

CommonCents 2.0 Conversion Instructions

The following instructions are designed to help licensed and trial users smoothly convert from CommonCents 2007 to CommonCents 2.0. All licensed users of CommonCents 2007 are receiving a complimentary copy of CommonCents 2.0.

We estimate that the following steps can be completed in about 15-20 minutes.

Conversion Instructions:

1. Make backup copies of all CommonCents 2007 vault folders BEFORE downloading and installing CommonCents 2.0.
 - a. Make sure CommonCents 2007 is closed.
 - b. Locate existing Vault folders. Your active vaults and their location are listed in the Vault Manager. The likely location (for Windows XP) is in C:\Program Files\enDevelopment\CommonCents 2007.
 - c. Use Windows Explorer to copy the vault folders and paste them to a different location on your computer. For example, you could setup a "CommonCents 2007 Backup" folder in your "My Documents" folder and copy the vault folders there.
 - d. Do not open these "backup" folders via the Vault Manager in CommonCents 2007 (this will associate the folders and make them part of the conversion).
2. Record your CommonCents 2007 License Key (Licensed users only)
 - a. If you have your original receipt, the license key is on our receipt and you can refer to it instead of going through the steps below.
 - b. Open CommonCents 2007.
 - c. Select Help>About from the Menu bar
 - d. Write down the "Serial Number" (capture the numbers, letters, and dashes).
3. Document Selected Balances (for conversion validation)
 - a. Record selected account, envelope, or Financial Summary balances. An easy way to do this is to run the appropriate reports. You could also use the Ctrl-Prt Scrn keys to capture a "screen shot" of the main CommonCents screen for selected Vaults. Paste the screen shot into Word (or a similar program) and save it for later reference.
 - b. Close CommonCents 2007.
4. Download and Install CommonCents 2.0
 - a. Download CommonCents 2.0 from the link on our website (www.CommonCentsSoftware.com).
 - b. Save the downloaded file to a location on your computer where it can remain (e.g., my documents, public downloads, desktop, etc.). The installation setup file is needed for updates to work properly.
 - c. Once the file has finished downloading, close the download dialog and navigate to your downloaded file.
 - d. Run the CommonCents setup file. The InstallAware Wizard will appear. When you receive the notice that the program has installed, select "Finish."
5. Get Setup in CommonCents 2.0
 - a. When CommonCents 2.0 opens for the first time, if you receive a "Trial Reminder" message, select "OK" and follow the steps to register your trial version.
 - b. Next, a Welcome message will appear with information to help new users get oriented. Even though you are familiar with CommonCents, you may benefit from viewing the

- tutorials, which are all new for CommonCents 2.0 (you can do this later if you want to complete the conversion first).
- c. CommonCents will open the new default Vault (may be labeled “My Vault”). You may be prompted to convert your existing vault databases to the most recent version. You should allow the conversions.
 - d. Open the Vault Manager and note the vaults listed. If all vaults are listed, close the Vault Manager and CommonCents 2.0 and proceed to Step 6.
 - e. If your old vaults are not listed, do the following:
 - Close the Vault Manager and CommonCents 2.0.
 - Open Windows Explorer and navigate to the location where you saved the backup copies of your vaults.
 - Copy all vault folders (with all included files) to the new default location. In Windows XP, this is: C:\Documents and Settings\All Users\Shared Documents\enDevelopment\CommonCents.
 - Verify all folders and files copied successfully to the new location.
 - After all vault folders are copied and verified, close Windows Explorer.
6. Entering your license key into CommonCents 2.0
- a. Open CommonCents 2.0.
 - b. If you are a licensed user, the next time you run the program, you may receive the “Trial Reminder” message. If so, select “Enter Key” and enter your CommonCents 2007 license key. It’s designed to work with CommonCents 2.0 as well. [Note: If you lost your license key or you cannot find the receipt from your purchase of CommonCents 2007, email us for help.]
 - c. After you enter your license key, you may be prompted to manually activate the product. Follow the instructions provided.
 - d. If you arrived at Step 6 immediately following Step 5d, then proceed to Step 6f.
 - e. If you arrived at Step 6 after Step 5e, do the following:
 - Open the Vault Manager and use the Browse button to open your other active vaults in the new default location. You may be prompted to convert your existing vault databases to the most recent version. You should allow the conversions. From this point onward, the Vault Manager should retain your list of vaults and their locations.
 - f. You are all set!

We’re here to help make this process as smooth as possible. If you have any questions or concerns during the conversion and setup process (or just want to let us know how well it went), don’t hesitate to contact us via email at support@endevlopment.com.

We look forward to your feedback as you put CommonCents 2.0 to work for you!

Best regards,

The enDevelopment Team
The makers of CommonCents software.