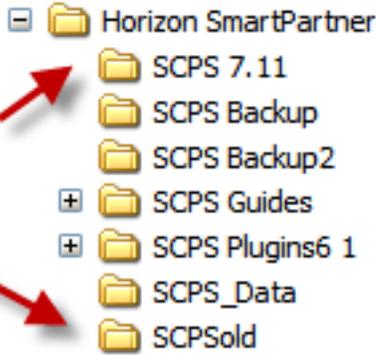


## Horizon SmartPartner Single User Upgrade Guide

Please call Horizon Software at 715-287-3335  
if you need online assistance.

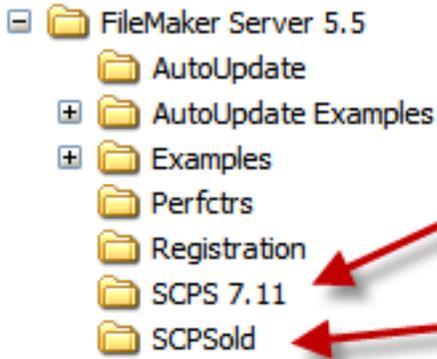
1. Print the Upgrade Guide, Download the SCPS Upgrade and read the Revisions.
2. Exit out of SCPS.
3. **Expand** the SCPSuserup.zip upgrade file (right click and expand). Make sure that the SCPS files are directly in the new SCPS upgrade folder and not buried inside another folder.
4. Move the **new** SCPS upgrade folder **next** to your current SCPS 1# folder .
5. Rename your **current** SCPS folder to **SCPSold** (exactly with no spaces).
6. Open the **new SCPS upgrade folder (latest version)** and run **Upgrade.fp5**.
7. Confirm that you are Upgrading to the new SCPS version and that your old SCSP version number is not showing on this screen. Click on **Start Upgrade Process** button, to begin the transfer of your data into the new upgrade. Answer the pop up messages as they appear.  
  
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8. After the upgrade is complete, you can create a new Shortcut to the new OpenSCPS file and delete your old Shortcut.
9. If you have customized your Printed Proposal Reports, you will need to copy the **Report.fp5 file** from your **SCPSold folder** and paste it into the **new SCPS** and overwrite that Reports file.
10. If you use the old CPS program along with the new SCPS software, you will need to copy all of the files that start with cps from your **SCPSold folder** and paste them into the **new SCPS #**.
11. **Rename** the **SCPSold folder**, with a date at the end, and move it to a SCPS storage folder and save it as a backup.
12. Delete the **SCPSuserup.zip** file.



## Horizon SmartPartner Network Multi-User Upgrade Guide

Please call Horizon Software at 715-287-3335  
if you need online assistance.

1. Print the Upgrade Guide, Download the SCPS Upgrade and read the Revisions.
2. Exit out of SCPS.
3. **Expand** the SCPSuserup.zip upgrade file (right click and expand). Make sure that the SCPS files are directly in the new SCPS upgrade folder and not buried inside another folder.
4. Move the **new** SCPS upgrade folder **next** to your current SCPS 1# folder .
5. Rename your **current** SCPS folder to **SCPSold** (exactly with no spaces).
6. Open the **new SCPS upgrade folder (latest version)** and run **Upgrade.fp5**.
7. Confirm that you are Upgrading to the new SCPS version and that your old SCSP version number is not showing on this screen. Click on **Start Upgrade Process** button, to begin the transfer of your data into the new upgrade. Answer the pop up messages as they appear.  
  
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8. After the upgrade is complete, you can create a new Shortcut to the new OpenSCPS file and delete your old Shortcut.
9. If you have customized your Printed Proposal Reports, you will need to copy the **Report.fp5 file** from your **SCPSold folder** and paste it into the **new SCPS** and overwrite that Reports file.
10. If you use the old CPS program along with the new SCPS software, you will need to copy all of the files that start with cps from your **SCPSold folder** and paste them into the **new SCPS #**.
11. **Rename** the **SCPSold folder**, with a date at the end, and move it to a SCPS storage folder and save it as a backup.
12. Delete the **SCPSuserup.zip** file.



## Horizon SmartPartner FileMaker Server Network Multi-User Upgrade Guide

Please call Horizon Software at 715-287-3335 if you need online assistance.

1. Print the Upgrade Guide, Download the SCPS Upgrade and read the Revisions.
2. Exit all users out of SCPS and turn off the FileMaker Service from the FileMaker Server console on the computer where the SCPS files reside.
3. **Expand** the SCPSuserup.zip upgrade file (right click and expand). Make sure that the SCPS files are directly in the new SCPS upgrade folder and not buried inside another folder.
4. Move the **new** SCPS upgrade folder **next** to your **current** SCPS folder. Most likely this will be in the Program Files/FileMaker/FileMaker Server folder on your hard drive.
5. Rename your **current** SCPS folder to **SCPSold** (exactly with no spaces).
6. Open the **new SCPS upgrade folder (latest version)** and run **Upgrade.fp5**.
7. Confirm that you are Upgrading to the new SCPS version and that your old SCSP version number is not showing on this screen. Click on **Start Upgrade Process** button, to begin the transfer of your data into the new upgrade. Answer the pop up messages as they appear.
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8. If you have customized your Printed Proposal Reports, you will need to copy the **Report.fp5 file** from your **SCPSold folder** and paste it into the **new SCPS** and overwrite that Reports file.
9. If you use the old CPS program along with the new SCPS software, you will need to copy all of the files that start with cps from your **SCPSold folder** and paste them into the **new SCPS #**.
11. **Rename** the **SCPSold folder**, with a date at the end, and move it to a SCPS storage folder and save it as a backup.
12. Delete the **SCPSuserup.zip** file.
13. After the upgrade is complete, you can **restart** the **FileMaker Server**. Workstation computers use the SCSPguest.fp5 file and they do not have to be changed.