



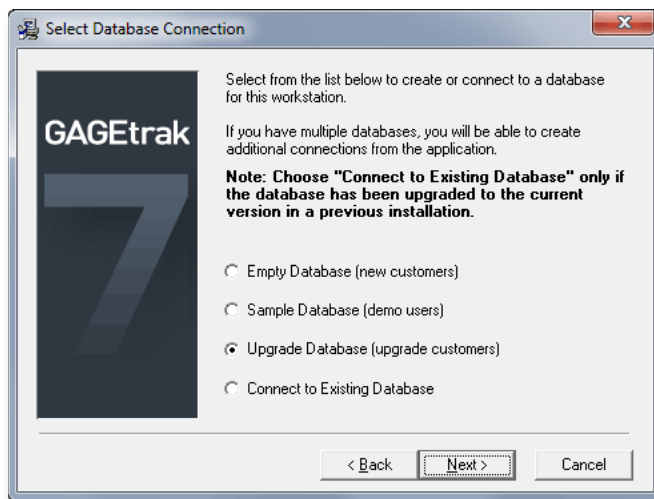
# GAGetrak®

## Data Utility Instructions Software Update to Version 7.0.3

Thank you for updating your GAGetrak software.

### Upgrade Database and Reports

During the installation of GAGetrak 7.0.3, you are given the opportunity to upgrade your database:

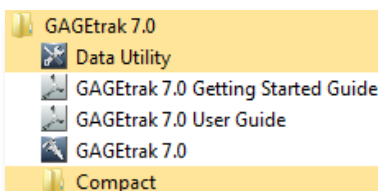


**Please note: you only need to run the Upgrade Database utility once per database. Do not run the Data Utility against data that has already been upgraded to the current version, or you will create multiple copies.**

After making that selection in the window shown above, the **Upgrade Database** window will open - go to step 3.

If you did not create/update a database during the installation of GAGetrak 7.0.3, follow these instructions after installation:

1. Click the Windows Start button and go to **All Programs -> GAGetrak 7.0 -> Data Utility**:



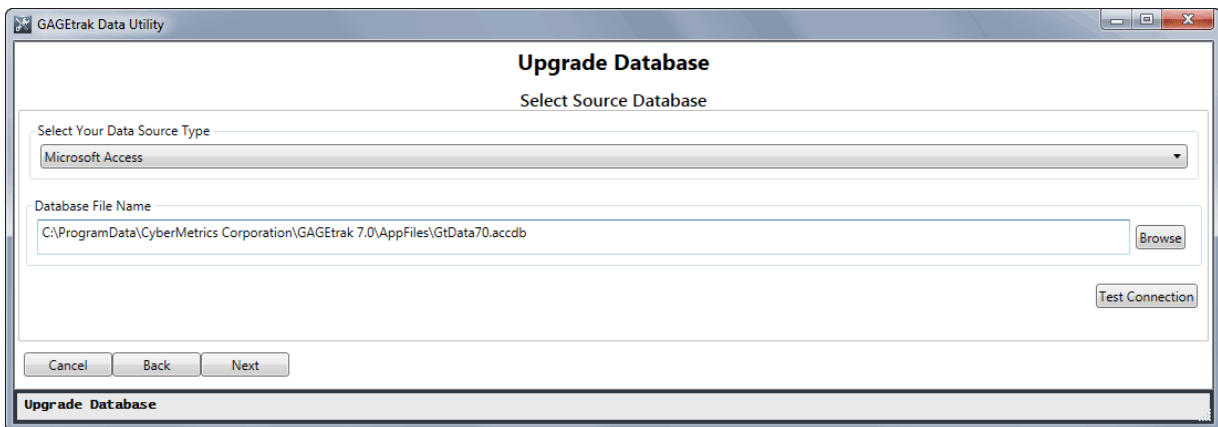
- In the **Data Utility** window, select **Upgrade Database** and then click **Next**:



**Please note: you only need to run the Upgrade Database utility once per database. Do not run the Data Utility against data that has already been upgraded to the current version, or you will create multiple copies.**

- Select your data source type: Microsoft Access or Microsoft SQL Server.

For Access, click the **Browse** button, select your current GAGetrak database and then click **Next**:



For an SQL database, enter your SQL server name and credentials, select your current GAGetrak SQL database and then click **Next**:

The screenshot shows the 'Upgrade Database' dialog box in GAGetrak Data Utility. The title bar reads 'GAGetrak Data Utility'. The main title is 'Upgrade Database' and the subtitle is 'Select Source Database'. The dialog contains the following fields and controls:

- 'Select Your Data Source Type' dropdown menu with 'Microsoft Sql Server' selected.
- 'Select the Server' dropdown menu with 'SQL\_SERVER\_NAME' selected and a 'Refresh' button.
- 'Log on to the Server' section with the radio button 'Use SQL Server Authentication' selected. Below it are 'User Name' and 'Password' text input fields, both highlighted with a red border.
- 'Select or enter a database name' dropdown menu with 'GAGETRAK' selected and a 'Refresh' button.
- 'Test Connection' button.
- 'Cancel', 'Back', and 'Next' buttons at the bottom.
- A status bar at the bottom left that reads 'Upgrade Database'.

4. To create and connect to a new GAGetrak 7.0.3 database, enter the name you want to give your new connection in the **Connection Name** field and then select your data source type. (The **Connection Name** is what is displayed within **Saved Connections** in GAGetrak, making it easy to locate and connect to this database later. **Saved Connections** are accessible from the **Change Database** menu.)

For an Access database, in the **Database File Name** field, browse to the location in which you want to store the new upgraded GAGetrak 7.0.3 database and give it a **new name** (in this example, the new database is GTData703.accdb):

The screenshot shows the 'Upgrade Database' dialog box in GAGetrak Data Utility. The title bar reads 'GAGetrak Data Utility'. The main title is 'Upgrade Database' and the subtitle is 'Select Destination Database'. The dialog contains the following fields and controls:

- 'Connection Name' dropdown menu with 'New\_Connection\_Name' selected. Below it is the text: 'Enter a descriptive database connection name that you will use to refer to this connection i.e. "Fixture Database".'
- 'Select Your Data Source Type' dropdown menu with 'Microsoft Access' selected.
- 'Database File Name' text input field with the path 'C:\ProgramData\CyberMetrics Corporation\GAGetrak 7.0\AppFiles\GtData703.accdb' and a 'Browse' button.
- 'Cancel', 'Back', and 'Next' buttons at the bottom.
- A status bar at the bottom left that reads 'Upgrade Database'.

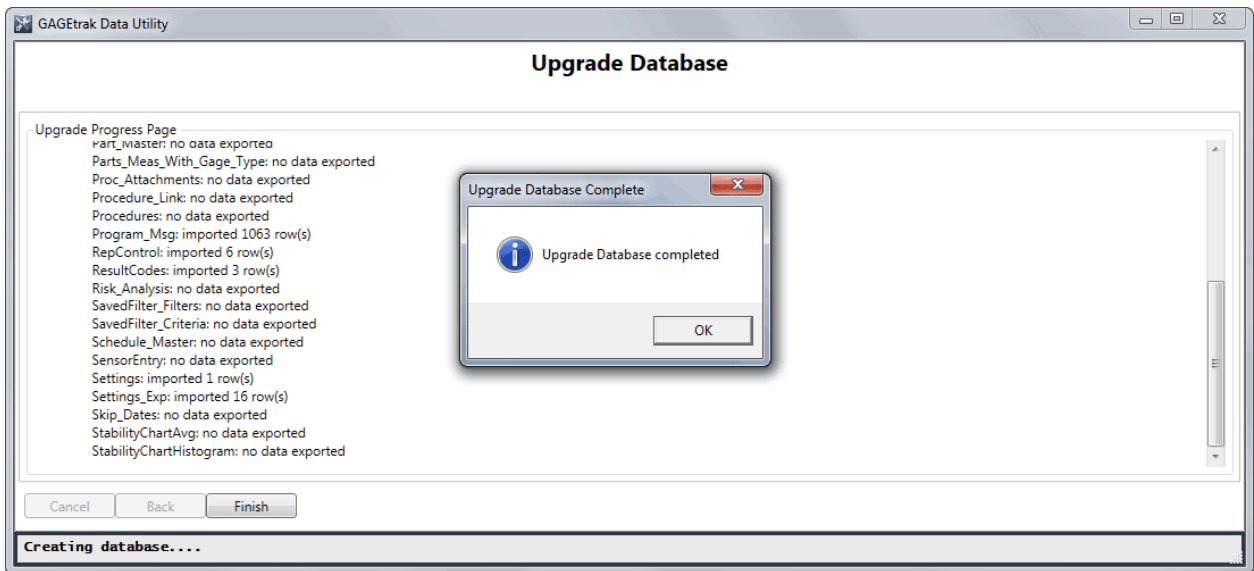
For an SQL database, after you have entered the name for your new connection, select Microsoft SQL Server as the data source type. Then, enter your SQL server name, credentials and the **new name** you want to give to your upgraded GAGetrak 7.0.3 SQL database:

The screenshot shows the 'Upgrade Database' dialog box in the GAGetrak Data Utility application. The dialog is titled 'Upgrade Database' and 'Select Destination Database'. It contains several sections: 'Connection Name' with a dropdown menu showing 'New\_Connection\_Name' and a text box with a hint; 'Select Your Data Source Type' with a dropdown menu showing 'Microsoft Sql Server'; 'Select the Server' with a text box showing 'SQL\_SERVER\_NAME' and a 'Refresh' button; 'Log on to the Server' with a radio button selected for 'Use SQL Server Authentication' and two empty text boxes for 'User Name' and 'Password'; and 'Select or enter a database name' with a dropdown menu showing 'GAGETRAK' and a 'Refresh' button. At the bottom right is a 'Test Connection' button. At the bottom left are 'Cancel', 'Back', and 'Next' buttons. The title bar of the window is 'GAGetrak Data Utility'.

5. Once you have entered all necessary information, click **Next**.
6. You will be prompted to save the connection as the default. If you do so, upon opening GAGetrak, you will already be connected to this database.

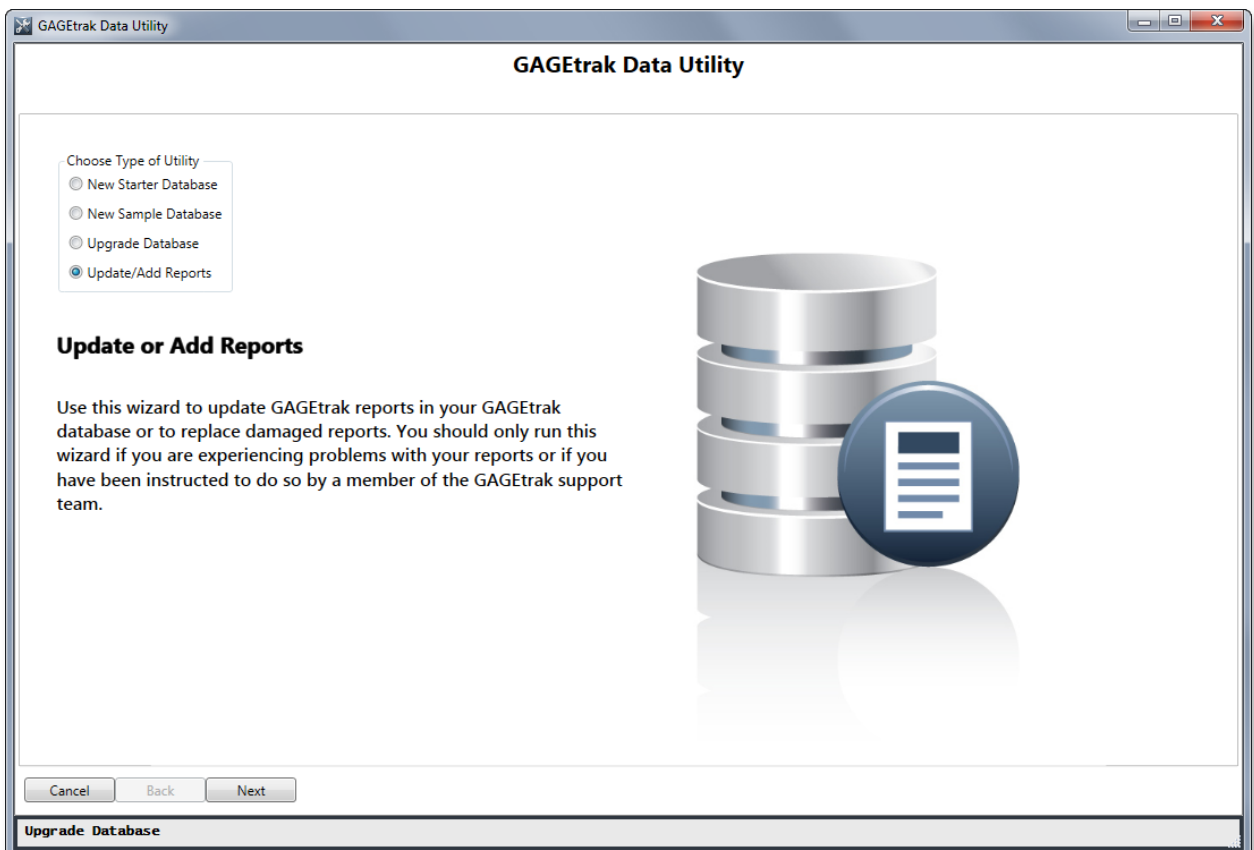
The screenshot shows the 'Save Default Connection' dialog box. The dialog is titled 'Save Default Connection' and contains a question mark icon and the text 'Would you like to save this as your default connection'. At the bottom are three buttons: 'Yes', 'No', and 'Cancel'.

7. Once the database is upgraded, you will receive confirmation; click **OK** and then click **Finish**.

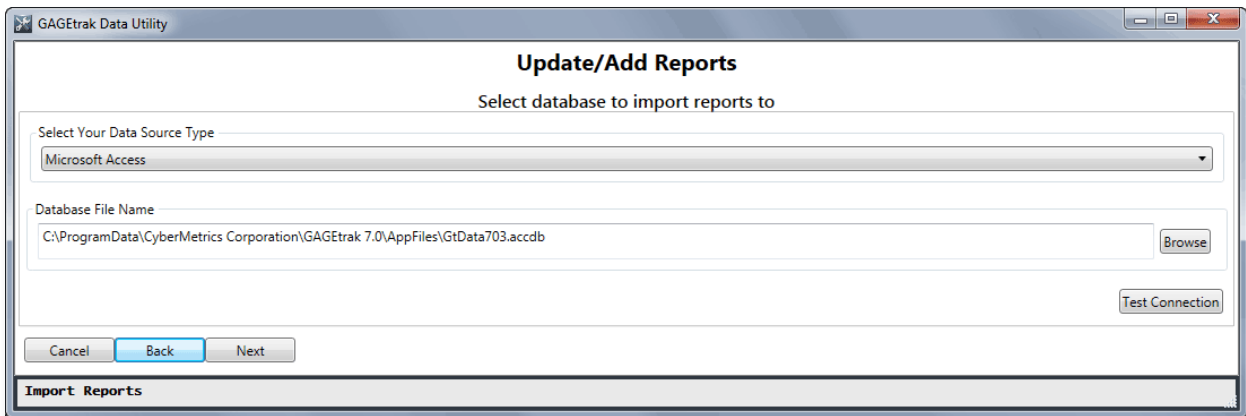


Now you will need to update the reports. **Please note: you only need to update the reports once per database.**

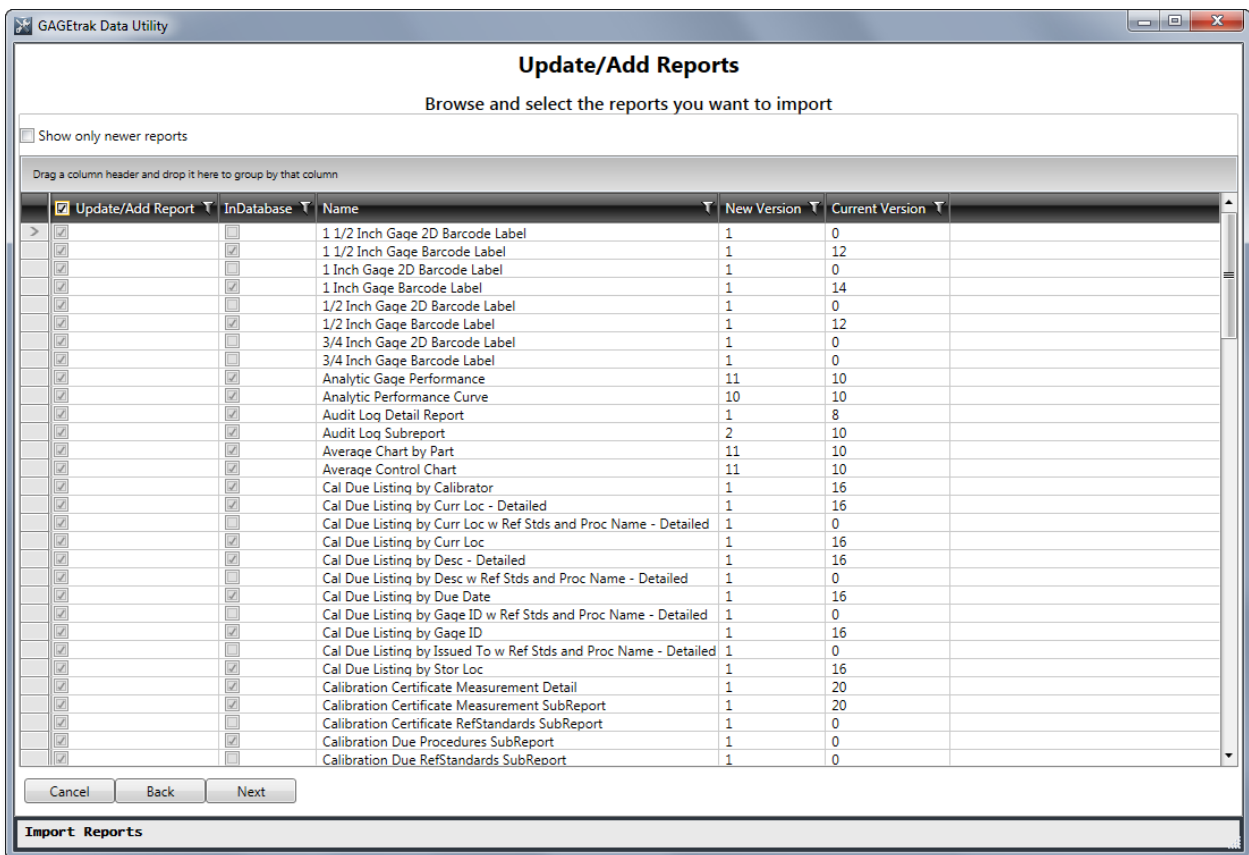
8. Open the **Data Utility** again, select the **Update/Add Reports** option and click **Next**.



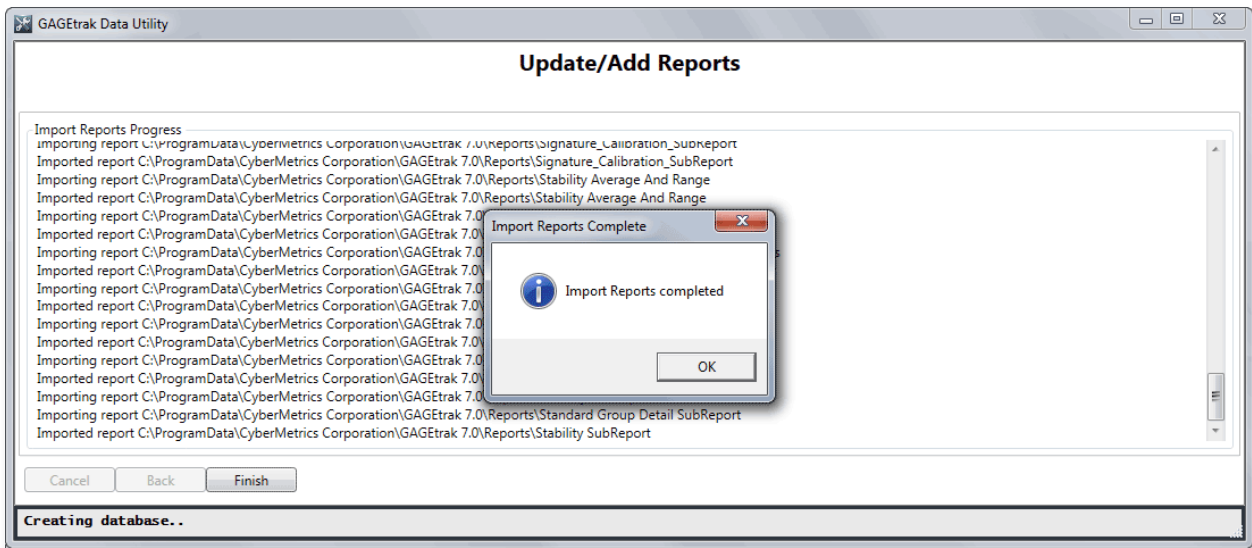
- Select your data source type (Microsoft Access or Microsoft SQL Server), select your new GAGetrak 7.0.3 database and click **Next**:



- In this window, click the **Update/Add Report** checkbox in the dark grey header bar (to select all reports) and click **Next**. **Please note: you should attempt to determine if any of the reports have been customized before running this utility and be careful to avoid selecting them; this utility will overwrite the existing reports.**

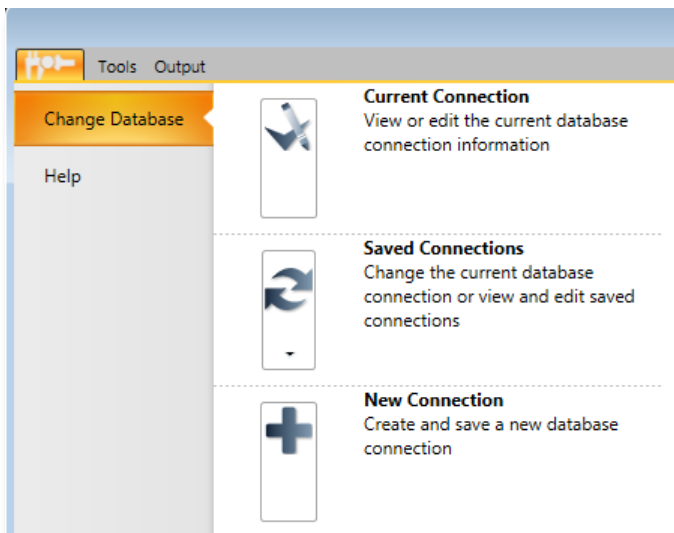


11. Once the reports are updated, you will receive confirmation; click **OK** and then click **Finish**.

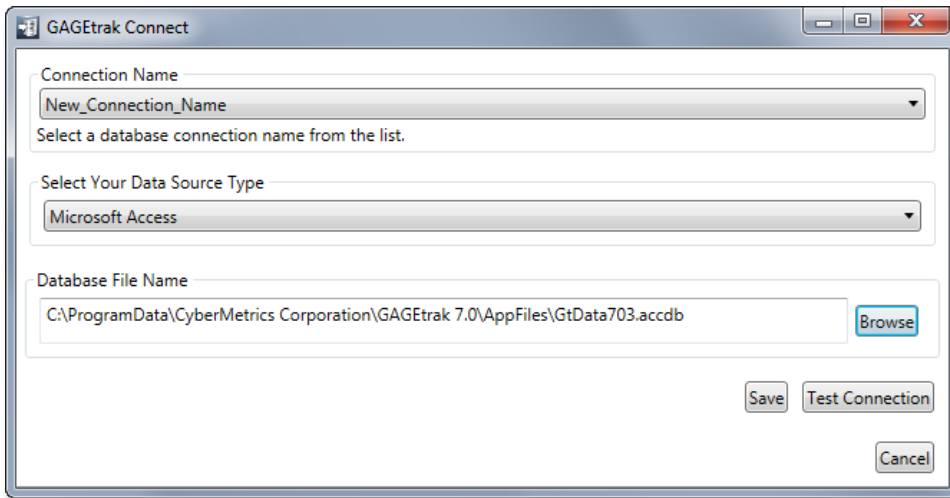


## Connect to the New Database

1. Depending on selections made during the installation process and/or while running the Data Utility, you may need to connect to your upgraded database. To do so, open GAGetrak 7.0.3, click the caliper button at the upper left corner, select **Change Database** and then click **Current Connection**:



- The following window will display. Select the **Connection Name**, select the **Data Source Type** and browse to the 7.0.3 database file. Click the **Save** button.



You are now ready to begin using GAGetrak 7.0.3. If you have any issues with your software or with the creation of your new database, please contact Technical Support at 1-800-777-7020 or [support@cybermetrics.com](mailto:support@cybermetrics.com).