

# **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 installation 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.