



Instructions for upgrading GradPro to a new version

This document provides thorough instructions for updating GradPro to a new version. Instructions are broken down into two sections and are based on whether GradPro is running across a network or only on a single computer.

SECTION ONE PERSONAL COMPUTERS – NO NETWORK

If your student records are all stored on one personal computer (PC) and not shared with any other computer, you are in the correct section. If your school uses a network, refer to section two for instructions.

Locate the folder on your computer that stores your GradPro files. On most computers it is on the C drive and is called C:\GradPro. If you use a different drive letter or folder name, carefully substitute that drive letter and folder name every time C:\GradPro is mentioned in the instructions below.

- Access 2000 users – follow the instructions below verbatim
 - Access 97 users – substitute the filename 'Setup97.exe' everywhere 'Setup2000.exe' appears in the instructions below
 - Access 2002/XP users – substitute the filename 'Setup2002.exe' everywhere 'Setup2000.exe' appears in the instructions below
 - Access 2003 users – substitute the filename ' Setup2003.exe' everywhere 'Setup2000.exe' appears in the instructions below
1. Start your web browser (usually either Netscape or Internet Explorer or AOL's browser) and type the following web page address:
<http://www.robinsoftcorp.com/support.html>
 2. Click the link for "Download GradPro software" and type in the password, you received in your upgrade notification, when prompted. Click on the correct setup file and save it in the C:\GradPro folder. In this example we assume that you downloaded "setup2000.exe".
 3. After the download, use Windows Explorer or My Computer to locate the "C:\GradPro\setup2000.exe" file. Then double-click it to begin installing.

4. On the second setup screen, choose "Stand Alone Computer" (the first choice). Click Next – Next - Finish, etc. to complete the installation. Do not make any changes to any of the settings on any of the screens.
5. After the last setup screen, Microsoft Access and GradPro will start automatically.
6. GradPro will tell you that you are not linked to your school's database. Click OK. When Option 900 appears, click the name of your school's database and link to it. It will be located in the C:\GradPro folder.
7. After linking is complete, GradPro will shut down automatically. The next time you start GradPro you'll be ready to go.

SECTION ONE NETWORKS ONLY

The instructions that follow assume the folder on your network that stores your GradPro files is called G:\GPDATA. If you use a different network folder name, carefully substitute that folder name every time G:\GPDATA is mentioned in the instructions below.

There are two ways that you can refer to the folder on your network that holds your GradPro data. One is by using a drive letter (for example G:\GPDATA), and another is by using the Universal Naming Convention filename (for example [\\ServerName\HardDrive\...\GPDATA](#)). Either way will work. On peer-to-peer networks it is usually better to use the Universal Naming Convention because GradPro will continue to operate correctly even if your network drive letter mapping disappears. However, using UNC filenames makes GradPro run a little slower.

If you do not know the UNC name for the GPDATA folder on the network, double-click the Network Neighborhood icon. Click "View | Options | View" and make sure that "Display the full MS-DOS path on the title bar" has a check mark. Also make sure that "Hide MS-DOS file extensions for file types that are registered" does not have a check mark. Then click OK. Then double-click on the network storage location where you have placed GPDATA. The title bar at the top of the window will show the complete UNC filename. Carefully substitute that UNC filename instead of G:\GPDATA when executing the instructions below.

Do steps 1-10 on one screen only. Once finished, do step 11 on all screens.

- Access 2000 users – follow the instructions below verbatim
- Access 97 users – substitute the filename 'Setup97.exe' everywhere 'Setup2000.exe' appears in the instructions below
- Access 2002/XP users – substitute the filename 'Setup2002.exe' everywhere 'Setup2000.exe' appears in the instructions below
- Access 2003 users – substitute the filename ' Setup2003.exe' everywhere 'Setup2000.exe' appears in the instructions below

1. Start your web browser (usually either Netscape or Internet Explorer or AOL's browser) and type the following web page address:
<http://www.robinsoftcorp.com/support.html>
2. Click the link for "Download GradPro software" and type in the password, you received in your upgrade notification, when prompted. Click on the correct setup file and save it in the G:\GPDATA folder. In this example we assume that you downloaded "setup2000.exe".
3. Wait for the download to complete. If you use network drive letters for your server, use Windows Explorer or My Computer to browse to the "G:\GPDATA\setup2000.exe" file. If you use UNC filenames, use Network Neighborhood to browse to "[\\ServerName...\GPDATA\setup2000.exe](#)". Once you locate "setup2000.exe", double-click it to begin installing.
4. On the second setup screen, choose "Network Server" (the second choice) and click Next. On the third setup screen, you should already see the G:\GPDATA folder name. If not, it means that you failed to put the "setup2000.exe" in the correct folder before you double-clicked it. Click CANCEL, move "setup2000.exe" to the correct folder, and start over.
5. When asked for the folder for shortcuts, leave it at "GradPro". Then click Next and Finish as needed to complete the installation procedure.
6. After the last setup screen, Microsoft Access and GradPro will start automatically.
7. GradPro will tell you that you are not linked to your school's database. Click OK. When Option 900 appears, click the name of your school's database and link to it. It will be located in the G:\GPDATA folder.
8. After linking is complete, GradPro will shut down automatically. Double-click the "G:\GPDATA\setup2000.exe" file again (on the same computer where you did the Network Server installation).
9. On the second setup screen, choose "Network Work Station" (the third choice) and click Next. Do not change the C:\GradPro folder name on the third setup screen. Do not make any other changes.
10. After linking is complete, GradPro will shut down automatically. The next time you start GradPro your computer will be ready to go.
11. Go to all other computers on the network using GradPro. Use Windows Explorer, My Computer, or Network Neighborhood to browse to the "G:\GPDATA\setup2000.exe" file and double-click it. On the second setup screen, choose "Network Work Station" (the third choice) and click Next. Do not change the C:\GradPro folder name on the third setup screen. Do not make any other changes. When the installation finishes you are done.

To receive assistance you may contact technical support at 770-774-0202 or 800-486-5839 extension 2.