



Office Tracker
Scheduler

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Upgrading to Version 4.0.x (Single-User)

Important: You must be running the 3.7.4 version of Office Tracker before you can convert to version 4.0. If you are not running the 3.7.4 version please go to the <http://www.milum.com/html/updates.html> web site now and download the 3.7.4 installer.

Make a backup copy of your data file “!schedul.eda” and store it on another disk. Then run the 3.7.4 installer by double-clicking the “Setup95f.exe”

1. Be sure you are running the Office Tracker 3.7.4 version. To check this, while Office Tracker is open, choose “About Office Tracker” from the “Windows” menu.

If you are not running version 3.7.4 install it first.

2. Exit the Office Tracker application by choosing “Exit” from the “File” menu.

3. Make a backup copy of your data file “!schedul.eda” to another disk or drive. Do not go on to step 2 without a backup copy of your data file. To locate your “!schedul.eda” file, open “My Computer: C Drive: Program Files: Office Tracker”

4. Install the Office Tracker 4.0.1 version. You will have a new folder titled “Office Tracker 4.0”

5. If the “Converter” application is not in the Office Tracker 4.0 folder, download or copy the “Converter” application to your computer and put it in the Office Tracker 4.0 folder.

6. Double-click the “Converter” application to launch it.

7. Click the “Choose file” button at the top of the Convert window.

8. When the file browser window opens, locate your !schedul.eda file in your older “Office Tracker” folder and click on it to select it, then click the “Open” button.

You will see the file in the Convert window with it’s path information for example:

C:\Office Tracker 4.0!\schedul.eda

9. Click on the Set properties button button in the Convert window. The Data Link Properties window will open.

10. Click on the “Microsoft Jet 4.0 OLE DB Provider” to select it, then click the Next >> button near the bottom of the window.

11. Click on the “...” button next to the field where it says “1. Select or enter a database name:”

12. The “Select Access Database” window opens. Click on the “otclient.mdb” database to select it, then click the “Open” button.

The database name will display in the “Data Link Properties” window.

13. Click the “OK” button at the bottom of the “Data Link Properties” window.

14. Click the “Convert” button at the bottom of the Convert window. Wait while the conversion takes place – you will get a message indicating that the conversion has completed.

15. Once the conversion is complete, launch the Office Tracker 4.0 version by double-clicking the Tracker icon or by choosing “Office Tracker 4.0” from your “Start:Programs” menu.

16. If you would like to move your old saved views into the new Office Tracker 4.0 folder you can do this from your original Office Tracker folder located at: “My Computer/C Drive/Program Files/Office Tracker.” The saved views will have the .ots extension – if you are viewing extensions (see the “View” menu options in any of your directory windows). Copy your saved views and move them to the new Office Tracker 4.0 folder. You will need to select “File: Open” from the Office Tracker 4.0 menu and open these views the first time, then the “Remember Open Documents” preference will remember them the next time.