

Guidelines for upgrading to Primary Complete V5.1

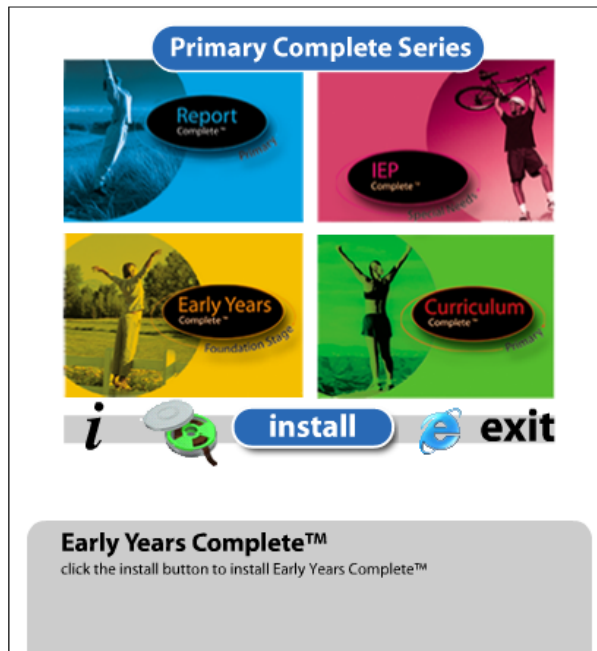
Guidelines for Windows 2000, XP and Vista.

These guidelines are designed to assist you with installing Primary Complete V5.1 and importing the data. Please note these guidelines only apply if you have Curriculum Complete V4, V4.1, V4.2 or Primary Complete V5.

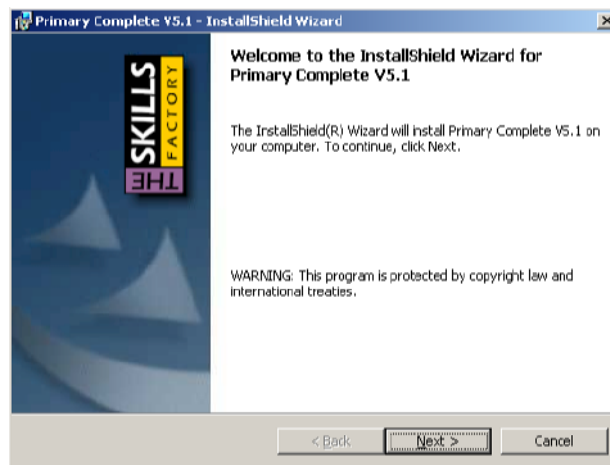
Before starting, you must create a backup of the MyPlanning.PC5 file. Instructions are on Page 31 of the User Guide.

Part 1: Installing Primary Complete V5.1

1. At a workstation login in as an Administrator, insert the Primary Complete V5.1 CD and run the setup.exe file (if the installer does not automatically run)
2. Click **Install** and the installer will load



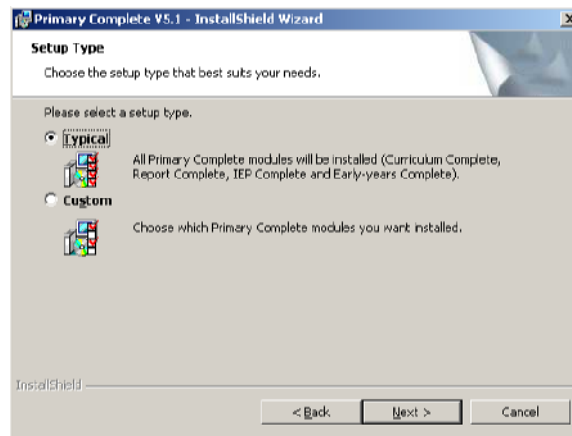
3. Once the installer has loaded, a welcome screen will be displayed, click **Next**



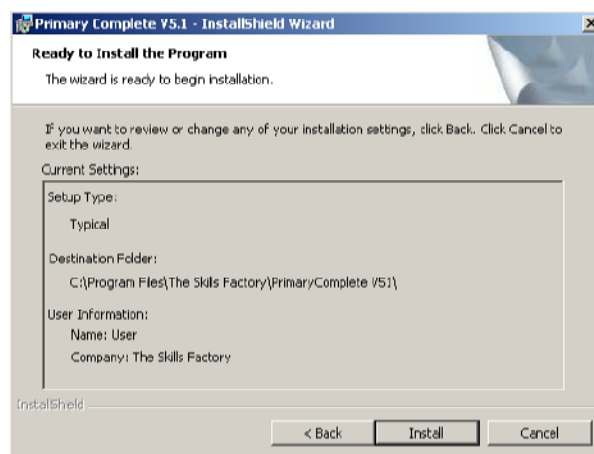
4. Read through the Terms and Conditions, once satisfied choose the **Agree** option and click **Next**



5. A customer information screen will be displayed. Enter your Name and the name of the School as necessary, click **Next** once you have done that
6. On the next screen, you will be prompted to choose the Destination folder where Primary Complete will be installed to. By default, the path is **C:\Program Files\The Skills Factory\PrimaryComplete V51**, we recommend you leave it as this and click **Next**. If you do wish to change the Destination folder, click **Change**
7. On the next screen, you will be prompted to select an installation type, we recommend you select **Typical** option which will install all modules of the software. If you select **Custom**, you can choose which modules will be installed. Once you have selected the type, click **Next**



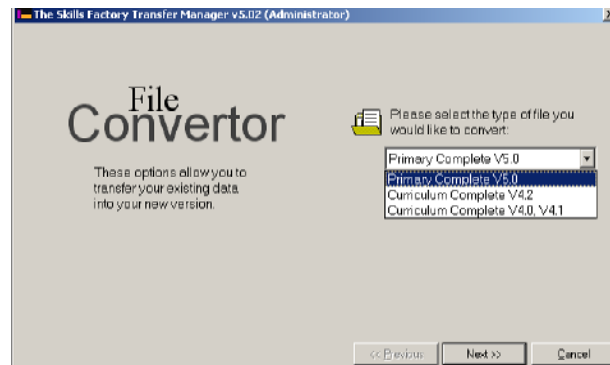
8. A summary screen will appear displaying the configurations you have selected, click **Install**



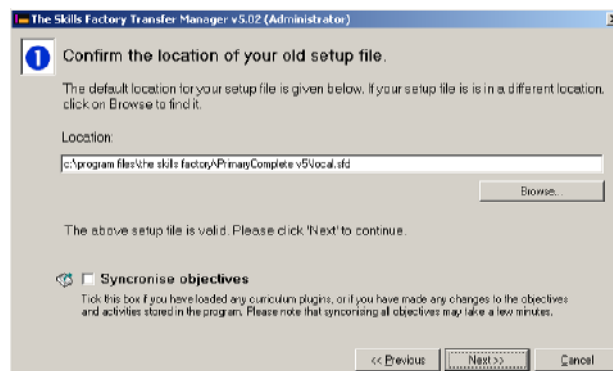
9. Allow the installation process to complete and once it has finished, click **Finish**

Part 2: Importing Data/Planning

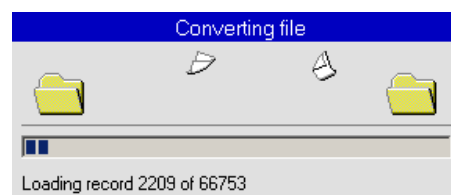
10. Launch Primary Complete from the start menu and enter the license information
11. Click File and select 'Import data from a previous version'
12. The File Converter utility will appear, select the version number of the software which you were using previously and click **Next**



13. You will be prompted to confirm the location of the setup file from the previous version (the setup file is called Local.sfd which contains configuration details). If you installed the previous version following the set defaults, the path specified by the File Converter should be correct, if click **Next**. If this is not the case, please click **Browse** and find the location of the file. Also do not forget to enable **Synchronise Objectives**



14. The File Converter will then convert all of the planning and any associated data from the previous version into the new format



15. Once the conversion process is complete, a summary screen will be display what planning and data will be transferred. Click **Next** to start the transfer process
16. The transfer process will only take a few moments, once this has completed a finish screen will be displayed. Click **Finish** to complete the upgrade.