

Balanced Health LLC Checkit Update/Install Steps

Upgrading From An Older Version -

Before Backing Up -

Every computer writes its information in a broken up fashion because it uses the first available space on the disk. This means that files will often be recorded in pieces. After a while, this can result in a slow down of your system. Deleting some data can also leave open spaces in your database files. This makes it a good idea to do what I refer to as clean your files. It is also good to do this before you backup your files. Just click the *Clean Database Files* button and Checkit will take care of this for you. Doing so weekly as well as before a full backup is recommended.



Maintain Software

Clean Database Files

Create a full backup of your existing data. The files to backup include the following list. I will call the top directory where you installed Checkit “TOP” in the following list. For me that is \\SERVER\Applications\Checkit because I have a system setup with multiple seats. Yours, if you have one PC only, may be C:\Applications\Checkit for example.

Backup the following directory contents...

Your Supporting Directories

TOP\Cashit_Receipts*.*
TOP\Checkit_History*.*
TOP\Checkit_Receipts*.*
TOP\Comm_Receipts*.*
TOP\Cryptit_Receipts*.*
TOP\My Stuff*.*
TOP\Saveit_Receipts*.*
TOP\Stockit_Receipts*.*
TOP\System*.*

Your personal data files

TOP*.DBF
TOP*.FPT

Everything else will not need backing up as the remaining files are in your installation file which you should keep.

You can use a backup application to do this or, if you don't have one, simply copy the files listed to another location for safe keeping.

After you perform the installation, restore all your saved files to the original locations specifying overwrite if prompted to do so.



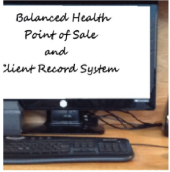
Purchasing -

If you have not already done so, go to [my website](#) to get your copy. Click on the

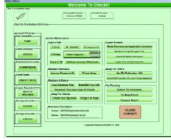


menu choice to get to the page where you can purchase Checkit.

[Open My Cart](#)

| | | |
|--|--|--|
|  No After The Purchase Charges With Checkit! Checkit |  Get Some Body Systems Booklets Systems Booklets |  For Health Facilitators and Small Stores Point of Sale System |
|--|--|--|

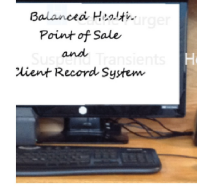
Just click on the picture of the front page of Checkit and add it to your cart to get your copy. If you see some other things of interest, feel free to keep shopping. After you put at least one item in your cart, you will see the checkout option automatically. You can complete the purchase by filling out the form, remove an item from your cart by clicking the X next to the item or click the pictures to add other items to your cart.



No After The Purchase Charges With Checkit!





Get Some Body Systems Booklets



For Health Facilitators and Small Stores

Your Current Cart Contents

| | Product | Price | Quantity | Subtotal |
|---|---|---------|--------------------------------|----------|
|  |  Checkit Download Page | \$49.95 | <input type="text" value="1"/> | \$49.95 |

Once you have what you want in your cart click on the



button to complete your purchase.

After you check out, your product access pages(s) will end up in your Downloads directory.

Update/Install Steps -

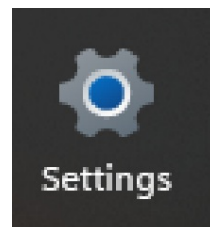
Remember to first back up your existing copy if you have one. See page one.

The first step in installing is to remove your existing copy if you have one. If you have multiple seats you will have to remove the source copy on your server AND each user installation.

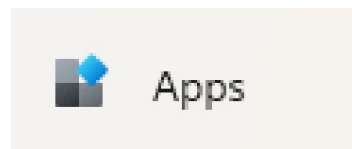
Removing Existing Copies -

Perform the following on every machine that has Checkit.

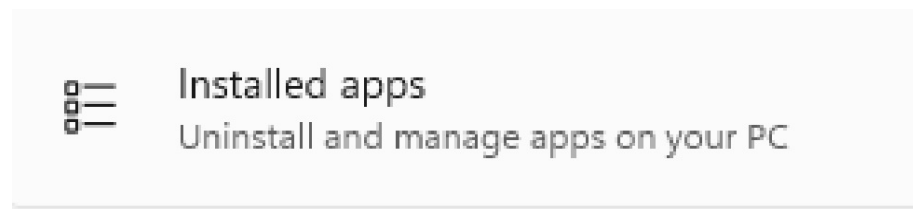
Click your Windows Start button then



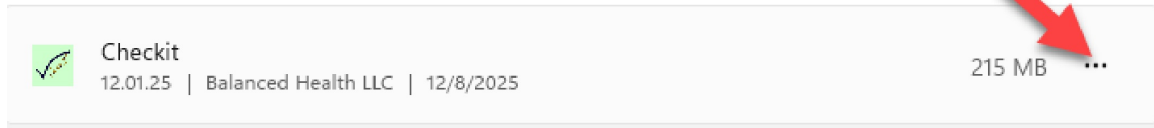
then in the left column



then



then scroll down to find Checkit and click on the ...



and select uninstall.

Installing -

There are three files included in your purchase -

Install Checkit [version].exe which is the installation file.

Install or Update.pdf which is this document.

Checkit Setup Manual.pdf

Both PDF files can be downloaded from the links in the document that was sent to your email called **Purchase Checkit Download Page.pdf**

Open your downloads directory and double click on the item(s) of choice to begin the installation. If the downloaded file is a .zip file, you will be asked where to put the file after it is unzipped. Then double click on the .exe file to begin the installation.

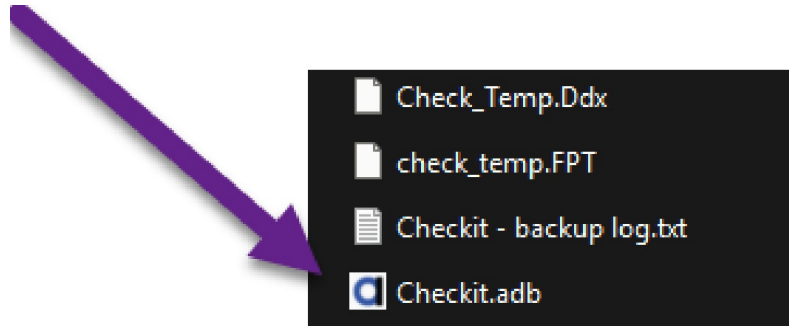
The first time you install one of our products, you will be presented with a menu that allows you to install the Alpha software. This is the application on which our software items are built. You will also see this if there has been an upgrade to the Alpha software. The choice you need to make is **Runtime, stable build**. Follow the prompts from there to complete the installation.

NOTE: If you double-click the Install Checkit.exe before Alpha is finished updating, you will see an error message indicating that you do not have permission to install Checkit. Don't panic! You can ignore this message. Just be sure to complete the installation of Alpha if it shows up before installing Checkit.

Double-Click on your new copy of Install Checkit.exe which is in your Downloads directory and follow the prompts to do the installation. If this is a re-install, be sure to put the new copy in the same place as the old copy. This will ensure consistency and the likelihood your existing desktop shortcuts will be usable.

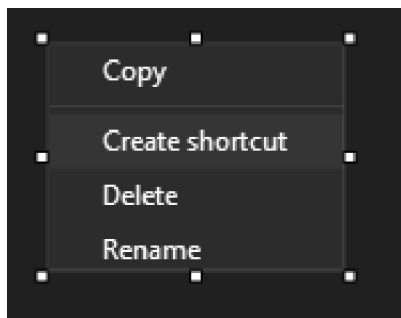
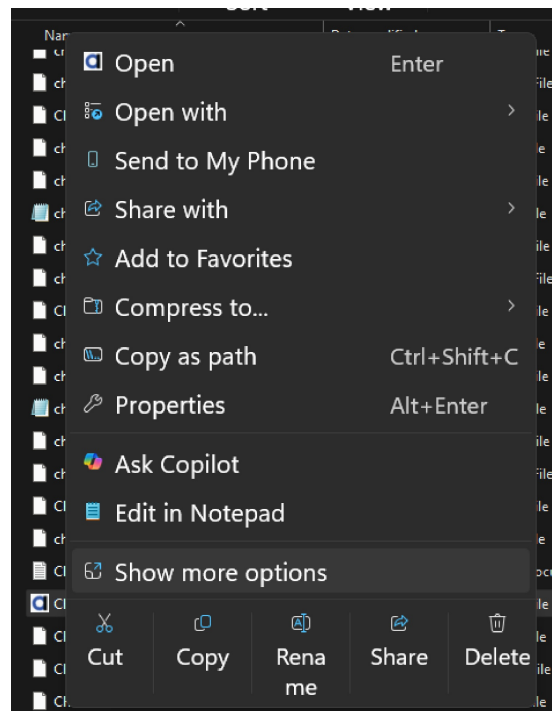
Post Install -

Because you can put Checkit wherever you want on your machine, allowing you to create the shortcut you will use to start Checkit makes sense. To do so, go to the directory where you installed Checkit and look for a file by the name of Checkit.ADB.



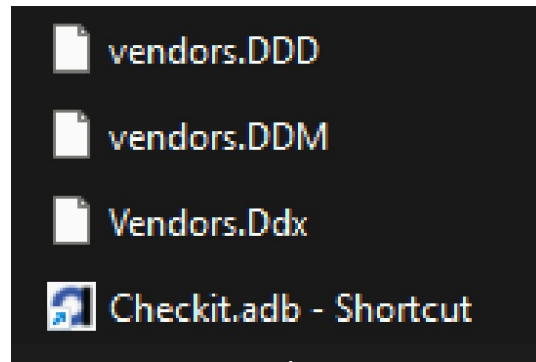
Right click on the name to create a shortcut. This will allow you to create a shortcut that will be placed in your Checkit directory. However, that option is not shown in the originally presented list that you see here.

To get to that option, you will need to **left click** on the Show more options choice seen at the bottom of this list. Doing so will show a longer list of choices. Near the bottom of the list you will see

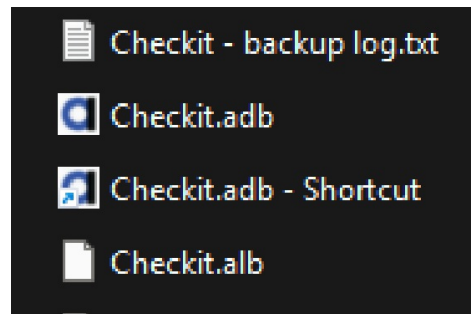


Left click on the Create shortcut choice and your shortcut will be added to the bottom of the list you see in your Checkit directory.

The name shown here is Checkit.adb - Shortcut. If you do not have Windows set to show the extensions (.adb), the name you will see will not contain the .adb in it. No matter. In any event the fact it is a shortcut is obvious by the name.



If you close and reopen your Checkit directory, the shortcut will be seen in alphabetical order next to the Checkit.ADB file.

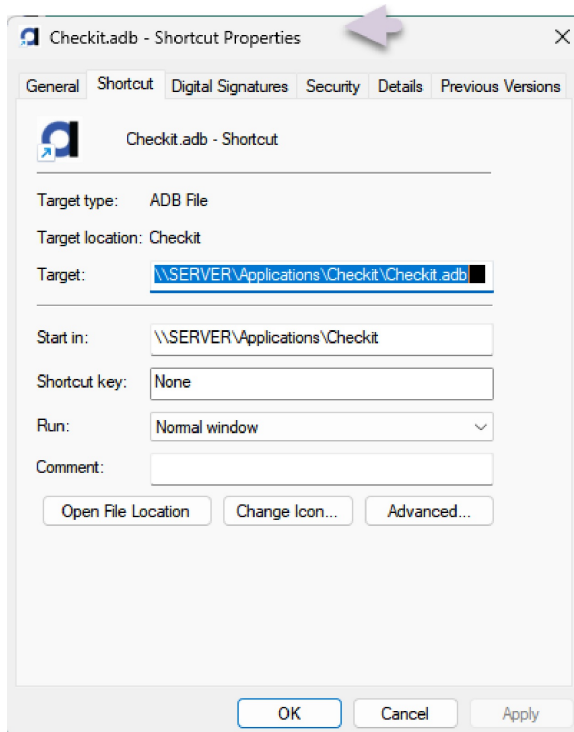
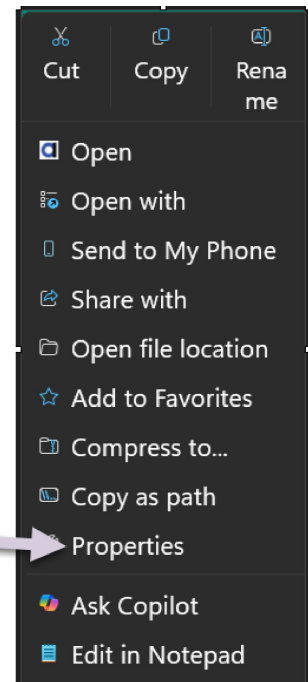


Let's move the shortcut to your desktop to make starting Checkit easy. You likely would prefer another name and icon on your shortcut as well. Let's make those changes.

First, put your mouse cursor over the name of the shortcut and push down on and hold the mouse left button. While holding the mouse button down, move the cursor over to a blank area on your desktop. This should place the shortcut on your desktop.

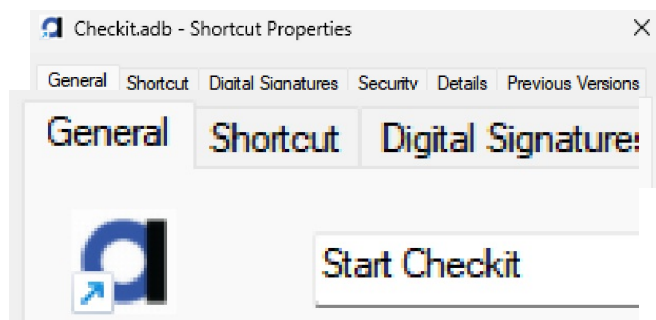


Let's start to make the shortcut more user friendly by changing its' name. To do so, **left click** on Properties where you can change the name as well as the icon if you like.

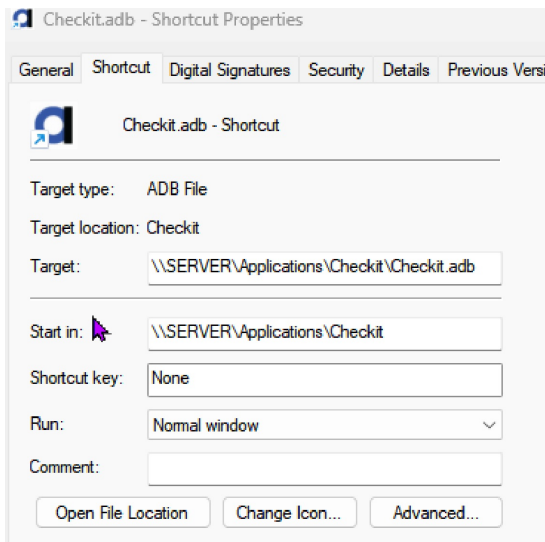


Click on the General tab and you will be able to change the name by clicking on the existing name and typing in your replacement.

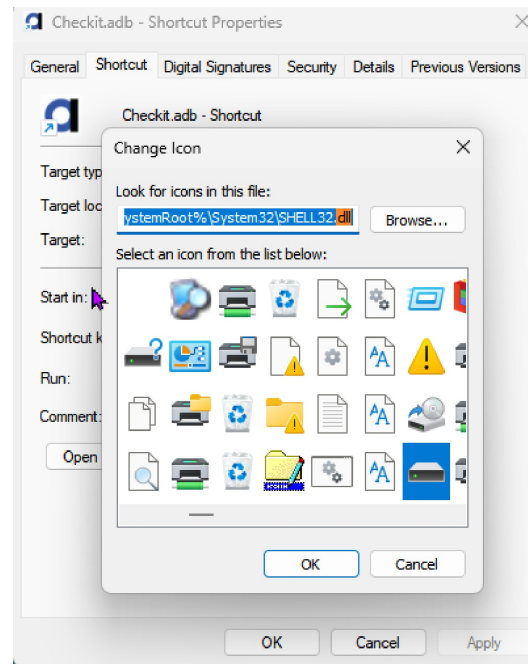
You may also want to replace the big A. There is an icon file located in your Checkit/System directory that you can use.



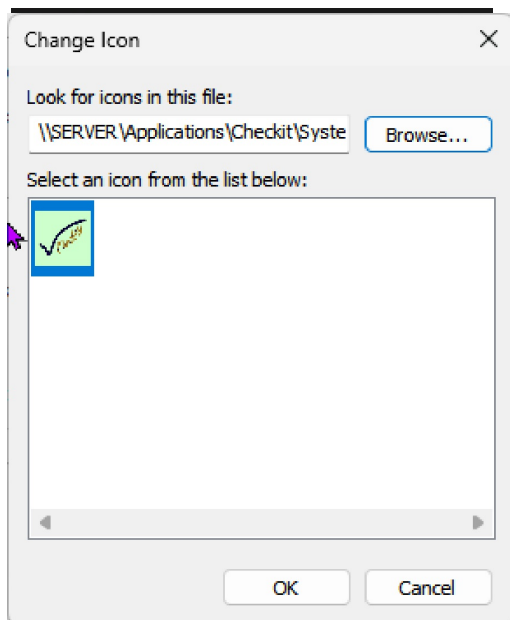
To use the icon file, click on the Shortcut tab then the Change Icon button.



where you will see this screen.

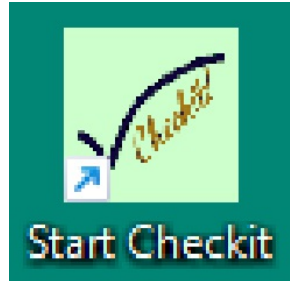


Click on the Browse button and go to your Checkit/System directory to choose



Select it then click on OK then Apply then OK again to save your changes.

The result should look like this...



Restore Your Backups -

Please refer to the list on page 1 of this document to be sure you restore all the needed files.

Be sure to restore from the same machine you used to do the backups. If you did not use a backup application, then copy the files from wherever you put them back into the appropriate directories. Choose replace when asked.

Testing Your Restore -

Open Checkit on the machine you installed it on to see the results. If everything is good, you can proceed to creating a “shadow” copy on each users’ machine if applicable.

Creating User Seats -

Let us know if you have the need to install more than one user seat. A multiple user installation will require a file called **Create Shadow Checkit Install.exe**. This application will need to be run once from each user seat after the installation of Checkit on your server.

Your Access Code -

The first time you start Checkit, you will be shown the six digit code you will need to enter every time you start it. Make note of this code as you will have to do a complete new installation to see it again. This code is unique to your machine and will only work on the machine where you are running Checkit. Don’t lose it.

You will get a new access code with every installation or upgrade.