

Beyond Management LLC

Computer and Management Consulting

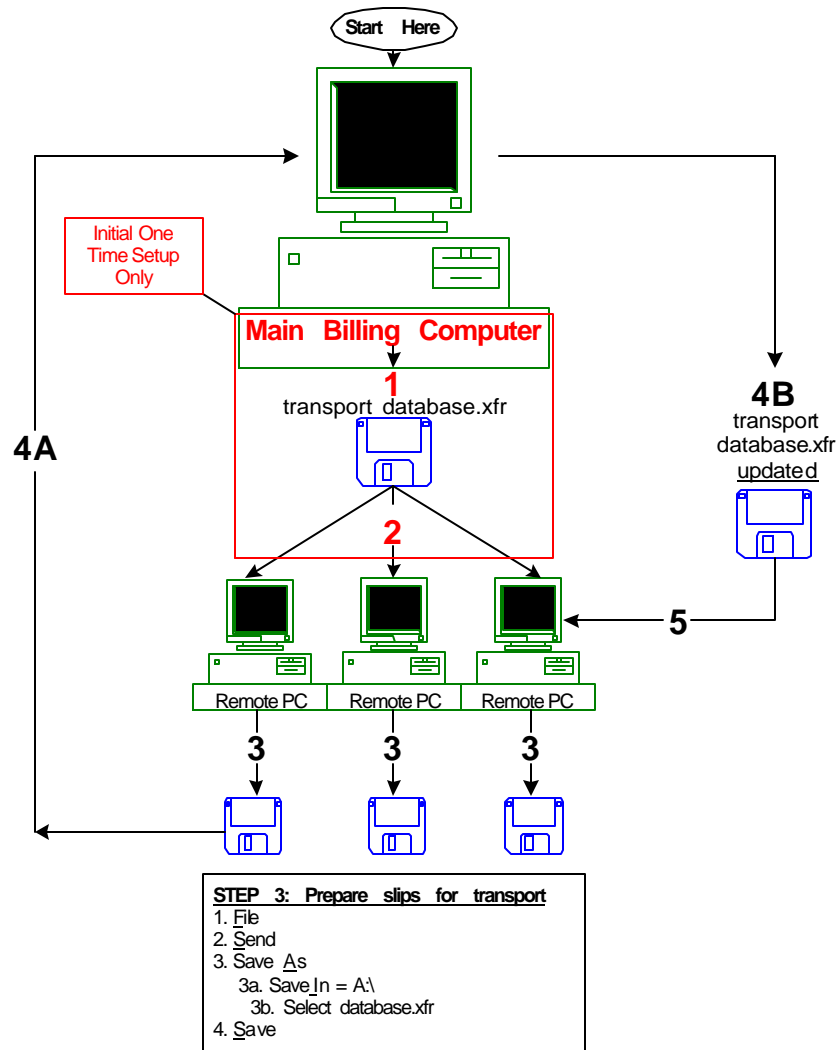
Timeslips 32 Bit Remote Installation

STEP 1: On the main system

1. File
2. New
3. Remote Database With Names
4. Selection For New Timeslips Remote Database
 - 4a. If you want to include all data for transfer to your remote system, click OK
 - 4b. If you do not want to include all data, filter as necessary
 - 4c. Check include abbreviations
5. Personalize This Database
 - 5a. Give a name to database in order to be able to connect it an have multiple databases
6. OK
7. New TS Remote Database
 - 7a. Save In = A:\
 - 7b. File Name = database
 - 7c. Save As = transport database (.xfr)
8. Save

STEP 2: On the remote system

1. File
2. New
3. Database
4. Create A New Database
 - 4a. Select Transport Database (database.xfr)
 - 4b. Click Next
5. Browse
6. Select Transport Database
 - 6a. Look In = A:\
 - 6b. Select database.xfr
- 6c. Click Open
7. Create A New Database
 - 7a. Either accept the default location, or manually type or navigate to were the remote database will reside
8. Next
9. Finish
10. Getting Started
 - 10a. Select name from list
11. Finish



STEP 3: Prepare slips for transport

1. File
2. Send
3. Save As
 - 3a. Save In = A:\
 - 3b. Select database.xfr
4. Save

STEP 4A & 4B: Transfer data between databases and update transport diskette

- On main system
1. File
 2. Exchange
 3. Exchange Data With Another Database
 - 3a. In the pull down selection box, choose You Are In The Destination Database
 - 3b. Select Slips (checkmark)
 - 3c. Pull down box = not exported, older than
 - 3d. Days box = 0
 - 3e. Once complete = Mark Slips as Exported
 - 3f. Select all other selections with checkmark
 4. OK
 5. Select The Source Database
 - 5a. Look In = A:\
 - 5b. Select database.xfr
 - 5c. Click Open
- (4B: Completed automatically)
Wait for the final dialogue box telling you that database.xfr has been updated and can be sent back to the Remote station (several dialogue boxes will appear) Files are compressed and updated on the floppy disk. The disk is then ready for exchange on the remote system
6. OK

STEP 5: On the Remote system

1. File
2. Receive
3. Receive
 - 3a. Select Backup the current database first
4. OK
5. Select A Transport Database File To Receive
 - 5a. Look In = A:\
 - 5b. Select database.xfr
- 5c. Click Open