



## Vision Computer Programming Services, Inc.

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### Moving Organization Information from the Main Office to the Clubs

Follow these steps if you are a multi-site organization and need to move/copy the Organization Information/Standards from the Main Office to your club sites.

**NOTE: ALL ORGANIZATION INFORMATION MUST BE ENTERED AT THE MAIN OFFICE IN ORDER TO IMPORT YOUR DATA LATER AT THE MAIN SITE**

1. After entering **all** information in the Organization Information screen and the first 3 tabs of the Surveys / Outcome Measurement screen **at the Main Office** including Activities, Schools, Custom Fields, Housing, Accounts, Pay Periods, Holidays and all other information, then...
2. At the Main Office, open Procedures
3. Click on Backup Organization Information/Standards

#### Send via My Computer and a Flash Drive

- a. Click the yellow folder to choose a path to backup the file – usually a Thumb or Flash drive
- b. Click on Backup Organization Information/Standards to disk
- c. Verify a disk or other media is ready – click OK
- d. When the backup is complete click ok
- e. Remove the Flash Drive and go to your other clubs

#### Send via email

- f. Choose a path to back up the file – anywhere on your computer
- g. Click on Backup Organization Information/Standards to disk
- h. Verify a disk or other media is ready – click OK
- i. When the backup is complete, open My Computer and go to the path that you backed up the file
- j. Right click and Zip the file which will make Mts7stds.zip
- k. Then email the file to the other club sites

#### If received via Flash Drive

4. At each of the Club sites, plug in the flash drive and follow steps 7-18 below

#### If received via email

5. At each of the Club sites, save the zipped file Mts7stds.zip to your desktop
6. Extract that file to your desktop so you see Mts7stds.mdb with a burgundy key
7. Open Member Tracking System
8. Click on the Procedures button on the Main Menu
9. Click on the Import Organization Information/Standards from Disk button
10. Read the information on the screen
11. Click the yellow folder, choose the import path by finding the Desktop
12. Click OK
13. Click the Import Organization Information/Standards from Disk button
14. Click OK at the 'A Quick Backup will be made before the import' message
15. Click OK at the 'A Quick Backup has been made ...' message
16. Click OK at the 'Verify that this is the correct location of the new Mts7Stds.mdb file...' message
17. Click OK at the 'The Standards file has been copied...' message
18. Review the new options in Organization Information to verify the information is correct

**NOTE: Steps 1-3k are performed at the MAIN OFFICE ONLY**  
**Steps 4-18 are performed at the SATELLITE CLUBS ONLY**