



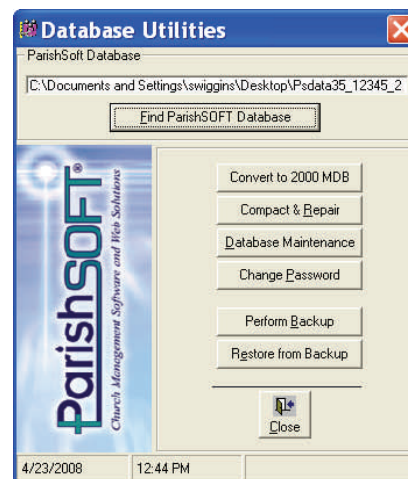
How to Change Your Database in ParishSoft

To change your database from the Demo Database, follow these steps:

1. Click on the green *Start* button located at the bottom far left of your monitor.
2. Click *Run*.
3. In the window that appears, type in:

C:\program files\parishsoft\psDbUtilities

This window will appear

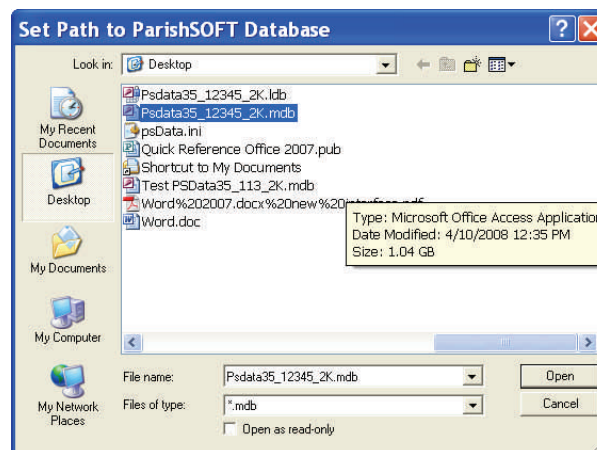


4. Click *Find ParishSOFT Database*.
5. In the next window that appears, use the drop down arrow to navigate to the location of your parish database.

In this example: Psdata35_12345_2K.mdb

**The numbers in red will be your parishes POLID number.*

PLEASE NOTE: The location of each parish's database will vary — this is an example ONLY — if you have questions about the location, please see the Parish Administrator within your office.



6. Double click on the file name.
You will receive a prompt verifying that you wish to change the path of the database.
7. Click *Yes*.
If the program was open, it will automatically shut down.
8. Reopen any ParishSoft module and log in.