



Installation and Upgrade Instructions

Installing or Upgrading Ministry Database Census / Membership

Note You must have 'admin' privileges on Windows 2000 and XP to install this software. Please contact your system administrator to assist you with the install if you do not have "admin" privileges.

1. Disable any virus protection software. If you are concerned about a virus infecting your computer, use your antivirus software to check your hard disk and any disks provided by Ministry Database before you begin the installation.
2. Insert the CD_ROM into your computer.
3. If the setup program does not automatically run, double-click the Setup.exe icon on the Ministry Database CD-ROM.
4. Click **Next**. The **License Agreement** screen displays. Read the **License Agreement** carefully. If you are willing to accept the terms in the agreement, click **I accept the agreement**. If you do not accept the agreement, click **I do not accept the agreement**.

Note If you do not accept the terms of the agreement you will be unable to install the Ministry Database.

5. The **User Information** screen displays. Verify that information is correct.
6. Click **Next**. The **Select Destination Location** screen displays. You can install the Ministry Database to another location on your computer if you desire, however, the Ministry Database should be installed to each local computer that you wish to run it from, **not** a network shared drive. If you wish to install the Ministry Database to a different location, specify it at this time, otherwise, accept the default location by clicking **Next**.
7. The **Select Components** screen displays. Choose **New Complete Installation** from the dropdown if this is the first time you have installed this software in this machine. Choose **Upgrade Existing Installation** if you have a previous version of the Ministry Database on this machine and you want to preserve your user settings.
8. The **Select Start Menu Folder** screen will display. You can modify the name and location of the program icons in your Start Menu from here. In most cases you will leave the settings as they are.
9. Click **Next**. The **Select Additional Tasks** screen will display. Here you can choose from some optional components that you would like to install.
10. Click **Next**. The **Ready To Install** screen will display. This screen summarizes all the actions that will take place during your installation. When you are ready, click **Install** to begin copying files from the CD-ROM to your computer.

Note During installation the program will copy files from the CD_ROM to your computer's hard drive. You can see the progress of the installation on the progress bar. Some steps take a few minutes to accomplish. DO NOT shut down or restart your computer during this process.

11. After the files have been copied to your computer you will see the **Product Registration** screen displayed if this is a new complete install. Enter your **Product Key** in the spaces provided at the bottom of this screen.
12. Click **Next**. If you are running an operating system older than Windows XP you will see the Microsoft XML Installer screen display. Choose **Next** to step through the options. If the Microsoft XML Installer asks you to reboot, choose **No** or **Later**.
13. You will then see the Microsoft Scripting Runtime installer display. After it has copied files to your computer it may ask you to reboot, choose **No** or **Later**.
14. Finally, the **Setup Complete** screen will display. If the screen asks you to reboot, choose **Yes**. Otherwise choose **Finish**.
15. Your installation is complete. Reboot your computer if necessary and run the Ministry Database.