



TDS Volunteer File Program Version 7

Installation procedure:

Program designed to run using your Access 2000. Please make sure that you have this program installed prior to installing the Demo of the TDS software. (* Access is part of Microsoft Office 2000 Professional)

1. Demo Program

- a. From WWW.TDSVFP.COM Download/**Open** the appropriate “*Demo*”
 - i. This will expand an installation procedure in to the Folder “C:\TempX” by default
- b. From the Folder “C:\TempX” **run** the *Setup.bat* procedure
 - i. This will run the installation procedure and **Please install all processed into their default locations.**
- c. Follow all the **UnZip** processes and do the **Close** after each **UnZip** has been completed.
- d. Any Questions please contact 216-251-5553 for further assistance
- e. Start the “**TDS Volunteer File Program**”.
 - i. You will be asked to locate your data “Vol_Tbl.Mdb” (***Must be locate in the window that you are in, If not the installation procedure was not done properly. Call for further assistance.***

2. Updates

- a. From WWW.TDSVFP.COM Download/**Open** the appropriate Update (97 or 2000)
- b. By Default the **UnZipping** of this will expand the contents into the default folder “C:\Program Files\TDS Volunteer File V 7” (***** YOU MUST EXPAND/UNZIP THE UPDATE INTO THE FOLDER THAT CONTAINS THE “VOL TBL.MDB*****) Close the unzip program.
- c. From the Program Group “TDS Volunteer File Version 7” select “**Run Volunteer Update**”
 - i. You will be asked to locate the “**Vol.Mde**” and if the Database is not located in the same folder you will be asked to locate the “**Vol_Tbl.Mdb**”. The **Process Completed** will appear **OK** will end the process.
- d. Start the “**TDS Volunteer File Program**” as you usually do.
 - i. You will be asked to locate your data “**Vol_Tbl.Mdb**” (Use the Browser to locate the file if it is not in the window that you are in.
 - ii. You will be asked several questions about certain update processes that you might want to run. ***Running these processes is recommended.***

3. Network Usage

- a. **Move** the “**Vol_Tbl.Mdb**” to new location that you desire. (***Must Move not Copy***)
- b. Run the “**Volunteer File Program**” as you usually do. (See Section1 Step e and Browse to the new location)

The Volunteer File program should be operating properly for you. Any questions or concerns please call 216-251-5553.