N-SPEKT 2
DATA COLLECTION SYSTEM

Step-by-Step Instructions to Update Your N-spekt© 2 Software to the Current Version

A. Get Record Count on the KEY machine

1. Go to: KEY machine; launch N-spekt 2 via the desktop icon
2. Go to: ADMIN - Data Utilities
3. Press: "Record Counts" button, be patient
   - Right Click
   - Select "Save/Send Records>"PDF"
   - Name the file and save it to desktop

B. Save Current Database to Back-up Location

1. Go to: ADMIN - Data Utilities
2. Press: "Backup Data"
   - IMPORTANT: Make a Backup of your data NOW!!
3. Backup is complete

C. Prepare for Data Upgrade

1. Go to: "Data Utilities"
2. Press: "Prepare Data for Upgrade"
3. Press: OK
4. The program will save your data on your PC
5. When complete, you will be notified of successful completion and ready for version update
6. Close N-spekt 2

D. Download & Install the Current Version

1. Open an Internet browser of your choice
2. Go to: www.n-spekt.com
3. Select: "Download"
4. Click the N-spekt screenshot
5. Open the downloaded file
6. Follow the screen prompts
7. Upon successful installation, close the browser
8. Go to Section "E" below to update current version with your data

E. Update N-spekt 2 with the Current Version

1. Open N-spekt 2 via the desktop icon on the <u>KEY MACHINE</u>
2. Accept the screen prompts to "get data from prior version of N-spekt 2"
3. Be patient, this may take a long time depending on the size of your data files
4. Upon successful completion of version update, verify the update is successful
5. We suggest you perform a new record count and compare to your saved record count perfomred in STEP A.

If you have any problems call Greenslade & Company Tech Support

Phone: 817-870-8888

Or Email: nspekt@greensladeandcompany.com