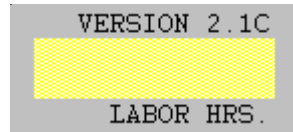


Double Click 21C Upgrade Conversion Instructions

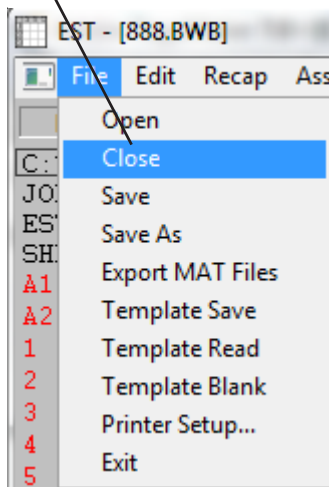
This software upgrade will eliminate the need to log on as the administrator when installing the security updates.

STEP 1

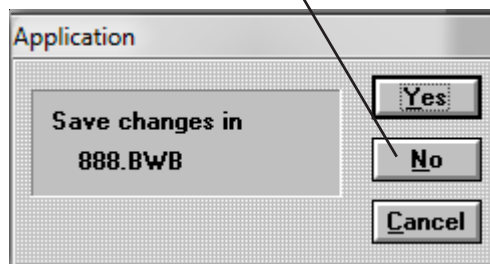
You can now start the EST program and note the file version now reads 2.1C



Next close the EST

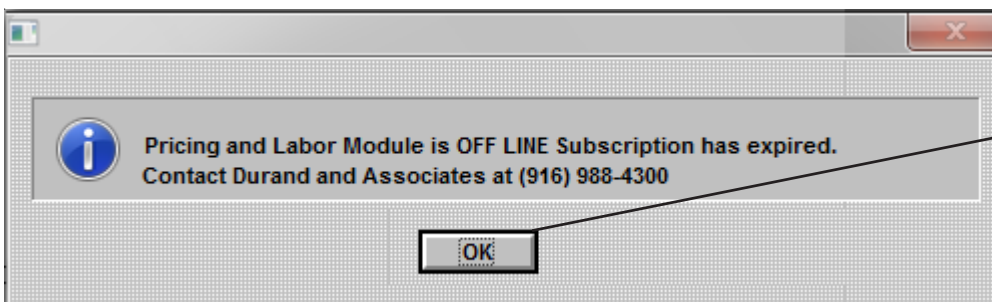


You will be asked if you want to Save changes. **CLICK NO**



STEP 2

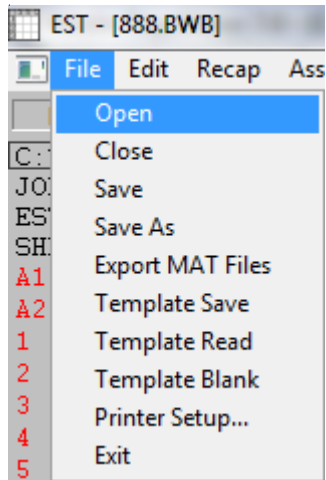
If your old 2.1B version files need access to the database will need to be convert to version 2.1C. Open one of your files you wish to convert to version 2.1C. You may get an offline message.



CLICK OK

STEP 2 (continued)

Open the file you wish to convert.

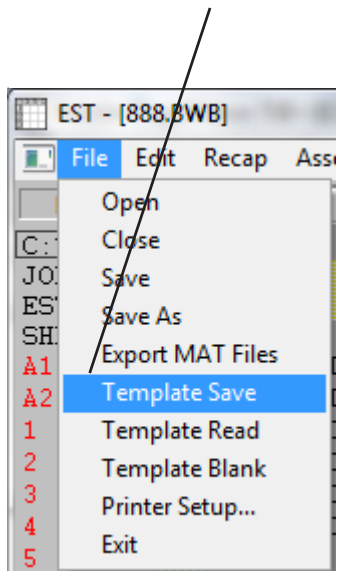


Once the file is open you will notice the version is 2.1B

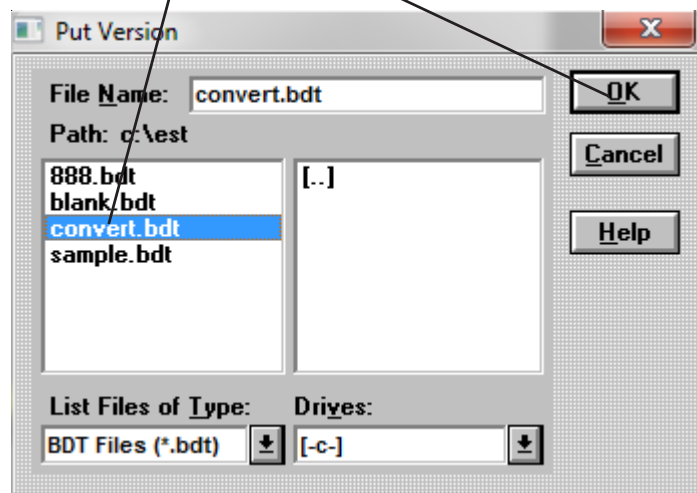
```
VERSION 2.1B
9-15-98
123
LABOR HRS.
```

STEP 3

Now select File Template Save

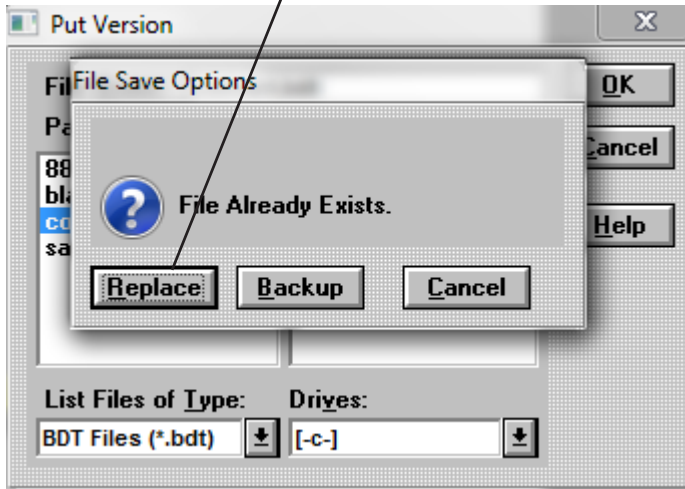


Select "convert" then CLICK OK



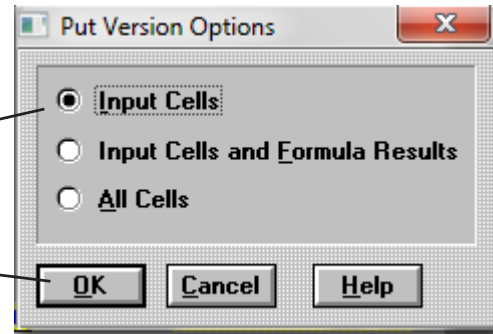
STEP 3 (continued)

Next CLICK on REPLACE



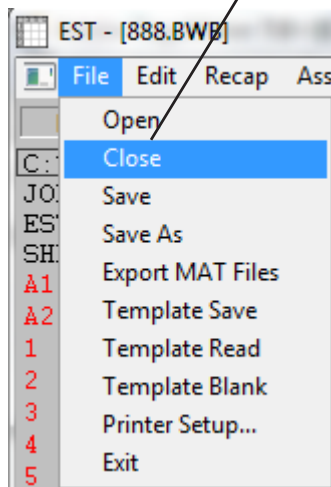
Make sure you select "Input Cells"

Then CLICK OK

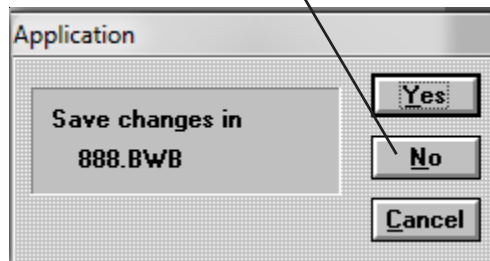


STEP 4

Next we need to close the old 2.1B file

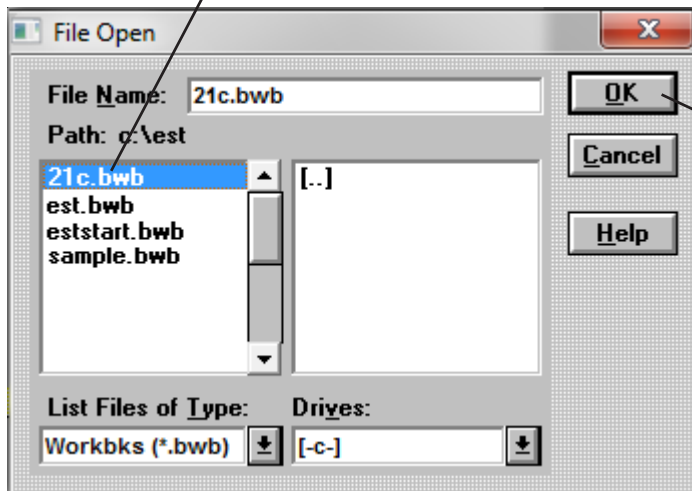


You will be asked if you want to Save changes. CLICK NO



STEP 5

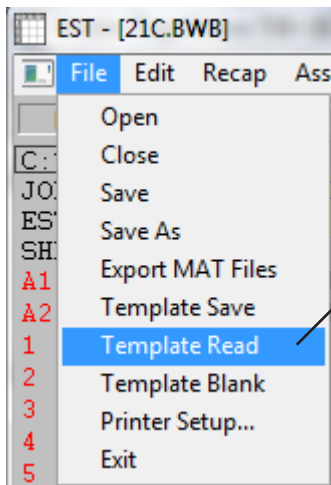
Open the file 2.1C



Then CLICK OK

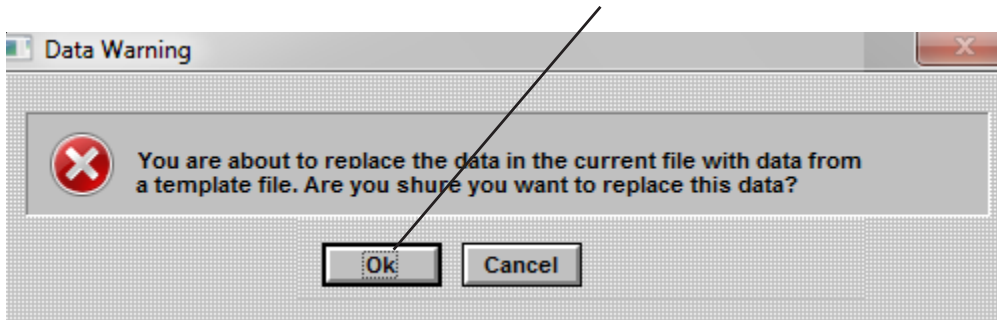
STEP 6

Once the 2.1C file is open select File Template Read



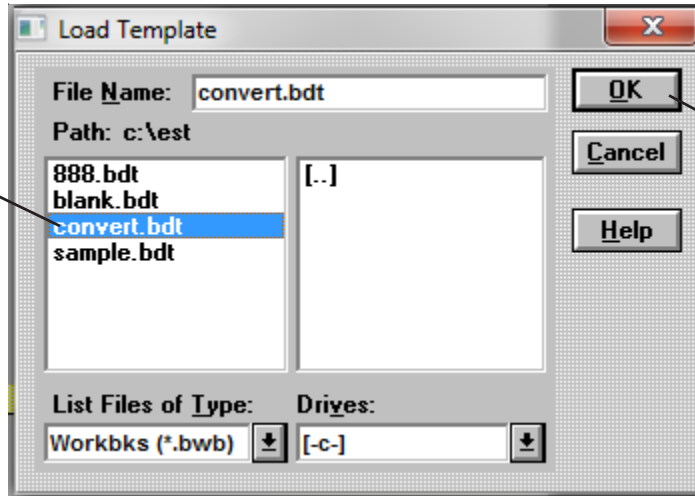
NOTE If the File Template Read command is not working close the file then reopen.

You will get the following data warning - CLICK OK



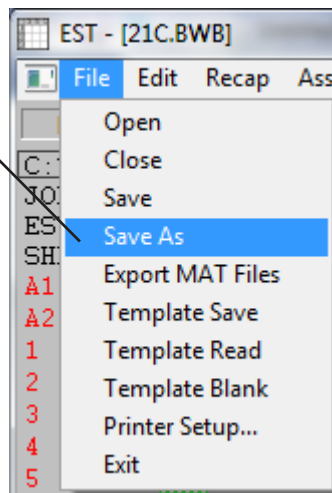
STEP 6 (continued)

Select the "convert"

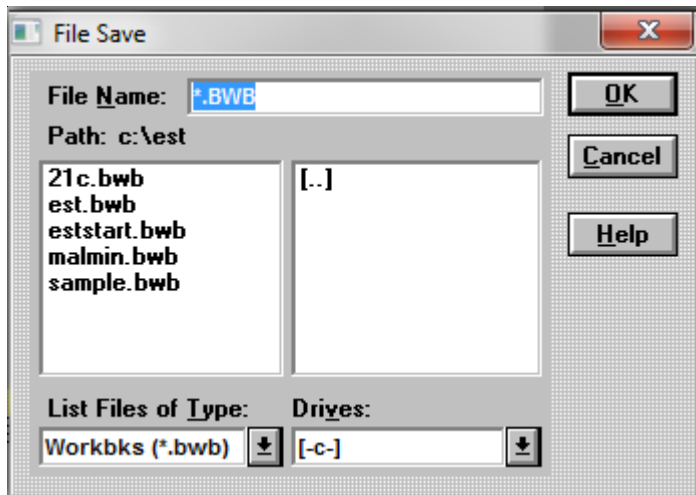


STEP 7

Use the File Save As command to save you work.



Type in a new file name or select an existing file to be replaced.



Your file has now been convert to version 2.1C

You will need to convert any old 2.1B file that needs access to the database.