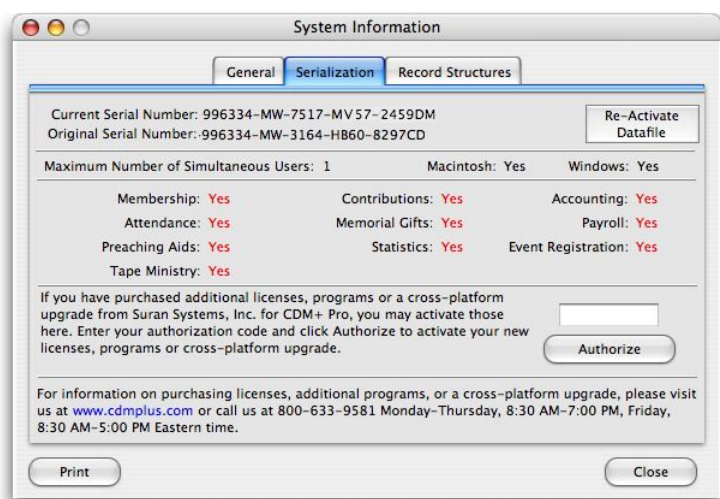
FIRST - Determine your current CDM+ Pro serial number.

Users of ANY version of CDM+ Pro (8.0, 8.1 or 8.1.1) must call CDM+ at 877-891-4236 and give us their current serial number before beginning the updating process. This serial number must be obtained from within the CDM+ program. Please do not read it off a box or label.

If you have already received a CDM+ 8.1.2 Activation Code, skip to the SECOND section on installation.

To find your current serial number in your copy of CDM+ Pro:

- 1) Go to **File > About CDM+ Pro** (Windows users) or **CDM+ Pro > About CDM+ Pro** (Macintosh users) to open the About CDM+ Pro window.
- 2) Click on the **System Information** button on the bottom of the About CDM+ Pro screen.
- 3) Locate the tabs across the top of the System Information window and click on the **Serialization** tab.
- 4) Carefully record the number that follows **Current Serial Number:** at the top of the screen, including the dashes.



NOTE! CDM+ serial numbers do not contain the letters "I" and "O" or a lower-case "l". They do contain zeros and ones. You may also see other characters such as * or # in the serial number.

- 5) Call 877-891-4236 to report your *current* CDM+ Pro serial number. You will be asked for an e-mail address to which we can send your CDM+ 8.1.2 activation code and instructions. Creating a new activation code is not an instantaneous process, so you can expect to receive the e-mail within 2 business days (often sooner). Once you receive your CDM+ 8.1.2 Activation Code you may proceed to the section on installation below.

SECOND - Install CDM+ 8.1.2 on EVERY computer than runs CDM+

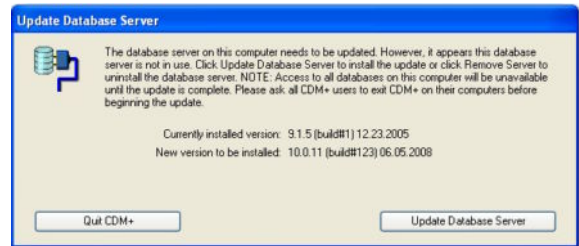
- 1) If you did not choose to order the CDM+ 8.1.2 update on CD, you will need to download the installer. Follow the instructions you received via e-mail.
- 2) Following the instructions e-mailed to you or included with your CD, **INSTALL BUT DO NOT OPEN** CDM+ 8.1.2 on EACH computer that needs to use it.

THIRD - Convert your main CDM+ Pro data to CDM+ 8.1.2

Open CDM+ 8.1.2 on the computer with your CDM+ Pro data FIRST

It is *very important* to **first** open CDM+ 8.1.2 on your database server (the computer that has your main CDM+ Pro data on it) before attempting to run it on any other computer in your network. If you have only one computer using CDM+ Pro, that computer is your database server.

- 1) CDM+ needs to update your database server. Click **Update Database Server**.



Click **Yes** to the warning message that appears.



- 2) After updating the database server, the **Convert CDM+ Pro 8.1 to CDM+** window should open. If you see this window, skip to Step 5 in the section.



- 3) If this window does not open, go under the **File** menu and select **Convert CDM+ Pro 8.1 Database to CDM+**

- 4) Click **Continue**.



- 5) Your CDM+ Pro database should appear in the list. If not, it's probably still starting up. You can open CDM+ Pro and monitor the status of the database. Once it's running, exit CDM+ Pro and return to CDM+ 8.1.2.

Select your CDM+ Pro database and click **Continue**.



- 6) Select your username, enter your password and click **Continue**.

NOTE : If you do not see your username listed, it is because you do not have Administrator status within CDM+. Only those users who can make changes under User Management are able to convert a database from CDM+ Pro to CDM+.



- 7) Enter the activation code given to you by CDM+/Suran Systems, Inc. and click **Continue**.

NOTE: If the **Continue** button is grayed out after entering the activation code, please call CDM+ Tech Support. You will need to read us the **Current serial number** listed below the activation code field. If that number does not agree exactly with the number we have in our records, the activation code you were given will not work.



- 8) You are now given an opportunity to make a backup of your CDM+ Pro database before converting it. This is highly recommended!

Click **Continue** and select a location to save a backup of your database (your desktop is fine).



- 9) Click **Finish Now** and CDM+ will convert your CDM+ Pro database to a CDM+ database.



- 10) When the conversion completes, the **Login** window will appear and you can log into CDM+.

At this point you can install CDM+ on each client computer. After you launch CDM+ on a computer and verify it can connect to your database, you can remove CDM+ Pro from the computer.



FOURTH - Convert additional CDM+ Pro databases to CDM+ 8.1.2

If you have additional CDM+ Pro databases , repeat the above steps beginning with Step 5.

After converting all CDM+ Pro databases (including archived databases), remove CDM+ Pro from your computer, including the shortcut/alias to it from the desktop or your Dock. CDM+ Pro normally can be found in your Program Files (Windows) or Applications (Macintosh) folder.

Call CDM+ Tech Support at 800-633-9581 if you have questions or difficulties with the conversion process.