

How to Use the Training Files

Overview

Using a training database corresponding to the current month makes doing exercises easier and testing more realistic because the transactions and settings in the database are relative to this month. This training folder contains several months of database files. The default installation is the APROMAS\TRAINING folder. The files are named for the posting month of the transactions in the database, e.g. May03, Jun03, Jul03, Aug03.

To use, delete all the files in the APROMAS\DEMOA folder [Step 1]. Copy all the files from the appropriate database into the APROMAS\DEMOA folder. Logon to the Association Demonstration database.

The current training files can be downloaded from our web site - see page 2.

Step-by-Step - Windows 95, 98, NT, 2000, ME, XP

Setting the Posting Date in PROMAS

Each training folder is labeled with the posting month. To get the most realistic results from the training exercises you should set the posting date to the first day of the month corresponding to that on the folder. You will need to set the posting date each time you log on.

From the PROMAS Association Speedbar

- Click Setup
- Click Environment Options
- Click the Dates tab
- Change the Posting Date to the first day of the training database month
- Click Save
- Now you are ready to proceed with the exercises in the Training Manual

Step 1 - Copying the Training files into the Association Demonstration folder

- Double click My Computer
- Double click (C:) Drive
- Double click APROMAS folder
- Double click on the TRAINING folder
- The folders are named for the posting month of the transactions in the database, e.g. May03, Jun03.
- Double click on that folder.
- Press <Ctrl> <A> or click Edit, Select All
- Press <Ctrl> <C> or click Edit, Copy
- Click Back or File, Close
- Double click DEMOA folder
- Press <Ctrl> <A> or click Edit, Select All
- Press <Ctrl> <D> or click File, Delete
- Click Yes to send all files to the Recycle Bin
- Press <Ctrl> <V> or click Edit, Paste
- The training files will be copied into the DEMOA folder
- Exit back to the Desktop
- At the PROMAS Logon screen select the Association Demonstration database
- Logon to PROMAS for Associations

Downloading the training files from www.promas.com

Current training files can be downloaded from the Support page, bottom of the page Additional Download at www.promas.com. When downloaded and executed, they default to install into folders under the APROMAS\TRAINING folder. The folder names correspond to the month of their use, e.g. May03, Nov03. Follow Step 1 above to use them.

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