

## Restoring MYThinACT! for your Financial Advisors

After you have downloaded the appropriate version (Correct number of users and either ACT 2006 to 2008 version or 2009 version) you will need to restore the ZIP File.

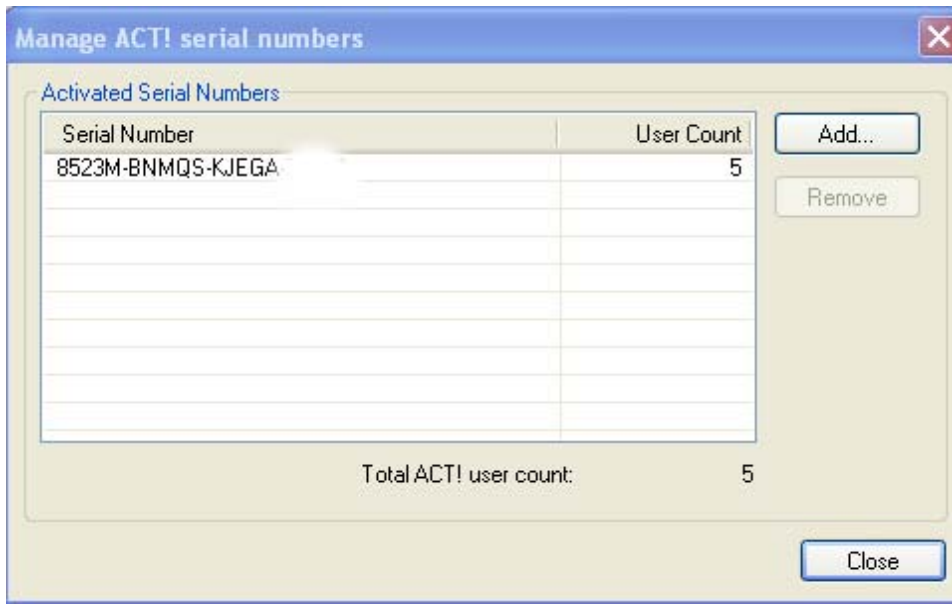
First however you need to have the correct version of ACT installed on your computers.

**Note: MyThinACT! for Advisors was designed to work with ACT! Premium.**

Insure that you have registered every copy of ACT! and if you are going to network the database that the computer hosting the computer has all the copies registered.

You can add registration keys to the main computer by going to ACT/Register ACT

The following popup box will appear just add the appropriate key numbers here.



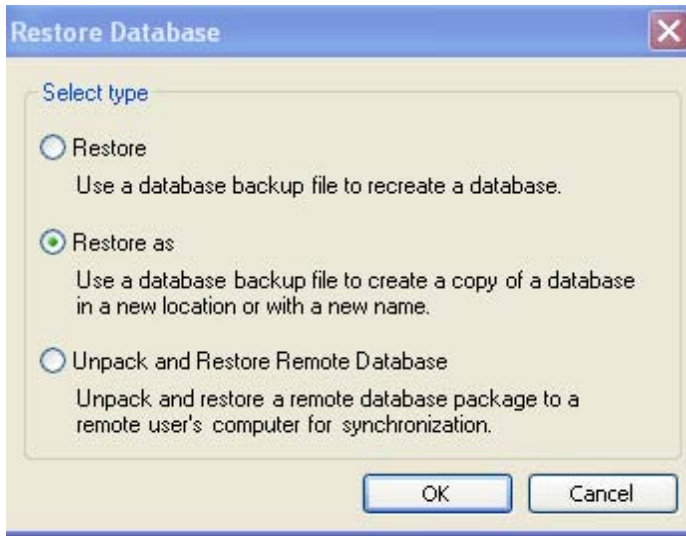
Next you will need to restore the Zip File that you downloaded.

We recommend that you restore your database to a route directory in your computer. For Example create a directory named **C:\Act** and add a sub directory under C:\Act named **Database** and another named **Backup** (This you can use when you set up your Backup schedule).

You will restore your Zip file into the directory **C:\Act\Database** as per the instructions that follow

When you launch ACT from any existing database or before you even enter a database in the ACT Menu go to **File/Restore/Database**

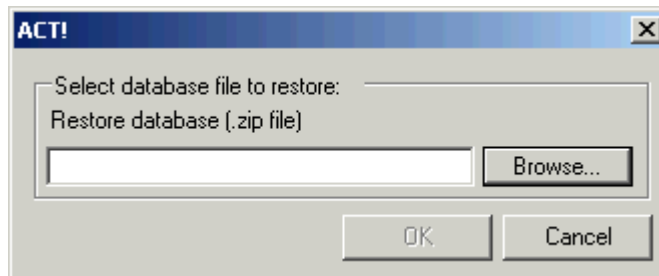
The following window will show up



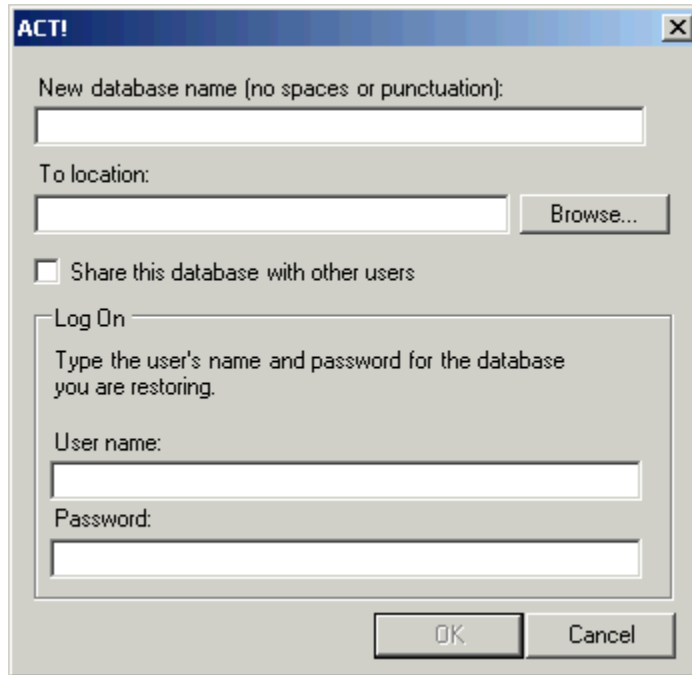
Make sure you choose **Restore as** and click OK

#### **Restore As:**

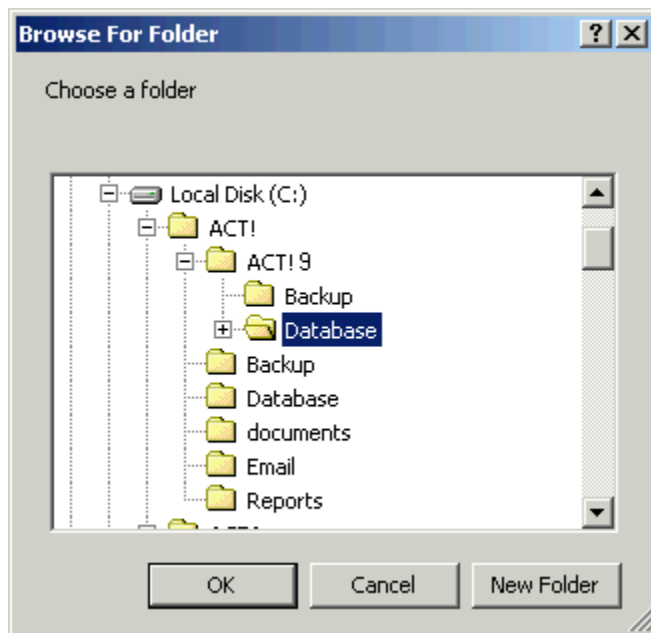
1. Enable the **Restore As** option if you need to change the name or location (to avoid overwriting an existing database with the same name as the **backup** file) or if you are restoring the **backup** on a different machine than the one the **backup** was created on. Click **OK**. The following **ACT!** dialog box appears:



2. Click the **Browse** button. An **Open** dialog box appears. Browse to (if necessary) and then **Open** the **backup** (\*.zip) file, and then click **OK**. After selecting the **database file to restore**, the following **ACT!** dialog box appears: (Note: Click on the MyThinACT! zip file you downloaded.)  
**Note:** You will be asked for the Zip password that was provided when you purchased the system and downloaded your zip file. It is case sensitive.



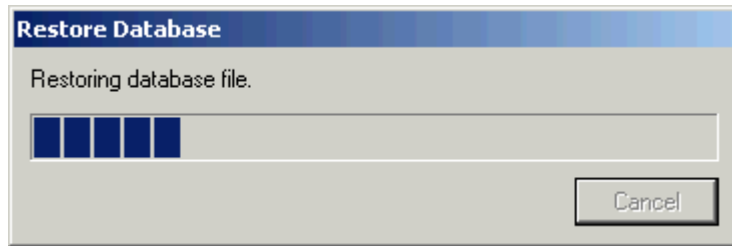
3. Type in a unique name for the restored database in the **New database name (no spaces or punctuation)** field, and then click the **Browse** button at the **To location:** field. A **Browse for folder** dialog box appears:



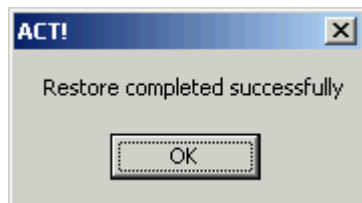
4. Navigate to (if necessary), click the folder that you would like to **restore** the database to, (or create a **New Folder**) and then click **OK**.
5. Type in your **User name**, and (if necessary) **Password** for this database, enable the **Share this database with other users** option here (if necessary), and then click **OK**. The following progress indicator appears as the database is restored:


Your **User Name** is : **User One**

Your Pasword is : **password** ( They are Case Sensitive )



6. When the Restoration is successful, the following **ACT!** message appears:



7. Click **OK** to complete the process.
8. To open this database, click the **File** menu, and then click **Open Database**, or click the **Open Database**  button. An **Open** dialog box appears.
9. Navigate to (if necessary) and **Open** the database (**.pad**) file.
10. Your user name and password will be the same as provided in item 5
11. Please be advised that your system will open under the default MYthinACT! Layout For ACT 2006 to 2008 users it will be **Thin 1** for ACT 2009 users it will be **Thin 3**. You have a alternative layout for wider screens (1280 X 1024 or wider) it is **Thin 2** for ACT 2006 to 2008 and **Thin 4** for ACT! 2009 users You can change layouts by hitting the **Layout button** on the bottom left hand corner of ACT!
12. You can now add/change/edit users as needed based on the user version you purchased. You add users as per the ACT Guide in ACT go to **Tools/Manage Users**. **Note:** You will have to choose the appropriate layout after you logged into the user the first time.
13. Sharing the database will allow you to network the database over the network.. The ACT Guides in the Help section of ACT are comprehensive.

If offer a host of services to help you with the installation of MythinACT! for Financial Advisors.

1. Installation, networking and Configuration
2. Training on MyThinACT! Beginners and Advanced
3. Data import from numerous sources
4. Further Customization of MYThinACT! to reflect the unique way your business works

E-mail or Call for an estimate [info@forsolutions.ca](mailto:info@forsolutions.ca) 877 216-2057 (toll free)