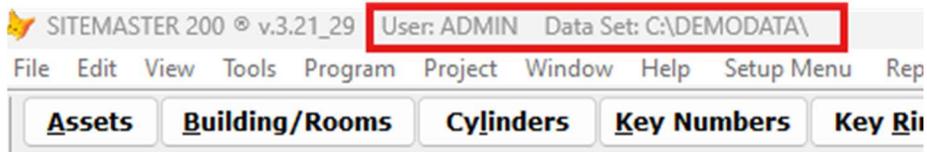


Preparing Your SITEMASTER 200® v3 Data to Load into SITEMASTER 200® v4

This information is for users who have existing SITEMASTER 200® v3 data and who have purchased SITEMASTER 200®v4, and want to import their existing v3 data into v4.

IMPORTANT: TO PROTECT YOUR DATA, YOU MUST MAKE A BACKUP COPY OF YOUR CURRENT v3 DATA FOLDER BEFORE PROCEEDING!

The current data folder can be identified by looking at the top of the SITEMASTER 200® v3 screen.



It is critical that you properly prepare your SITEMASTER 200®v3 data prior to loading it into your SITEMASTER 200®v4 software. The steps include updating your v3 data to the most recent version of SITEMASTER 200®v3.

After your data has been updated to the latest version of SITEMASTER 200®v3, you should then perform file maintenance on your data to make sure that there are no existing problems.

The steps you need to do depend on the version you are currently running. Find your current version below and start with the steps outlined there.

Your current version of SiteMaster 200 v3 is equal or less than v3.191:

Note: *The dataset structure of SiteMaster v3 was modified with the release of SiteMaster v3.21_1. This new structure is also used in SiteMaster v4, so you must first update your v3 data to the latest version.*

1. Using your current version of SiteMaster v3, Perform File Maintenance on a copy of your data. The instructions are in the Help Manual. Make sure you do not receive any error messages. If you do, contact Matrix Security. For safety reasons, use the copy of your SiteMaster v3 data for the updating steps in order to preserve your original data in case something goes wrong.
2. You must first update your SiteMaster v3 software to v3.192. This is an intermediate step when updating from an older version of SiteMaster that was released prior to v3.192 (e.g., v3.181).
 - a) On the Matrix Support page, hover your mouse over the SiteMaster v3 tab.
 - b) Download the v3.192 update file and the latest v3.21xx update file.
 - c) Extract the sm2003192.exe file, but do not run the file.
 - d) Put the sm2003192.exe into the SITEMASTER 200 v3.0 home (install) directory.
 - e) Run SiteMaster 200 from the Desktop shortcut. This will update your current version to v3.192. Make sure you do not receive error messages.
3. The next step is to update v3.192 to the latest version of SiteMaster v3.
 - a) Extract the sm200321_XX.exe update file (e.g., sm200321_28.exe), but do not run the file.
 - b) Put the sm200321_XX.exe into the SITEMASTER 200 v3.0 home (install) directory.

- c) Run SiteMaster 200 from the Desktop shortcut. This will update your current version to the latest version.
- d) Skip down below, for the instructions to Load SiteMaster v3 Data into SiteMaster v4.

The steps, if your current version of SiteMaster 200 is v3.21_1 or greater:

1. Using your current version of SiteMaster v3, Perform File Maintenance on a copy of your data. The instructions are in the Help Manual. Make sure you do not receive any error messages. If you do, contact Matrix Security. For safety reasons, use the copy of your SiteMaster v3 data for the updating steps in order to preserve your original data in case something goes wrong.
2. You will first update, if necessary, to the latest version of SiteMaster v3 (e.g., v3.21_28 or greater).
 - a) On the Matrix Security Support page, hover your mouse over the SiteMaster v3 tab.
 - b) Download the latest v3.21xx update file. Don't do this if you already have the latest version. If you do have the latest version, then skip down below for the instructions to Load SiteMaster v3 Data into SiteMaster v4.
 - c) Extract the sm200321_XX.exe update file (e.g., sm200321_28.exe), but do not run the file.
 - d) Put the sm200321_XX.exe into the SITEMASTER 200 v3.0 home (install) directory.
 - e) Run SiteMaster 200 from the Desktop shortcut. This will update your current version to the latest version. Make sure you do not receive error messages.

Load SiteMaster v3 Data into SiteMaster v4

Note: Your current SiteMaster 200 version should be at least v3.21_28 and you have already run Perform File Maintenance on your data. If not, follow the above instructions.

1. Make a copy of your SiteMaster v3 working data folder and use the copy for the import into SiteMaster 200 v4.
2. Log into the Users Program of SiteMaster 200 v4.
3. From the Utilities pull-down menu, select Import/Export Utilities, and then select Load Data from a Previous Version.
4. On the select directory screen, locate and select your SiteMaster v3 data folder. This will import your v3 data into v4.