Thank you for updating your GAGEtrak software.

If you are upgrading from GAGEtrak version 7.0.4, you do not need to upgrade your database - simply choose the Connect to Existing Database option during installation. If you are upgrading from version 7.0.3 or older, then please follow the instructions below. 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.

Upgrade Database and Reports

During the installation of GAGEtrak 7.0.5, you are given the opportunity to upgrade your database:

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 7.0.5, follow these instructions after installation:

1. Click the Windows Start button and go to All Programs -> GAGEtrak 7.0 -> Data Utility.
2. 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.

3. 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 SQL database, enter your SQL server name and credentials, select your current GAGEtrak SQL database and then click **Next**:

4. To create and connect to a new GAGEtrak 7.0.5 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 7.0.5 database and give it a **new name** (in this example, the new database is GTData705.accdb):
For 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 7.0.5 SQL database:

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.
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**.
9. Select your data source type (Microsoft Access or Microsoft SQL Server), select your new GAGEtrak 7.0.5 database and click Next.

10. 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**.

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**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 7.0.5, click the caliper button at the upper left corner, select **Change Database** and then click **Current Connection**:
2. The following window will display. Select the **Connection Name**, select the **Data Source Type** and browse to the 7.0.5 database file. Click the **Save** button.

![Connection Window](image)

You are now ready to begin using GAGEtrak 7.0.5. 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).