

## Transfer Files to Another Computer

Follow this procedure to transfer of files to your home computer or to a new computer in your clinic. If the system is already set up on both computers, skip the first time set up procedure and use the data file transfer procedure that follows.

### **To set up the system on your home computer or a new computer for the first time:**

Use this procedure to install the system on a computer that does not already have the COMPLETE(tm) CLINIC installed. You will need the most recent installation CD to set up the system for the first time.

1. Place the COMPLETE™ CLINIC SOFTWARE installation CD in your CD ROM drive. The CD will start up automatically. (Be patient, it takes anywhere from 20 seconds to 50 seconds to start the installation program depending on the speed of your computer and CD drive.)
2. Check <New Installation to Single Computer or File Server> then click <F12 Next or press the <F12> Key
3. The program will search the C:\ drive for prior installations of the system. This will take from 10-60 seconds depending on the speed of your computer and CD drive. The install program will install the system into folder C:\VETCCS unless you want to put it someplace else. To specify another location, click on <F2 Select location> otherwise click on the <F12> Install Files button or press the <F12> key and the files will be copied to the specified folder.

When finished you should have a Complete Clinic 2005 icon on your desktop.

5. Double click on this icon to start the software
6. You will be asked to enter your serial number and activation key

The program will perform a series of setup steps and leave you at the main menu screen where your clinic name is displayed. At this point, you have a full running system with empty data files and you can use the following procedure to transfer the data files.

### **To transfer data files after you have installed Complete Clinic on another computer**

Use this procedure to transfer files to a computer that already has the COMPLETE(tm) CLINIC system installed. This procedure will copy the clinic data files to 3.5" diskettes that can be used to restore the files on your second computer. (**Note:** depending on your hardware setup, you may be able to use a zip disk, a CDRW or transfer the files over the network as an alternative to using diskettes.)

**Important Note: The same version of the system must be installed on both computers before running this procedure. To check the system version, select <F11 Utilities> then <About> and verify that the system dates in the green box at the top of the screen are identical on both computers.**

1. On the computer that contains the files you want to transfer, start the Complete Clinic system.
2. At the main menu, check <F11> Utilities then <Backup> The screen default settings should be set to copy all data files to the A: drive. (use some another drive letter if copying to zip, CD or network drive)
3. Click on or press <F12> to start the backup. The program will start copying files to the diskettes and tell you when to switch diskettes. Number each diskette and set them aside to use in the restore procedure.
4. On the computer you want to transfer the files to, start Complete Clinic:
5. At the main menu, check <F11> Utilities then <Restore> The screen default settings should be set to copy all data files from the A: drive.

Note: if you are using a CD or Zip disk, click on F4 and select the appropriate drive and file for the media you are using.

6. Click on <Overwrite All> then <F12> to start the restore. The program will prompt you for the last disk first, then disks 1, 2, etc. as needed.

After the files have been successfully restored, click on <F11> Utilities then <Index Files> and check the box to index all files then click on <F12> to start indexing.

When this is complete, you should have an identical set of files on the new computer.