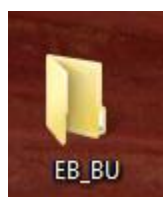




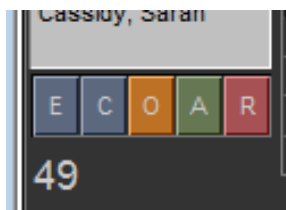
## Updating For New Files Instructions

### Backup and Restore:

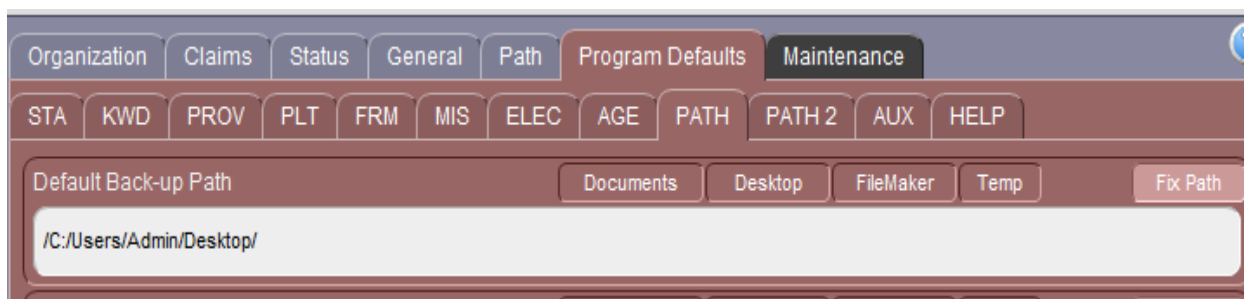
- Create a new backup folder on your desktop (a brand NEW folder separate from your current backup folder)



- Go to the **Reports** Menu and select **Claims Query**. At the first tab, click the “A” to find ‘All’ claims and write down the number of claims, shown below as 49.

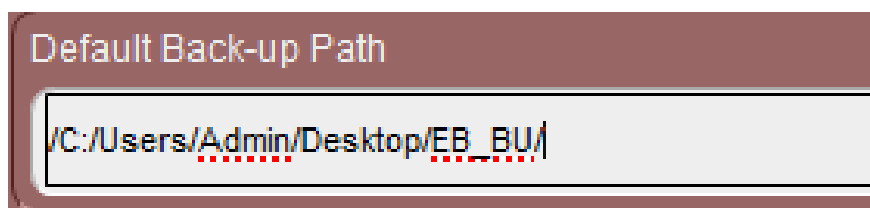


- In current version of Easy Billing software, go to the **Preferences** menu and select the **Program Defaults** tab. Then select the **Path** tab. On the “Default Back-up Path” field, click the **Desktop** button.

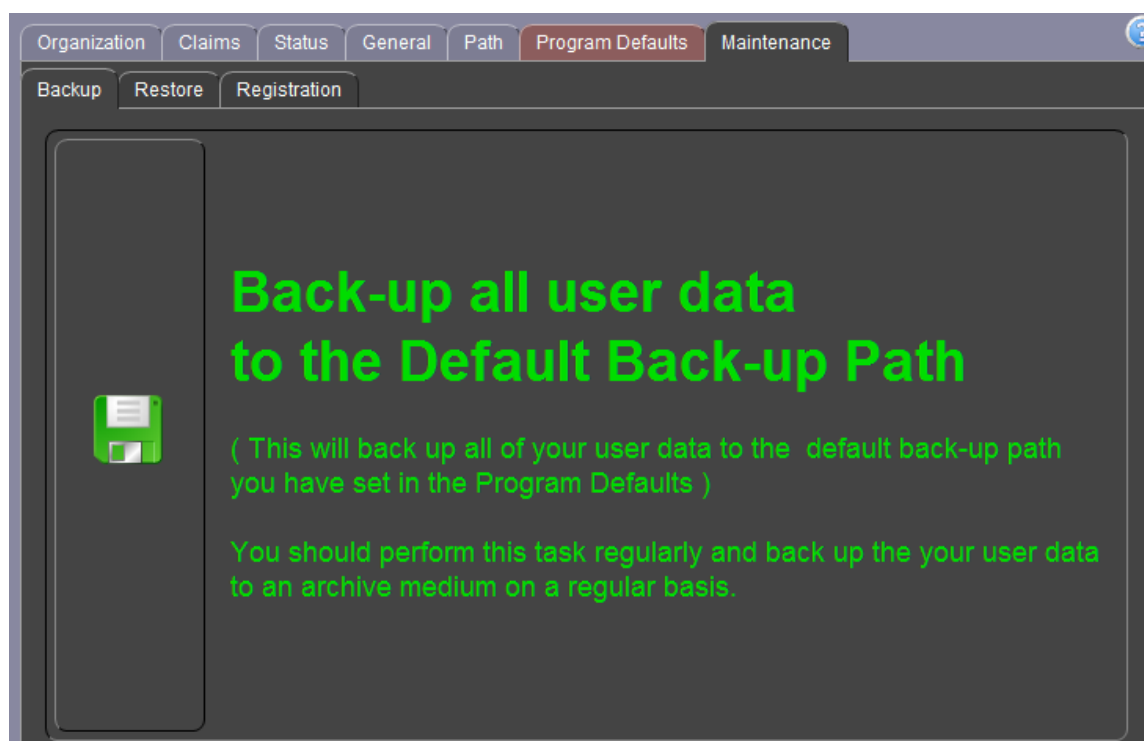


## Backing Up and Updating for New Files

- In the “Default Back-up Path” field, after the last forward slash / enter your folder name (located on your desktop), i.e. EB\_BU, **followed by a forward slash /** . Tab or click out of field. Do NOT use dashes, slashes, periods etc. The path name should look like this: .....Desktop/EB\_BU/



- Then go to **Maintenance** tab / **Backup** tab and click the green disk icon to back up your files.

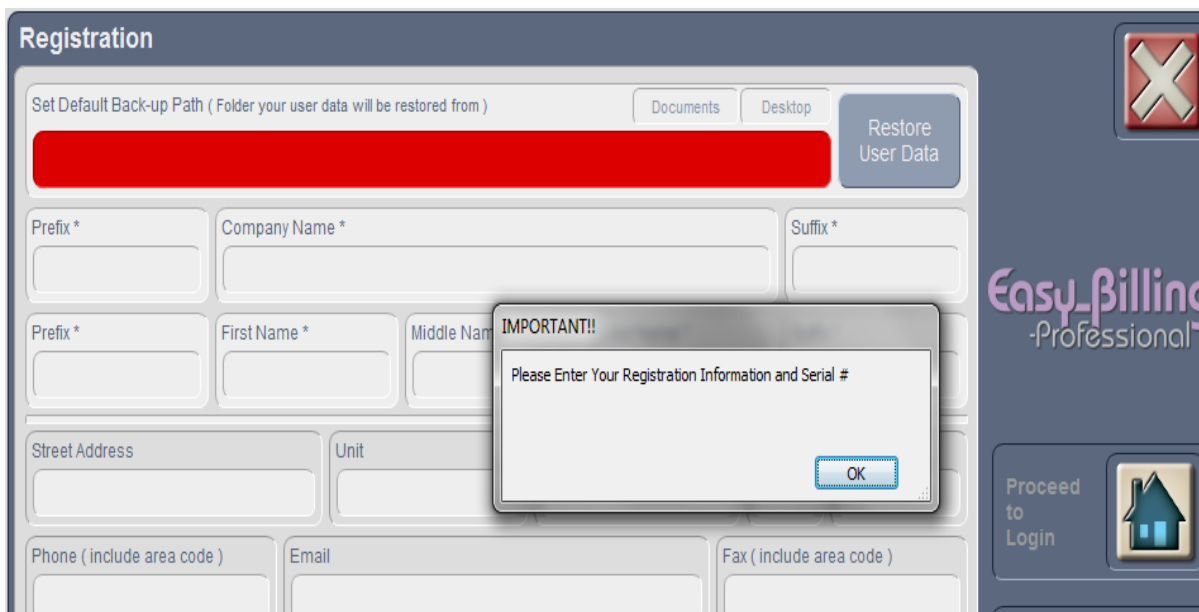


### Updating your Easy Billing Professional program

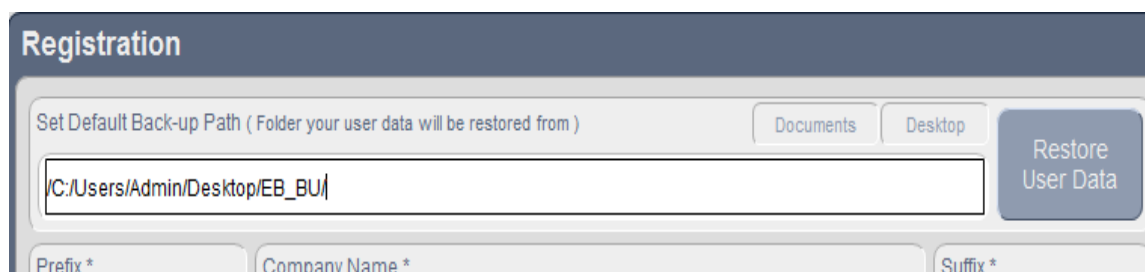
- Once you have successfully backed up your data from the current program to the new file on the desktop, close the current/old program.

## Backing Up and Updating for New Files

- Open the new program (it is a skeleton, NO DATA, so you will open to the initial screen)
- You will see a message that you have not entered your license information. Click **OK**.



- Go to the top of the form and type in the field labeled “Set Default Backup Path.” Click “Desktop”. Type in the new file path for the new backup folder that you just created and backed up to, i.e., EB\_BU/. Click or tab out of field.

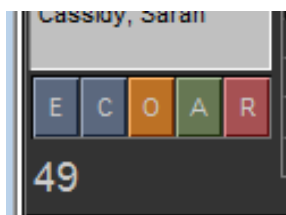


- Click on the button labeled “**Restore User Data**”. Once this process has completed successfully, Easy Billing Professional will open to the login screen and you can login.

## Backing Up and Updating for New Files

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- Go to the **Reports** Menu and select **Claims Query**. At the first tab click “A” to find “All” claims and confirm that you have the same number of claims, to ensure that all the data transferred successfully.



- Once you are confident that your new software update has all your data correctly log out and close the program.
- If you use a shortcut to open the program you will want to remove the old short cut and then create a new short cut off the EBP01GUI.fp7 file.
- To avoid any data contamination via mistakenly opening the old program, you will want to zip your old program. Move your old back up folder into your old program folder. Then, go to the now OLD Easy Billing Professional Software folder (DO NOT OPEN), right click on the folder:
  - On a Mac, choose "create archive..." and zip the file to the desktop. Then back up and then trash the old Easy Billing Professional file, LEAVING THE ZIP File on the desktop!
  - On a PC, right click on the old EB Pro file and choose “Send to...”/”Compressed Folder” and save it to the Desktop. Once you see the OLD compressed Easy Billing Professional file on the desktop with a “.zip” after the name, copy to another disk drive, or CD and then remove the OLD Easy Billing Professional File.

You are now ready to use your new Easy Billing Professional update.