

Import Prior Data Instructions for CMD 2014

CMD 2014 can directly import CMD 2012 or CMD 2013 data. If you need to import data from CMD 2011 or earlier, see the note at the end of this document.

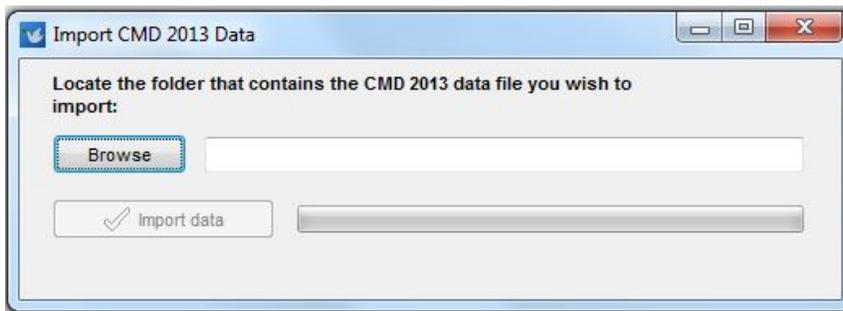
The instructions that follow assume that you have already installed CMD 2014 on your computer and have initialized the program for use by creating a new CMD file.

Special Note: Before you import any CMD 2012 or CMD 2013 data files, always go into that year's program and do a fresh backup of your data in case you experience a difficulty. Please do not skip this step!

To import, open CMD 2014, go to the Utilities Menu and select Import Prior CMD Data. From there another menu will open to give you a choice of importing either CMD 2012 or CMD 2013 data.

Import CMD 2013 Data

When you select the Import CMD 2013 Data item, this dialog will appear:



Click the Browse button, and navigate directly to the CMD 2013 data folder that contains the actual data tables. It will be found under this path:

C:\CMD-SFM\Data\Data2013

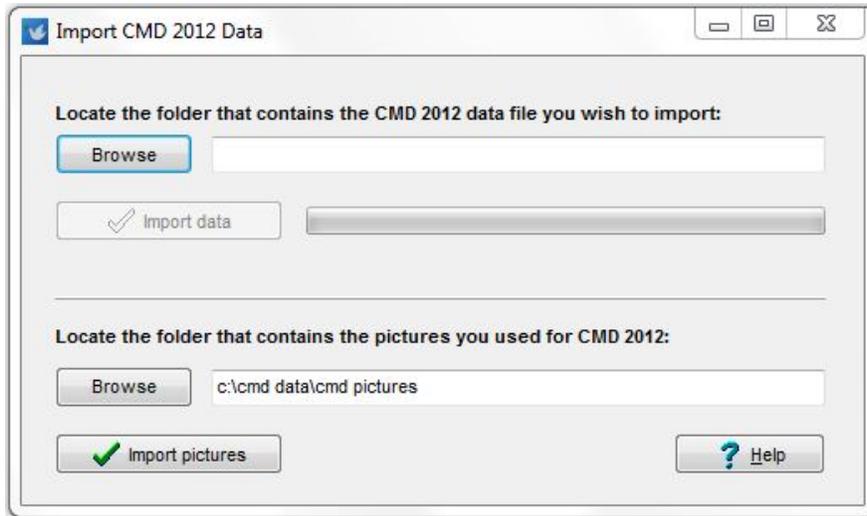
The Browse dialog should start you out on this folder. All you will need to do is to navigate to the folder name under C:\CMD-SFM\Data\Data2013 that holds the actual data. To see those folders, click on the small diamond pointer to the left of the C:\CMD-SFM\Data folder\Data2013 folder and any folders under it will open up. Click on the folder name for the CMD file you wish to import, then click OK on the Browse dialog.

Once back at the Import dialog, the Import Data button should now be enabled. Click that button, and your data will be brought in, including user names and passwords that were used in CMD 2013.

You may need to exit and then re-enter CMD for the passwords to be in force.

Import CMD 2012 Data

When you select the Import CMD 2012 Data item, this dialog will appear:



There are two possible imports you may need to do on this dialog. Always start with the main data, however, which is the import process in the upper half of the dialog.

Click the Browse button to find the actual data folder that holds your CMD 2012 data. It will probably be located under this path:

C:\CMD Data\CMD2012Config

The Browse dialog should bring up this path automatically. If you see a small diamond pointer to the left of the CMD2012Config folder, that means there are folders under it. Click that pointer to open the folders under it for view. You will need to click on the folder for the CMD file you wish to import and then click OK on the browse dialog.

That should bring you back to the Import dialog, where the Import Data button should now be enabled. Click that button to do the actual import.

Import Pictures

If you have pictures to import, they need to be placed in a different folder arrangement than in CMD 2012. The pictures folder is now this path:

C:\CMD-SFM\WebApps\Pictures

The Pictures path has to be there in order for the pictures to show up on the phone apps and tablet apps. If you have pictures, use the tools in the lower portion of the dialog to find and then import the pictures. The pictures in their original location will still be there after the import. Only copies of the pictures are moved to the new folder.

Importing Additional CMD Files

If you have more than one CMD data file installed with either CMD 2012 or 2013, you can import those files as well. You'll first need to use the **Create a New CMD File** option on the CMD's File Menu, and then import the additional file(s) after creating a new CMD file.

If you are using the remote database server software, be sure to create the additional CMD files as Remote files. Otherwise, create them as Local files.

Importing from CMD 2011 or Earlier

CMD 2014 can only import prior CMD data files from CMD 2012/2013 because of the change in CMD's data engine in 2012. CMD 2014 can no longer open and address the prior version's files.

We can do the import process for you for the nominal fee of \$35. If you need our import services, go to our web site at: www.softwareforministry.com and click the Purchase button near the upper right corner. Scroll down until you see **Data Import/Setup Service** and purchase that item. Be sure your e-mail address is entered on the order page and we will e-mail you with instructions on how to send your data to us for the import process.

After we have finished the import, we will e-mail a backup file back to you that you can simply restore into your CMD 2014 program using CMD's internal Restore function.

We charge a nominal fee for this because we have to go through several manual steps in order to import your data.