

Servant Keeper 7 Upgrade

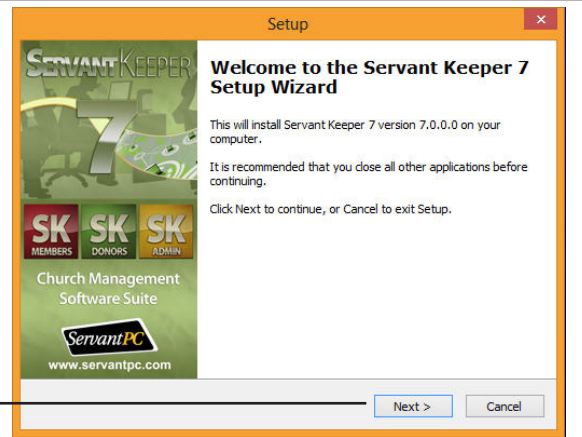
Step 1 : Open the email with the link for upgrading to Servant Keeper 7. Click on the link and select Run. This will begin the upgrade process.

NOTE: If you are running **Version 6** on a server or main PC (Network), you will need to do the upgrade to Version 7 on the server or main PC.

Step 2 : The first window you will see is the “Welcome to the Servant Keeper 7 Setup Wizard”. (See Figure 1) Click the **[Next]** button to continue the setup process.

Figure 1:

This window is welcoming you to the Setup Wizard. If you would like to continue and install the Servant Keeper 7 program, click the **[Next]** button. If you have decided not to install the program at this time, click the **[Cancel]** button and you can run the Setup Wizard and install SK 7 at a more convenient time.



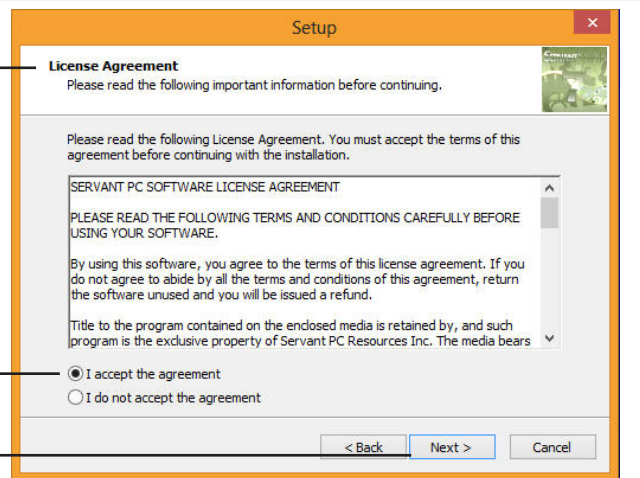
Step 3 : The next window in the installation process is the License Agreement. Please read the agreement so that you understand the licensing of the program before continuing with the upgrade. If you agree with the license agreement, click the “**I accept the agreement**” radio button. Click the **[Next]** button to continue with the program installation or click the **[Cancel]** button to stop the installation process and close the Setup Wizard window. (See Figure 2)

Figure 2:

Servant Keeper License Agreement

Click to accept the license agreement before continuing with the installation process.

Click the **[Next]** button to continue with the installation.



Step 4 : You will now see the Install Type window. There are 3 different Servant Keeper 7 program installation types and 1 Servant Keeper 7 database installation option. This help sheet is for the Upgrade installation type: “**Upgrade to Servant Keeper 7**”. This option will install the Servant Keeper 7 program into a Servant Keeper 7 folder in C:\Program Files (or Program Files(x86)), install the Servant Keeper 7 database in the Public My Documents folder and upgrade your Servant Keeper 6 data to Version 7.

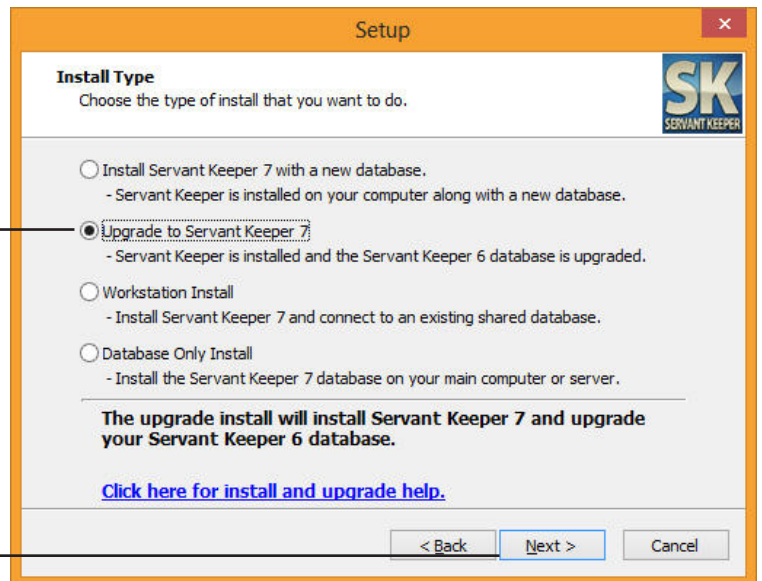
Click the **[Next]** button to continue with the installation and upgrade. If you would like to cancel the installation and upgrade, click the **[Cancel]** button.

(See Figure 3)

Figure 3:

This option will install the Servant Keeper 7 program along with a new database. It will then upgrade your Servant Keeper 6 data to Version 7. If you are currently using Version 6 and would like to upgrade to Version 7, this is the option you would choose.

Click the **[Next]** button to continue with the installation and upgrade.

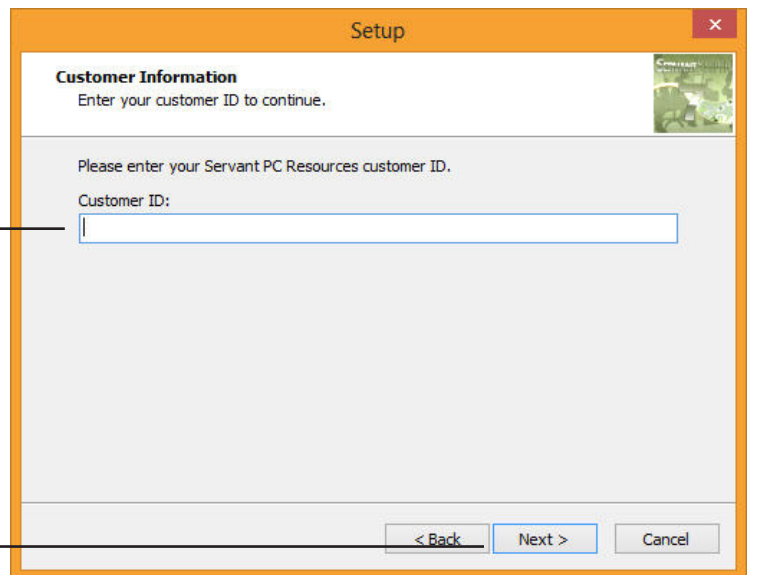


Step 5 : The next window is Customer Information. Enter your Servant Keeper Customer ID number. Click the **[Next]** button to continue with the installation and upgrade. If you would like to cancel the installation and upgrade, click the **[Cancel]** button. (See Figure 4)

Figure 4:

Enter your Servant Keeper Customer ID number. This number can be found on your Servant Keeper invoice that you received when you purchased the program. If you do not know your Customer ID number, please call 800-773-7570.

Click the **[Next]** button to continue with the installation and upgrade.



Step 6 : The next window is telling you where the Servant Keeper 7 program is getting installed. The Help Desk recommends keeping the default installation path as this makes getting updates to the program much easier. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation and upgrade, click the **[Cancel]** button. (See Figure 5)

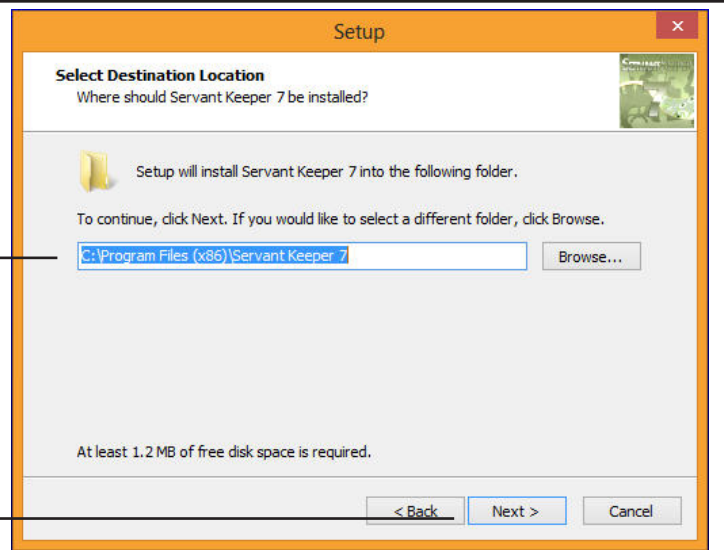
NOTE: You will notice that the Servant Keeper 7 program is getting installed into the Program Files (or Program Files(x86)) folder. This is a deviation of where Servant Keeper 6 was installed. Version 7 should be installed to the default location which is in the Program Files or Program Files(x86) folder.

The Help Desk recommends installing Version 7 in the default location. This will aid in the ease of getting any version updates.

Figure 5:

This is the default location for the installation of the Servant Keeper 7 program. The Help Desk recommends keeping this installation location as it makes getting and installing updates much easier.

Click the **[Next]** button to continue with the installation and upgrade.

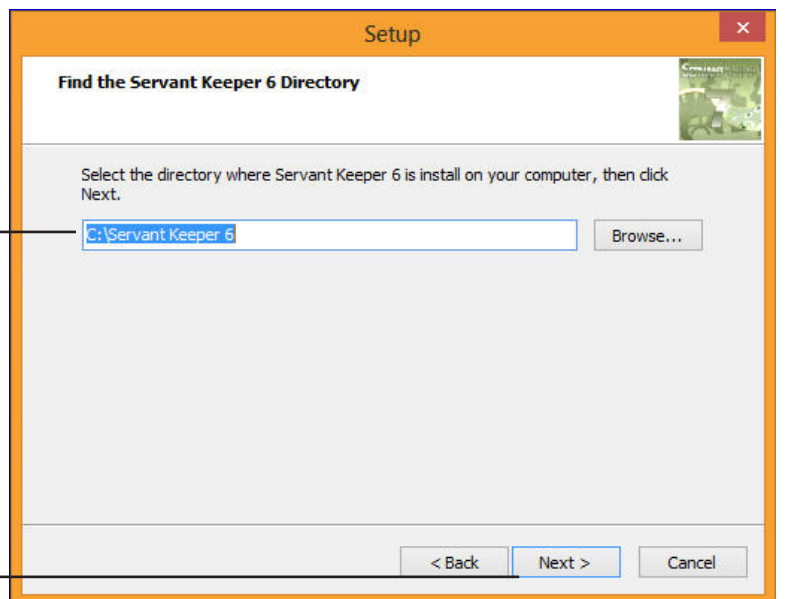


Step 7 : The next window is asking you where your **Servant Keeper 6** software is installed. Click the **[Browse]** button to browse your computer for your Servant Keeper 6 installation folder. Once you have located it, highlight it and click the **[Open]** button. Click the **[Next]** button to continue with the installation and upgrade. If you would like to cancel the installation and upgrade, click the **[Cancel]** button. (See Figure 6)

Figure 6:

Click the **[Browse]** button to locate your installation of **Servant Keeper 6**.

Click the **[Next]** button to continue with the installation and upgrade.



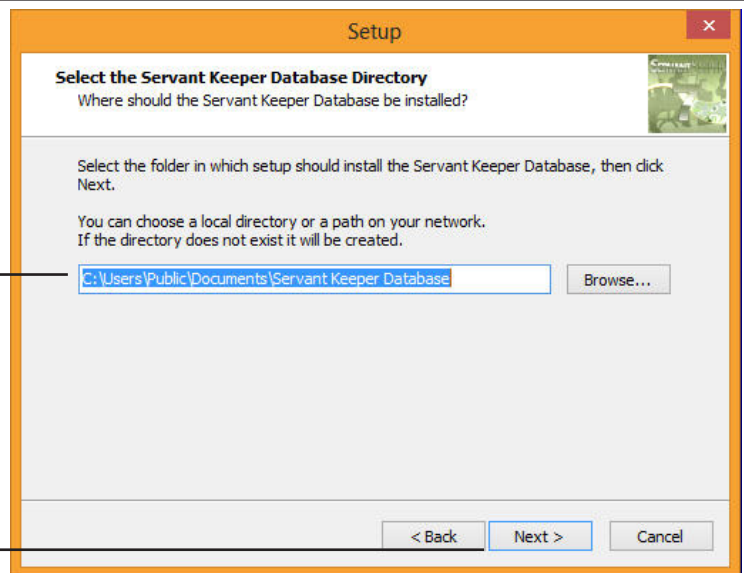
Step 8 : The next window is telling you where the Servant Keeper 7 database is getting installed. The Help Desk recommends keeping this default location as it will aid in assisting with the program. Click the **[Next]** button to continue with the installation and upgrade. If you would like to cancel the installation and upgrade, click the **[Cancel]** button. (See Figure 7)

NOTE: Remember, in Version 7, the database does NOT get installed in the same location as the program. The database installation default directory is C:\Users\Public\Documents\Servant Keeper Database. The Help Desk recommends keeping this default location as it will aid in assisting with the program. If you install the database in a different location, it is best to write that location down so if you need to call the Help Desk, you will have that information handy.

Figure 7:

Default location for the installation of the Servant Keeper 7 database.

Click the **[Next]** button to continue with the installation and upgrade.



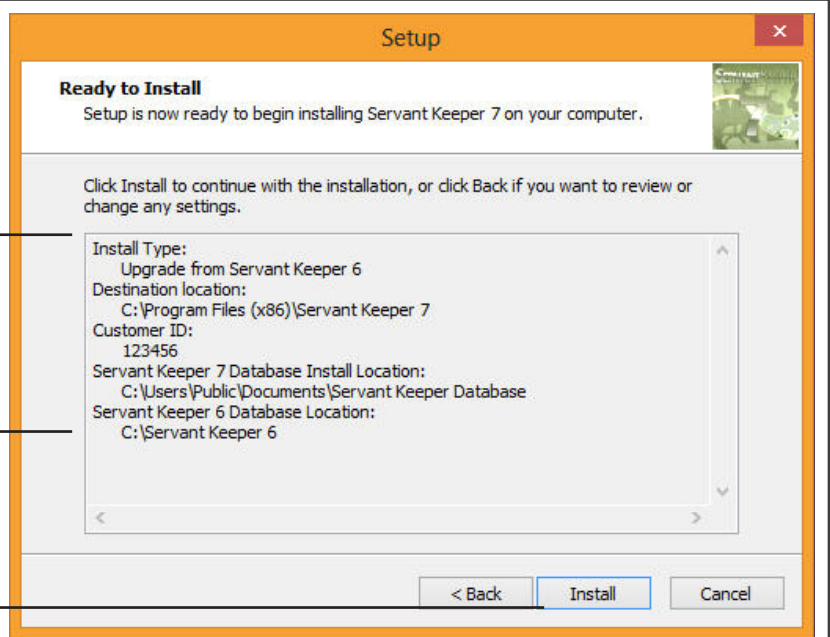
Step 9 : You will now see a window displaying the path to where the Servant Keeper 7 database will be installed. If you are sure you want the database installed in this directory, click the **[Yes]** button to continue with the installation and upgrade.

Step 10: You will now see the Ready to Install window. This step will install the Version 7 program on your computer. Click the **[Install]** button to begin the installation or click the **[Back]** button to review or make changes to any settings. If you would like to cancel the installation, click the **[Cancel]** button.

Figure 8:

Type of installation, the install path for the program, your Customer ID number, the install path for the Servant Keeper 7 database and the install location of your Servant Keeper 6 database.

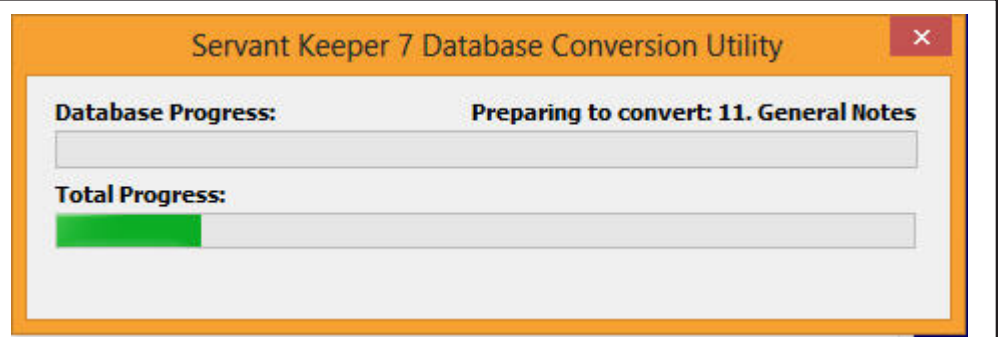
If all information is correct, click the **[Install]** button to begin the installation and upgrade process.



Step 11: You will now see the Servant Keeper program getting installed. Once the installation is complete, you will see the Servant Keeper Database Conversion Utility window. (See Figure 9)

NOTE: If you do not see the Servant Keeper 7 Database Conversion Utility window, you have chosen the incorrect installation type in Step 4. You will need to redo the installation and upgrade making sure to select the “Upgrade to Servant Keeper 7” option in Step 4.

Figure 9:



Step 12: After the installation and upgrade is complete, your Servant Keeper 7 Membership Manager will open. You will see a window telling you how many days are remaining on the Servant Keeper 7 demo and asking if you would like to register Servant Keeper. If you have your registration information, click the **[Yes]** button. This will allow you to activate your program. If you do not have registration information at this time, click the **[No]** button and the Membership Manager will display the log on screen. You may now log into Membership Manager using the **User ID** and **Password** you used in **Version 6**.

You are now ready to use your Servant Keeper 7 program.

On the Main List, be sure that in the Select Group drop down field, you select a group to view. Once that is completed, you will see your Version 6 data displayed.