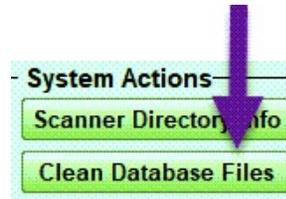


Balanced Health LLC Checkit Update/Install Steps

Upgrading From An Older Version -

Before Backing Up -

Every computer writes its information in a broken up fashion because it uses the first available space on the disk. This means that files will often be recorded in pieces. After a while, this can result in a slow down of your system. Deleting some data can also leave open spaces in your database files. This makes it a good idea to do what I refer to as clean your files. It is also good to do this before you backup your files. Just click the *Clean Data Files* button and Checkit will take care of this for you. Doing so weekly as well as before a full backup is recommended.



Create a full backup of your existing data. The files to backup include the following list. I will call the top directory where you installed Checkit "TOP" in the following list. For me that is \\SERVER\Applications\Checkit because I have a system setup with multiple seats. Yours, if you have one PC only, may be C:\Applications\Checkit for example.

Backup the following directory contents...

Your Supporting Directories

TOP\Cashit_Receipts*. *
TOP\Checkit_History*. *
TOP\Checkit_Receipts*. *
TOP\Comm_Receipts*. *
TOP\Cryptit_Receipts*. *
TOP\My Stuff*. *
TOP\Saveit_Receipts*. *
TOP\Stockit_Receipts*. *
TOP\System*. *

Your personal data files

TOP*.DBF
TOP*.FPT

Everything else will not need backing up as the remaining files are in your installation file. You should keep your installation file just in case something happens and you need to reinstall in the future.

You can use a backup application to do this or, if you don't have one, simply copy the files listed to another location for safe keeping.

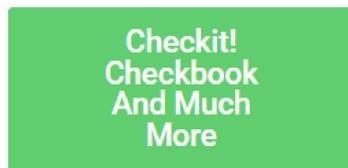
After you perform the installation, restore all your saved files to the original locations specifying overwrite if prompted to do so.

Purchasing -

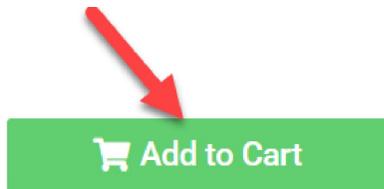


If you have not already done so, go to [my website](#) to get your copy. When you get to my front page, scroll down and click on the front door of my store to go to our shopping page

then click on



then



and if you are through shopping



If you see some other things of interest, feel free to keep shopping. Once you have what you want in your cart click on the Checkout button at the bottom of the page and follow the prompts to have your product access page emailed to you. Your Checkit purchase includes the installation and setup books, so you will not have to add them to your cart unless you want extra copies.



Update/Install Steps -

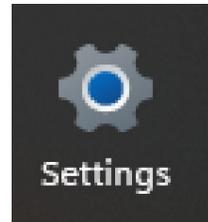
Remember to first back up your existing copy if you have one. See page one.

The first step in installing is to remove your existing copy if you have one. If you have multiple seats you will have to remove the source copy on your server AND each user installation.

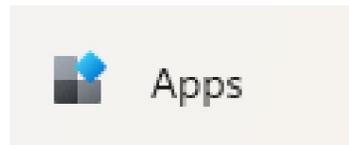
Removing Existing Copies

Perform the following on every machine that has Checkit.

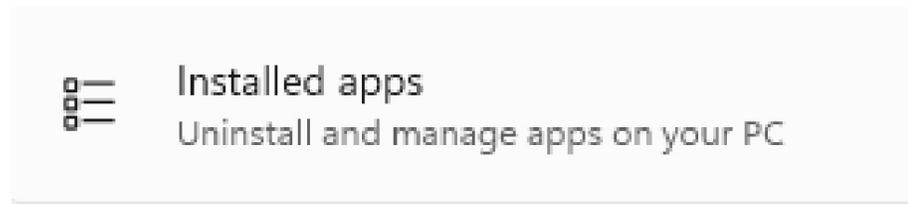
Click your Windows Start button then



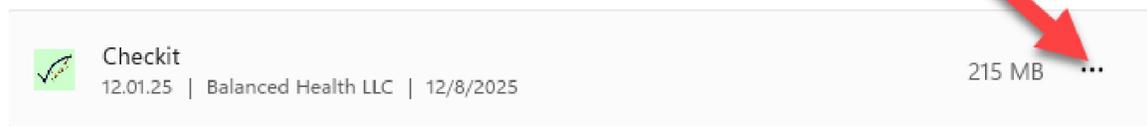
then in the left column



then



then scroll down to find Checkit and click on the ...



and select uninstall.

Installing

There are three files included in your purchase -

Install Checkit [version].exe which is the installation file.

Install or Update.pdf which is this document.

Checkit Setup Manual.pdf

Both PDF files can be downloaded from the links in the document that was sent to your email called **Purchase Checkit Download Page.pdf**

Double-Click on your new copy of Install Checkit.exe which is likely in your Downloads directory and follow the prompts to do the installation. If this is a re-install, be sure to put the new copy in the same place as the old copy. This will ensure consistency and the likelihood your existing desktop shortcuts will be usable.

You will be prompted to update the prerequisite *Runtime* application if need be. Just follow along and you should be good to go.

Post Install

Go to the install directory and look for a file by the name of Checkit.ADB. Right click on the name to create a shortcut. Drag the shortcut on to your desktop and right click on it. Choose properties and rename it to what you would like. You can also change the icon if you would like. There is an ico file located in your Checkit\System directory that you can use.

Restore Your Backups

Please refer to the list on page 1 of this document to be sure you restore all the needed files.

Be sure to restore from the same machine you used to do the backups. If you did not use a backup application, then copy the files from wherever you put them back into the appropriate directories. Choose replace when asked.

Testing Your Restore

Open Checkit on the machine you installed it on to see the results. If everything is good, you can proceed to creating a “shadow” copy on each users’ machine if applicable.

Creating User Seats -

Let us know if you have the need to install more than one user seat. A multiple user installation will require a file called **Create Shadow Checkit Install.exe** which can be purchased from our website store. This application will need to be run once from each user seat after the installation of Checkit on your server.