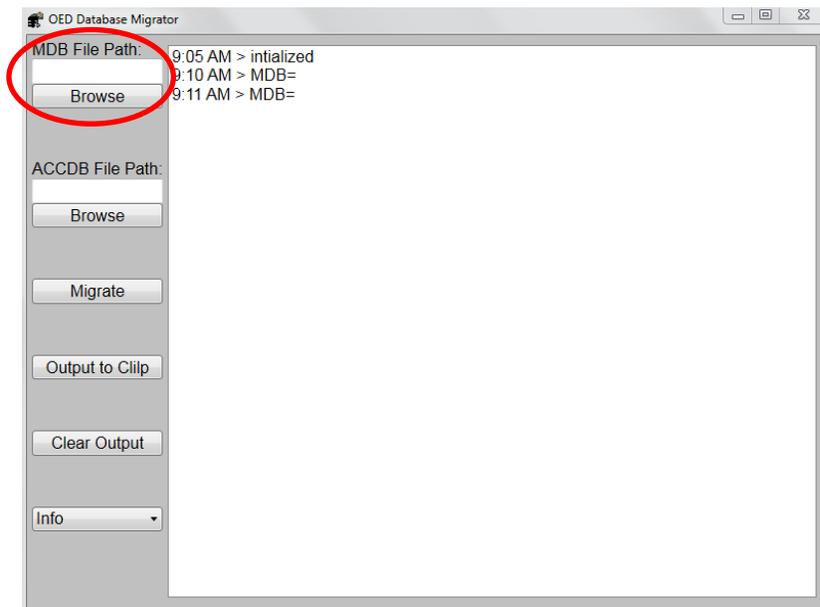


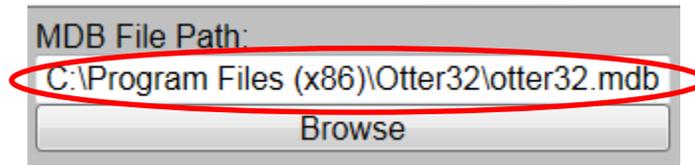
USE THESE INSTRUCTIONS ONLY IF YOU HAVE USED OTTER IN PRIOR QUARTERS AND WOULD LIKE TO TRANSFER YOUR DATA TO THE NEW OTTER PROGRAM

*****CLOSE OTTER BEFORE RUNNING THE MIGRATOR*****

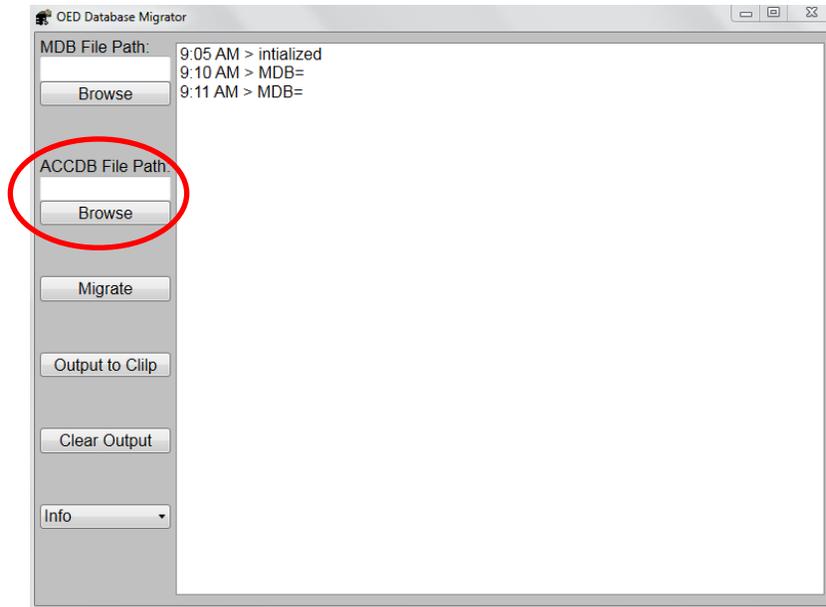
1. Open and run the program called "Database Wizard." This program is located in the OTTER32 folder.
2. When the program opens, enter the full "MDB file path" of your OTTER32.mdb file. You may BROWSE to locate your file.



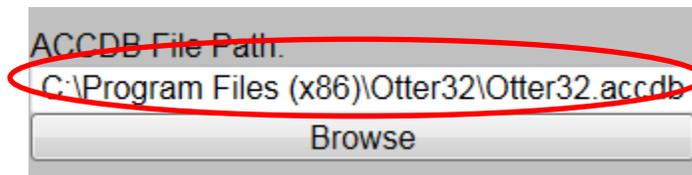
3. Click Browse. When the Browse dialog box opens, find and select your previous OTTER32.mdb database. The file and the location will then be populated in the MDB File Path.



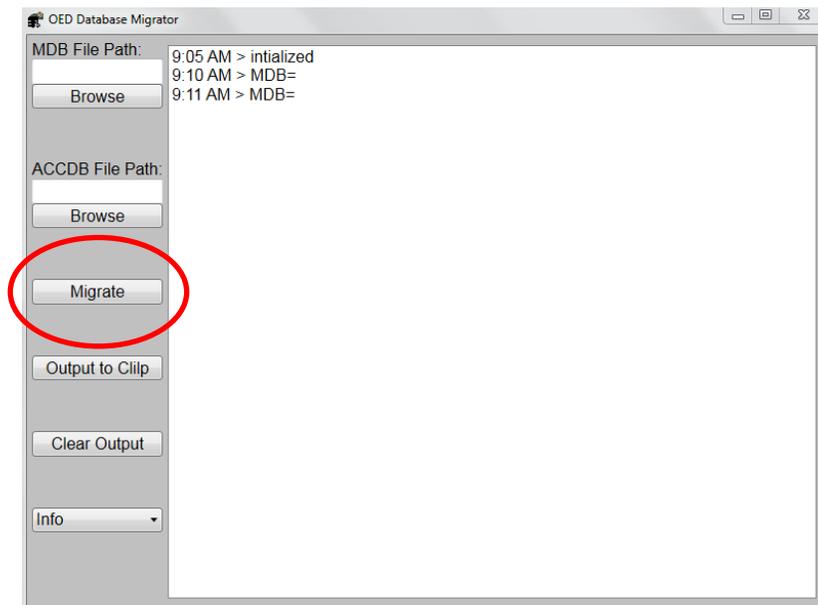
4. Enter the full “ACCDB File Path” of your new OTTER32.accdb file. You may use the BROWSE option to locate your file.



5. Click Browse. When the Browse dialog box opens, find and select your new OTTER32.accdb database. The file and the location will then be populated in the ACCDB File Path.



6. Select the “Migrate” button to initiate the migration.



7. In the right hand side of the window pane, you will see your existing data being migrated to the new OTTER database.
 - a. There will be numerous lines showing the migration process. When the lines stop moving, this is an indication that the migration has completed.
 - b. To verify that the migration has completed, scroll to the very last line until you find the line indicating that the process is complete.

| > Completed Migrations

8. To exit the Database Migrator, click the red X in the upper right hand corner of the program.



9. You are now ready to use OTTER.