

PCE SOFTWARE, Inc.

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Procedure for Uploading Databases

1. Shut down all Millennium programs, on all computers. Do not minimize them to the task bar, shut them down. It is not necessary to turn off your computers.
2. Shut down the Sybase program. Move to the server computer, if you have more than one computer. Look at the lower right-hand corner, next to the time. Look for a red-and-gold 'SQL' icon. If you are on a server, and do not see one, check the left-arrow at the left side of the icons in the lower-right hand corner. This is display any additional icons, which may be hidden. This job normally is only found on servers, for setups that have more than one machine. But it's important to check even if you have but one machine.
3. If you find a red-and-gold 'SQL' icon, right-mouse click on it, and left-click on 'exit'. This will cause the icon to disappear. It is necessary for this to be done, because the program the icon represents is holding your database open. If the database is open when you upload it or otherwise copy it, the copy is not usable.
4. Open up IE (Internet Explorer). Please use IE, and not another browser. If you do not use IE, we cannot help you if necessary through the remainder of the procedure, if need be. Go to our website, at www.pcesoftware.com. Click on the Millennium Product Update(s) link, in the lower right-hand corner. This will take you to the upload/download page. In the lower left-hand corner of the new page, there will be a 'Click here to load files' link. This will take you to the upload file page.
5. Put your email address in the 'Your Email' box. Put your company name into the 'Subject (optional). Title as '<Your Company Name Here> Database for mm/dd/yyyy'. For example, *The XYZ Termite Company for 12/12/2008*. Put your name and any other information you wish to send into the 'Enter Message' box.
6. Click on the 'Browse' button. On most single computer systems, and on most servers, the database file can be found at 'c:\data\windata.db'. If you have a different arrangement, just call the support desk at 800-454-1993, and we will provide you with a corrected pathway for your special need.
7. On an XP machine, click on the right-hand down arrow on the wide, narrow box at the top of the popup 'Choose File' search window. Select drive C. Then, from the folders in the center, double-left click on the 'data' folder. Then double-left click on the 'windata.db' or 'windata' file.
8. On a vista or windows 7 machine, double-left click on 'computer'. Then double-left click on 'Local Disk C:'. Then double-left click on the Data folder. The Data folder may be in the 'C:\Users\Public' directory. Finally, double-left click on 'windata.db'.

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9. If you have a large database, or a slow internet connection, you might want to first make a copy of the database, and load that instead. That way, you can go back to work while the copy is loading. To do this, right-click on the windata.db file. A small box will appear. Click on 'copy', and the small box should go away. Place the cursor in open white space on the right-hand side of the screen, and right-click. A small box will appear again. Click on 'paste', and the small box will vanish again. Also, you will see a new file appear. That would be the copy of your database, and would be the file you double-left click on to upload.
10. Having selected your file, you will have returned to the upload page. Click on the 'SEND IT' button, and your file will begin to load.
11. Once the file has finished loading, you can run up SQL again, if need be (for systems with more than one computer), and go back to work.