

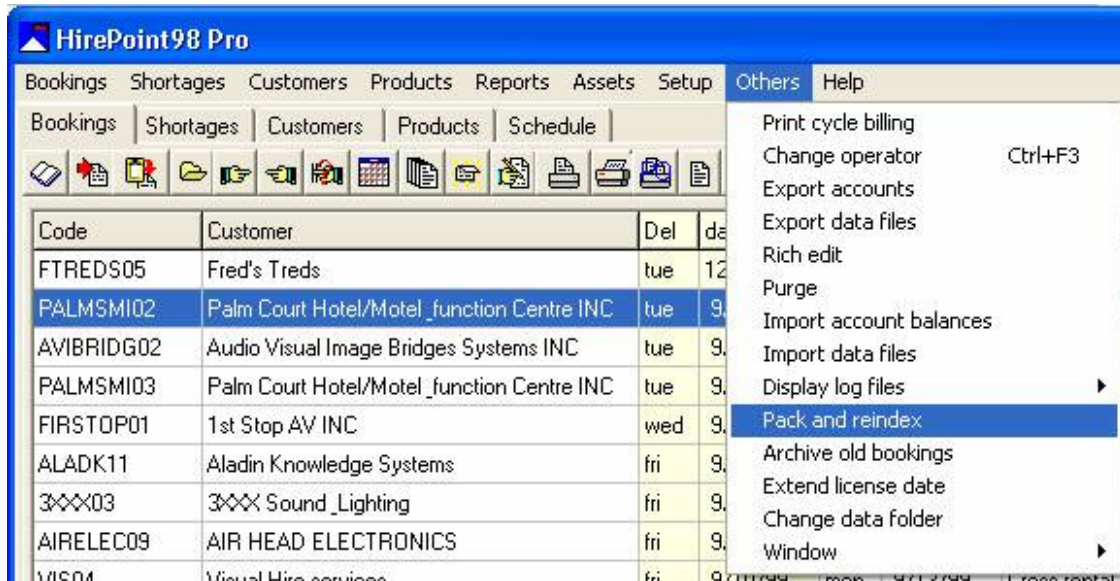
## How To Upgrade from HirePoint98 to RP2000

Please ensure everyone is logged out of HirePoint98. The system will be completely unusable during the upgrade process.

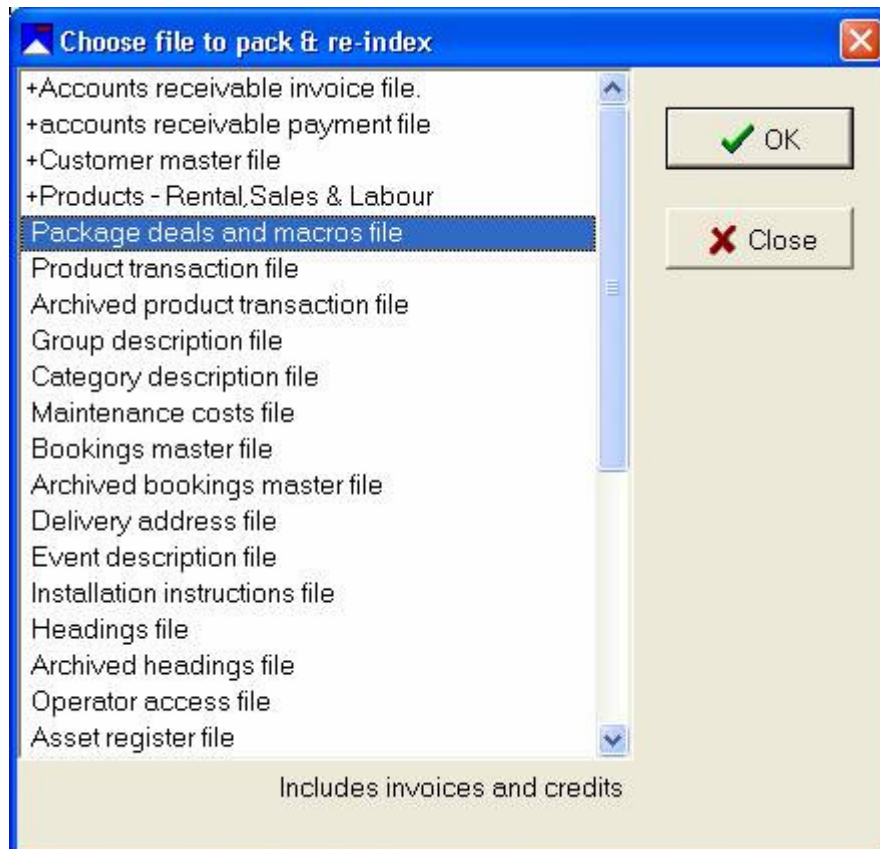
Ensure you have a backup of your data as well as the entire HirePoint98 folder.

Download and install RP2000. If a screen prompts you to setup a new data folder or update from previous data, just select Create New Data Folder. Your data will be upgraded in the next steps.

Login to HirePoint98 and run a complete pack and reindex of **ALL** files. This will organize your data so there is less chances of data loss. To run the pack and reindex go to Others → Pack and reindex.



Double click the file you would like to pack. You will see a plus (+) sign displayed beside it. Ensure all files are marked with a plus sign. When you are done, click the close button and the pack and reindex utility will run.



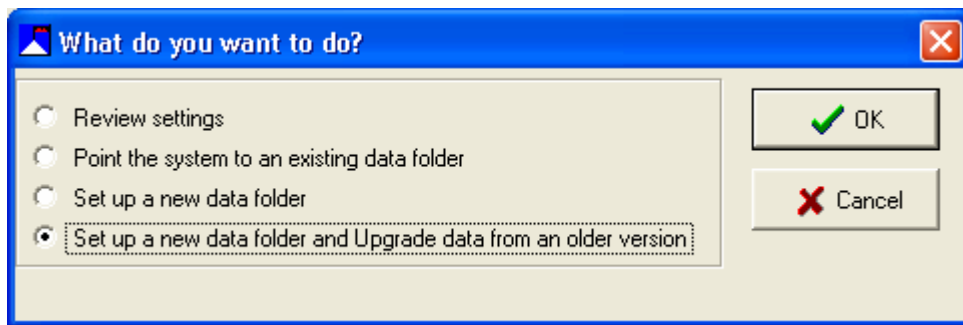
Once you are done running the utility, log out of HirePoint98.

Now, log into RentalPoint2000.

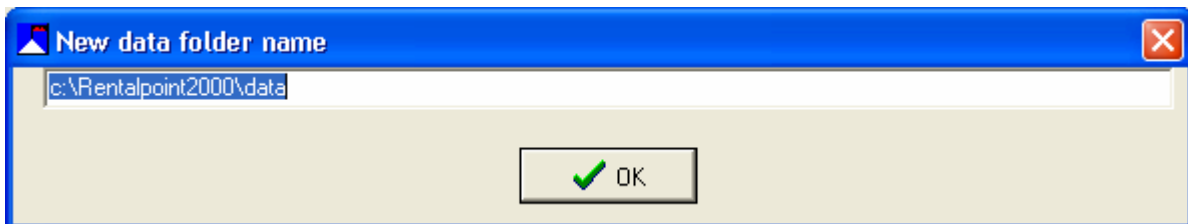
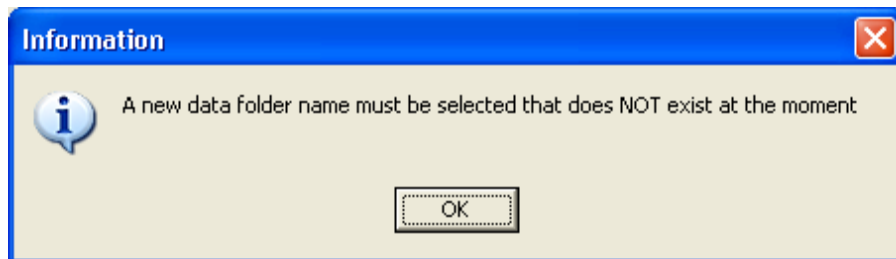
Go to Setup → Data folder.



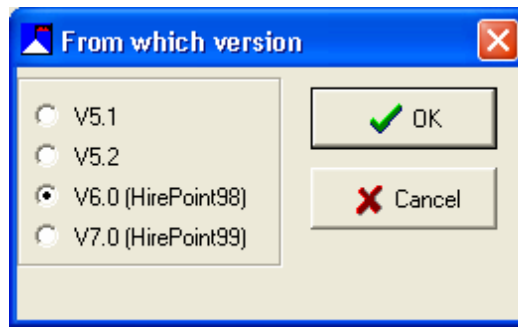
Select the last option.



Select a new folder for the HirePoint98 data to be transferred to. If the folder does not exist, RentalPoint will create it for you



Now select the version that you are upgrading from (HirePoint98).



The system will prompt you to find your old data folder (HirePoint98). Navigate to find the folder.

The final status screen will be displayed. Double check that the info on this screen is correct. Click OK to begin the upgrade. The upgrade may take several minutes and at times it will look like it has locked up. Please do not kill RentalPoint or continuously click the screen.

