Important! Read prior to installing v6.8xx
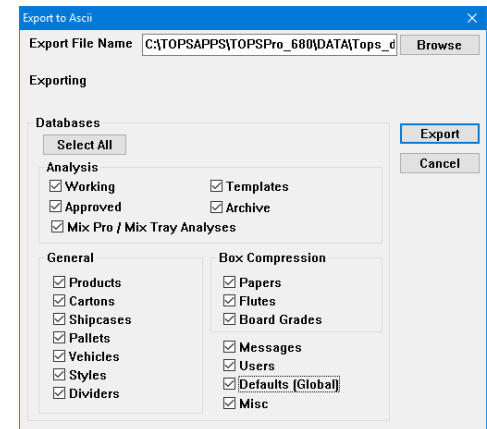
Upgrading to TOPS V6.8xx

If you are upgrading from a previous version/install of TOPS Pro, please following these steps to export data from current install. This step should be completed prior to installing 6.8xxx

Export data (from Current version)

1. Run "**TOPS Pro Config**" (**Config.exe**, not **TOPSPro.exe**
   a. From your taskbar: Click on the Start button
   b. Select All Programs (All Apps – in Win10)
   c. Find the TOPS for Windows APPS folder
   d. Look for the TOPS Pro Config shortcut
      [Note: In Network versions, your shortcut may say TOPS Pro Config (NET) or TOPS Pro Config (WAN)]
   e. Launch the application
      (*If you cannot locate this shortcut, please first verify with your internal IT where the install is running from or contact our Technical Support before proceeding.*)

2. Login as any user
3. Assume the Supervisor role:
   a. From menu select "**Supervisor -> Login**"
   b. The default password is "tops software" (Note: do not use quotes and there is a <space> between both words.)

4. From Menu Select "**File Export**"
5. "**Browse**" and select a location of where you will want to save the export data file (normally named **top_data.txt**, but you can rename if desired)
6. Click "**Select All**" Button
7. Also check the Messages and Defaults (Global), and Misc boxes
8. Click on "**Export**" button

9. **TOPS Pro Config** will now export all the data to file selected in step 5.
   a. Wait for export to complete
10. Exit from **TOPS Pro Confi**g, and copy the export file from step 5 to location which will be accessible from the new install of TOPS Pro

As always if you have any questions or concerns with this process, please do not hesitate to contact our Technical Support department by phone @ 1-972-739-8677 (USA) or via email: tech@topseng.com

<div style="border:1px solid black; padding:10px">

Install new TOPS Pro 6.8xx

1. *Follow TOPS Pro setup instructions to install new version of TOPS Pro and activate license*
2. *Then follow steps below to import Data from previous install into version*

</div>

Import data (to new version)

1. Run "***TOPS Pro Config***" (***Config.exe***, not **TOPSPro.exe**
   a. From your taskbar: Click on the Start button
   b. Select All Programs (All Apps – in Win10)
   c. Find the TOPS for Windows APPS folder
   d. Look for the TOPS Pro Config shortcut
      [Note: In network versions, your shortcut may say T
      TOPS Pro Config (WAN)]
   e. Launch the application
   (This will open up the TOPS Pro Config module which will be used to import the DATA exported from previous TOPS Pro installation.
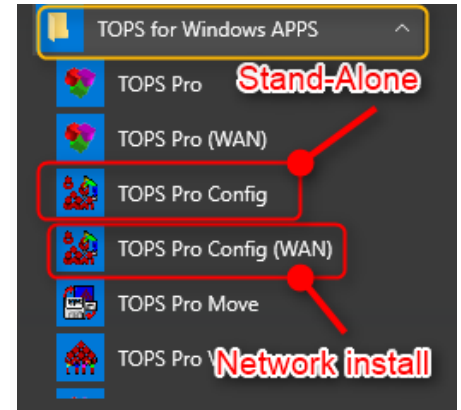
2. Login as any user

3. Click On "***Import Data***" link (3)
4. Browse and select the data file that was exported from the older version (normally named top_data.txt) (4)
5. Click On "Import" (5)
6. If you receive message "Record already exists… Replace?"
   a. Select "Apply to all" check box (6)
   b. Click Replace (6)
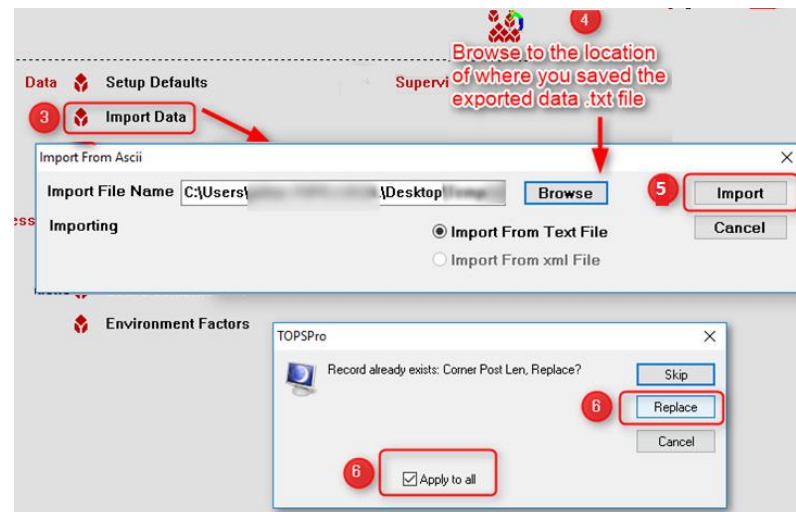
7. Wait for Import to complete
8. Once the import completes you can now open the front-end of the application and your old data should be present. This can be verified by the User Login section being populated with your unique usernames (if applicable) and/or by going to File→Open and confirming your old files are present.

As always if you have any questions or concerns with this process, please do not hesitate to contact our Technical Support department by phone @ 1-972-739-8677 (USA) or via email: tech@topseng.com