

UPGRADE INSTRUCTIONS

MANAGING FOR SUCCESS® 7 & SUCCESS INSIGHTS®

NOTE: If you are installing to Windows® NT, 2000 or XP, you will need to be logged on with "administrative" rights.

SOFTWARE INSTALLATION

1. Run your current MFS (or SI) software and perform a backup of the reports by selecting Backup All Databases from the Utilities menu. When complete, exit the program.
2. If you also received an upgrade of the Release 5 or 6 software, install this software before installing Release 7. This will allow the old version to continue working with the codelock after the new software is installed.
3. Insert the Release 7 CD into your CD-ROM drive. Wait a few seconds. The CD Browser will automatically come up. (If the Browser does not come up: In Windows 3.X click on File and Run. In Windows 95/98 or NT 4.0, click on Start and select Run. Then type X:\SETUP.EXE where X is the drive letter to the CD-ROM drive.)
4. The Browser will come to a screen with a series of options. Click on the Install...Software button. Follow the on-screen instructions.
5. After the software installation, you will be returned to the options screen. Now click on the Install Codelock Device Driver button. A help file will appear on the screen that will take you through the installation. You can also print the instructions in this help file for a better reference.
6. At this time, you can run the Release 7 program. To restore the reports from the previous release, select Restore database from the Utilities menu.
7. We recommend you view the Software Video Manual. (Success Insights® users, please note that the Managing For Success and Success Insights programs operate the same way). To view the videos:
 - a) See the instructions in Step 1 to start the CD Browser.
 - b) Click the View Software Video Manual button.
 - c) Click on View Tutorials.
 - d) The MFS 7 Audio/Video Manual program start.
 - e) Double-click on a topic area.
 - f) Then double-click on a topic you wish to view.
 - g) These videos will show you everything you need to know to operate the software.

8. Click on the Additional Manuals button for more information on the Personal Interests, Attitudes and Values™ and Sales Strategy Index™ reports. You will need Adobe Acrobat Reader in order to view these files.
9. For more information on how to use the Success Insights® Wheel page from the behavioral reports, view the Success Insights Wheel Presentation. To view the wheel presentation:
 - a) Start the CD Browser by using the instructions in Step 1.
 - b) Click on The Success Insights Wheel button.
 - c) Click on The Visual Power of the Wheel button. (If you do not have PowerPoint 97, you will need to install the PowerPoint Viewer first by clicking on the Install PowerPoint Viewer97 R8.0 button.