

## Upgrade Amphis Customer v2.6 to Amphis Customer 3.0

### IMPORTANT - DO NOT UNINSTALL AMPHIS CUSTOMER v2.6

These instructions are for an Amphis Customer v2.6 installation where you are connecting to a local customer.mdb file in the default location. If you have moved the customer.mdb file please put it back to the default location (click Tools-> Folders->View Data Folder) for the upgrade.

#### phase1

back up the customer.mdb file (click Tools-> Folders->View Data Folder to get to it)

back up the documents and templates folders, also the exports and reports folders (available from Tools-> Folders)

close Amphis Customer.

go to the Amphis Software home page :-

[www.amphis-software.com](http://www.amphis-software.com)

and click on the **Download Free 30 Day Trial** link to download the .msi file for Amphis Customer v3.0

#### phase 2

run the .msi file to install Amphis Customer v3.0

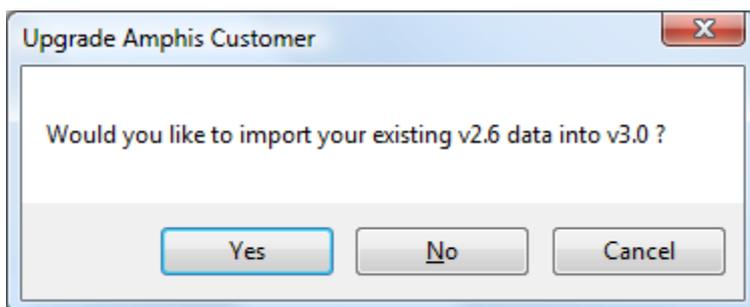
click on the Amphis Customer icon to run Amphis Customer - this should run v3.0 and it will tell you that you have 30 days left of the trial.

(we will send you new license strings for v3.0 once the installation is complete)

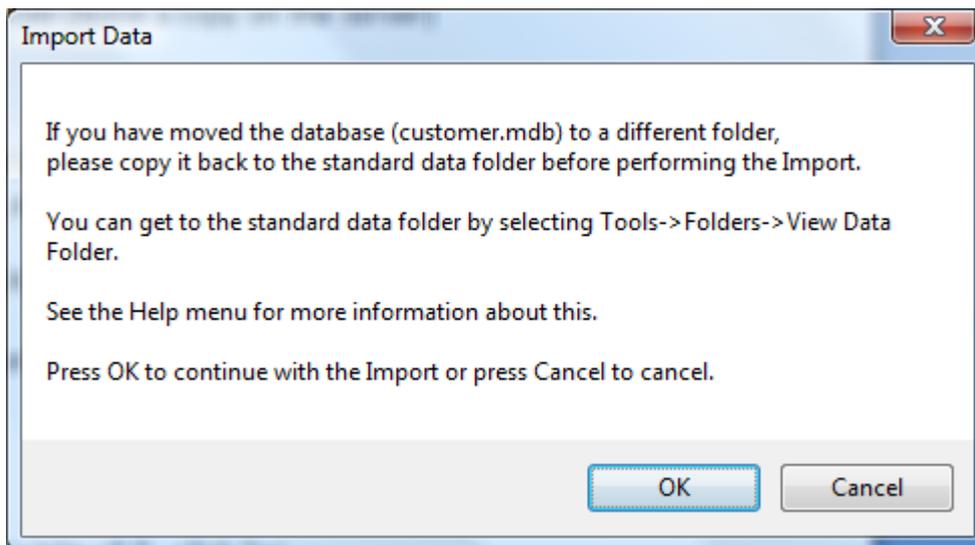
click Continue Evaluation



it should ask you if you want to import your v2.6 data into v3.0 click **Yes**

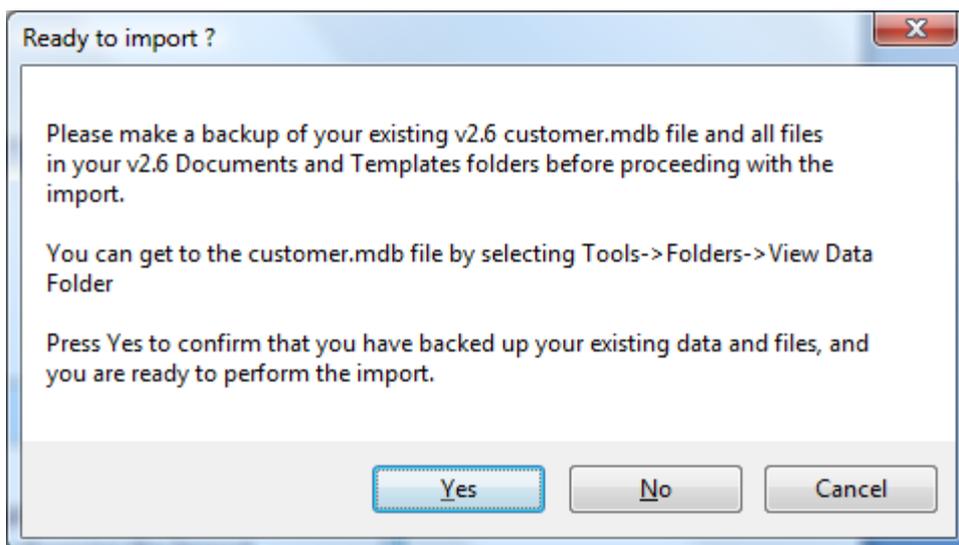


then you should see this



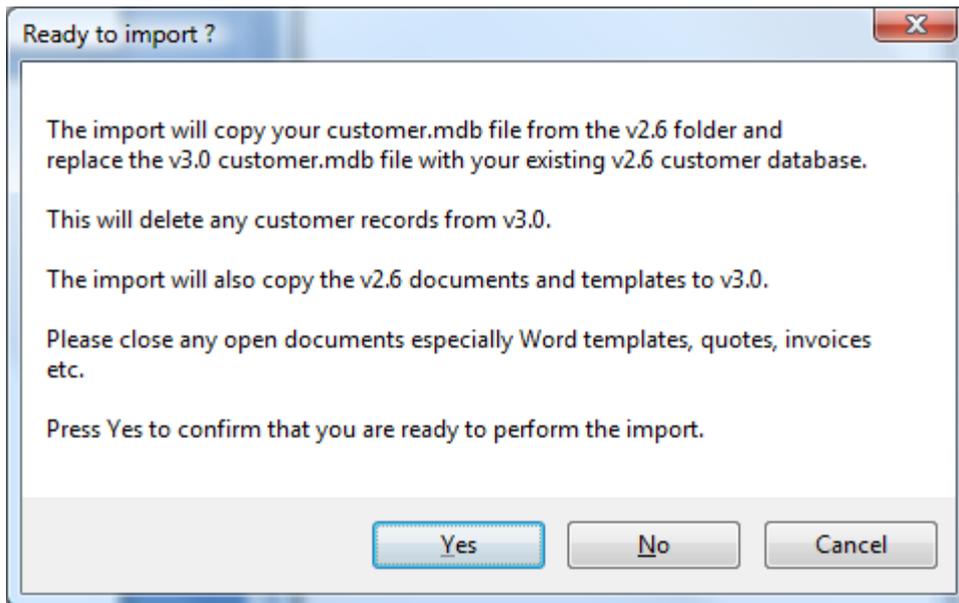
click **OK**

then you should see this



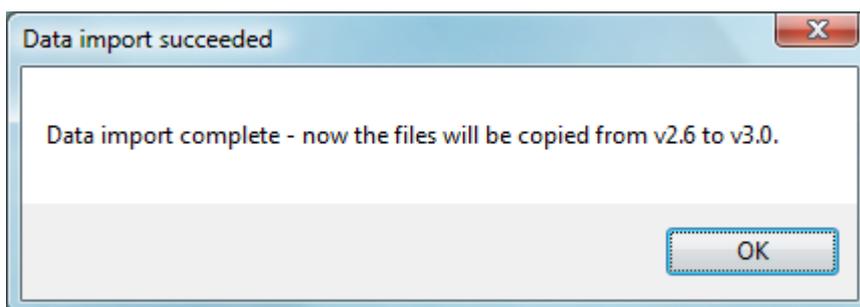
click **Yes**

then you should see this



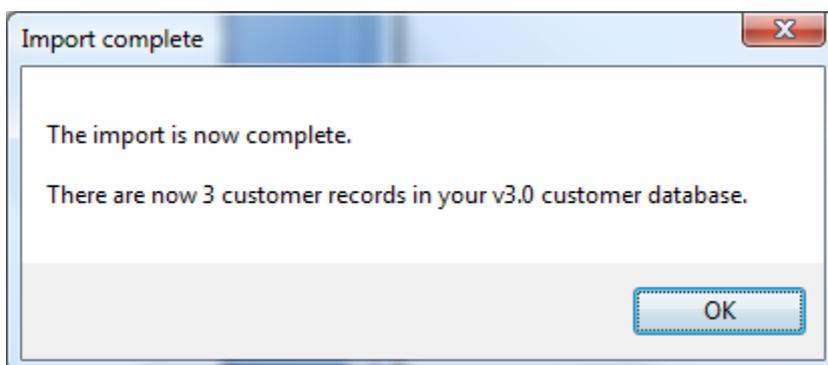
click **Yes**

then you should see a message saying Import succeeded.



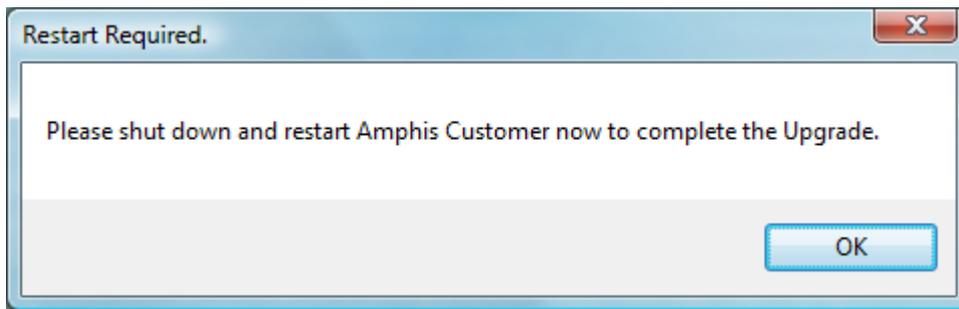
click **OK**

then you should see this (with the number of customer records copied to v3.0)



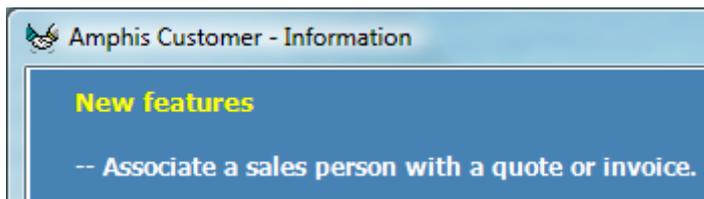
click **OK**

then you should see this

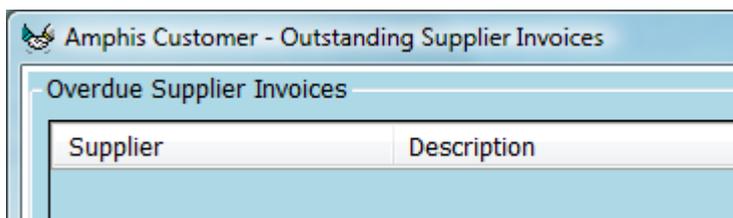


it is important that you restart Amphis Customer as soon as you get to the main screen.

click OK on both welcome screens,

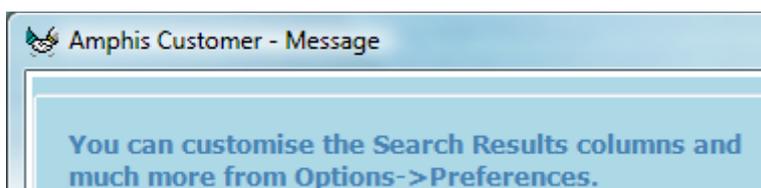


you will see a page showing any Outstanding Supplier Invoices



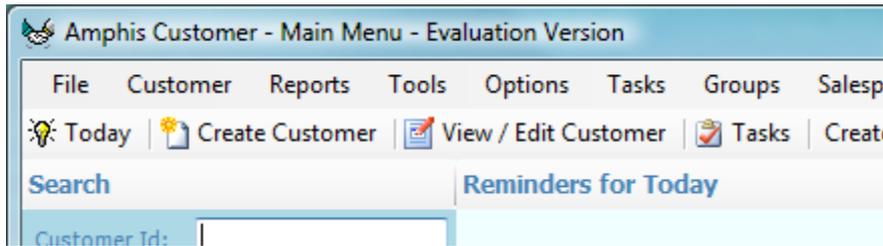
click **Close**

you will see a message about customization options.



click **OK**

then it should take you to the main page

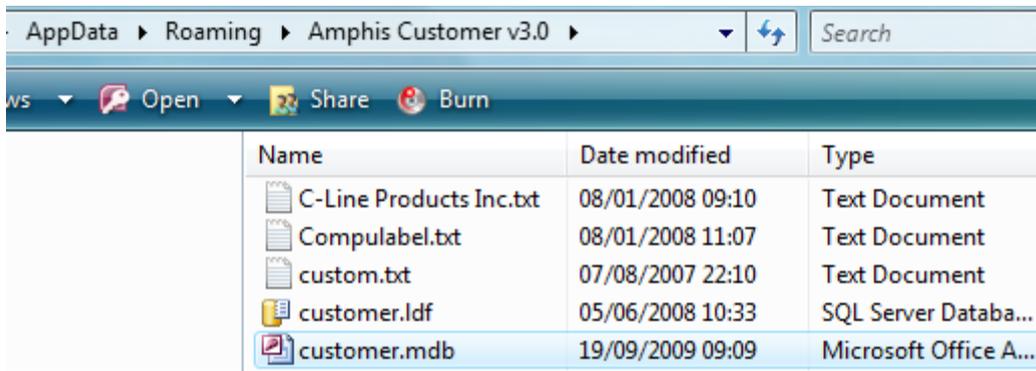


click Search and you should see a list of your customers. do not attempt to create new invoices or anything just yet - just click Search and check you can see a list of customers.

select File->Exit and shut down Amphis Customer.

restart Amphis Customer.

click Tools-> Folders->View Data Folder to get to the data folder and backup the v3.0 customer.mdb file.

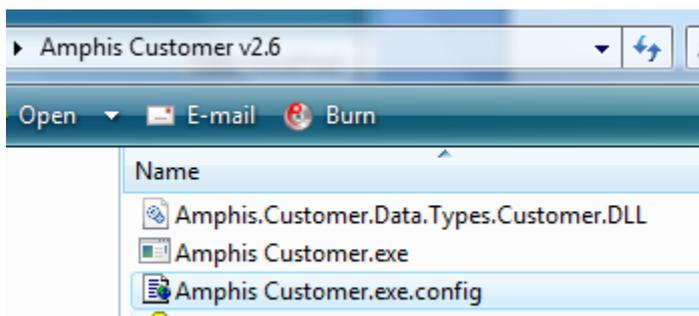


the upgrade is now complete.

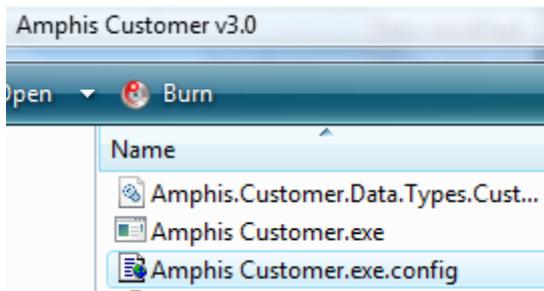
if you have already purchased a license for Amphis Customer, click on the **Get License String** button to send us the new v3.0 serial numbers and we will return the license string.

(if you had moved customer.mdb from a different location, you can move it back now, and you can copy your updated .config file from v2.6 to v3.0 as follows :-

copy the v2.6 amphis customer.exe.config file from the v2.6 folder (c:\program files\amphis software\amphis customer v2.6)



and replace the v3.0 amphis customer.exe.config file



*If you have any problems with this upgrade, please let us know. if you need to, you can still get to the v2.6 software and database by running the Amphis Customer.exe in the c:\program files\amphis software\amphis customer v2.6 folder.*

