

CLICK ON ERROR CODE YOU NEED AND IT WILL TAKE YOU TO THE APPROPRIATE SOLUTION.

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DATA BACKUP (Entire Set)

PROBLEM: User wants to make a complete backup of all HomeTech information to include estimate data and costbook data.

SOLUTION: User should complete the following steps to do a backup of all HomeTech Advantage Cost Estimator data.

This method creates a file named HTDATAZIP.ZIP. This file contains all of the HomeTech data.

Open the HomeTech Advantage Cost Estimator program.

Do not open an estimate.

Choose FILE.

Choose DATA BACKUP.

This will open the Backup Data screen. In the "Backup To Drive" box, choose the DRIVE LETTER of the drive you want to back up to.

In the "Drive Folders" box, open/double-click the folder where you want to back up to.

Choose START BACKUP.

DATA BACKUP (Individual Estimate)

PROBLEM: User wants to backup an individual estimate to transfer the estimate to another computer, or to email the estimate to HomeTech.

SOLUTION: User should complete the following steps to make a backup of an individual estimate.

Open the HomeTech Advantage Cost Estimator program.

Open the estimate you wish to save.

Choose the FILE pull-down menu.

Choose SEND. This will open the "Send Estimate To" window.

Choose the DRIVE and FOLDER (if applicable) where you want to save this estimate.

When selecting a particular folder to save in, be sure to open the folder by double-clicking on it.

Once a location has been selected, choose SAVE.

DATA RESTORE (Entire Set)

SEE ALSO: DATA BACKUP – Entire Set

PROBLEM: User wants to restore all saved program data (from a complete program backup using the Data Backup feature) into the HomeTech Advantage Cost Estimator.

SOLUTION: To restore all program data into the HomeTech Advantage Cost Estimator complete the following procedure:

OPEN the HomeTech Advantage Cost Estimator program. Do not open an estimate.

Choose FILE pull-down menu.

Choose DATA RESTORE.

In the Restore Data window that appears, **BROWSE** to the location where the backup file (HTDATAZIP.zip) is located.

Choose/Highlight HTDATAZIP.ZIP in the Files box.

Choose **START RESTORE** to restore your data to the HomeTech Advantage Cost Estimator.

Choose **CANCEL** to abort the restore process.

Choose OK to the Restore Completed window.

Choose EXIT to exit the Restore Data window.

Your data is now restored to the HomeTech Advantage Cost Estimator.

DATA RESTORE (Individual Estimate)

SEE ALSO: DATA BACKUP – Individual Estimate

PROBLEM: User wants to restore a single estimate file (from a single estimate backup) into the HomeTech Advantage Cost Estimator.

SOLUTION: To restore a single estimate file into the HomeTech Advantage Cost Estimator complete the following procedure:

Open the HomeTech Advantage Cost Estimator program. Do not open an estimate.

Choose FILE pull-down menu.

Choose IMPORT.

An IMPORT FROM window will appear.

BROWSE to the location where you saved the Individual Estimate Backup file.

Choose/Highlight the ESTIMATE BACKUP FILE name.

Choose OPEN to import the estimate.

Choose CANCEL to cancel the import process.

Choose OK in the Import Complete window.

Your estimate is now restored to the HomeTech Advantage Cost Estimator.

DATA BACKUP (Manually Backup Data Files)

SEE ALSO: DATA RESTORE - Manually Restore Data Files

PROBLEM: User needs to backup data from the HomeTech Advantage program, but user cannot access the program.

SOLUTION: When completing a manual backup of the HomeTech data, there are two (2) data folders that are of importance:

1. ESTIMATE FOLDER - The Estimate Folder contains your created estimates, your cover page modifications (if any), and a subfolder named Email which contains your

saved Rich Text Format (RTF) files (if any).

2. COSTBOOKS FOLDER - The Costbooks Folder contains all database information (Custom items, Item Modification, etc.), Contract Writer forms, and your client database.

User should complete the following steps to do a manual backup of the HomeTech Advantage Cost Estimator program data:

- * Close the HomeTech Advantage Cost Estimator program.

- * Open Windows Explorer (Right-Click on the Start button, choose Explore).

- * In the Explorer window we will work in the white box on the left-side of the screen. Scroll up until you see your main drive (Probably the C:\ drive). Under the C:\ drive, look for a folder named Program Files. Click the plus (+) sign next to program files to expand that folder. Under Program Files, look for a folder named HOMETECH4. Click the plus (+) sign next to HomeTech4 to expand that folder. Under the HomeTech4 folder you will see three subfolders; Costbooks, Estimates, and LAMI.

- * Right-Click on the word Costbooks and choose COPY from the right-click menu. Still on the left-side of Windows Explorer, find a folder where you would like to save the data into (Example: My Documents, Program Files, etc). Once you find a place/folder where you want to save to, right-click on that folder name (Example: Program Files) and choose PASTE. This will copy the Costbooks folder to your folder of choice. Repeat this Copy & Paste process to copy the Estimate Folder to the folder of your choice. Once the Costbooks and Estimate folders have been copied to the folder of your choice, the manual backup is complete.

- * Be sure to verify that the Costbooks and Estimates folders have been copied to your folder of choice before you uninstall the HomeTech Advantage Cost Estimator from your computer.

NOTE: There are numerous ways to Copy & Paste depending on your version of Windows and which toolbars/menus you have displayed. This method is one way that I have found to work consistently regardless of the version of Windows on your computer and which toolbars/menus you have displayed.

DATA RESTORE (Manually Restore Data Files)

SEE ALSO: DATA BACKUP - Manually Backup Data Files

PROBLEM: User needs to manually restore data into the HomeTech Advantage program from a manual data backup.

SOLUTION: When completing a manual data restore of the HomeTech data, there are two (2) data folders that are of importance:

1. ESTIMATE FOLDER - The Estimate Folder contains your created estimates, your

cover page modifications (if any), and a subfolder named Email which contains your saved Rich Text Format (RTF) files (if any).

2. COSTBOOKS FOLDER - The Costbooks Folder contains all database information (Custom items, Item Modification, etc.), Contract Writer forms, and your client database.

Prior to completing a manual data restore, you will need to have a saved copy of the Costbooks and/or Estimate folders. User should complete the following steps to do a manual restore of the HomeTech Advantage Cost Estimator program data:

- * Close the HomeTech Advantage Cost Estimator program.
- * Open Windows Explorer (Right-Click on the Start button, choose Explore).
- * Find the location on your computer or drive where you have your saved copies of the Costbooks and/or Estimate folders.
- * Right-click on the word Costbooks, choose COPY.
- * In the Explorer window we will work in the white box on the left-side of the screen. Scroll up until you see your main drive (Probably the C:\ drive). Under the C:\ drive, look for a folder named Program Files. Click the plus (+) sign next to program files to expand that folder. Under Program Files, look for a folder named HOMETECH4. Right-click on the word HomeTech 4, choose PASTE. If done correctly, you should get a message saying "This folder already exists, overwrite?" Choose YES TO ALL.
- * Repeat this Copy & Paste process to copy the Estimate Folder to the HomeTech 4 program folder. If done correctly, you should get a message saying "This folder already exists, overwrite?" Choose YES TO ALL. Once the Costbooks and/or Estimate folders have been copied to the HomeTech 4 program folder, the manual restore is complete.

NOTE: There are numerous ways to Copy & Paste depending on your version of Windows and which toolbars/menus you have displayed. This method is one that seems to work consistently regardless of the version of Windows on your computer and which toolbars/menus you have displayed.

DATALINKS (Establishing The Link Between Office Manger Plus And HomeTech Advantage)

SEE ALSO: DATALINKS - Using The Drag And Drop Feature

PROBLEM: User needs to establish the link between HomeTech Advantage Cost Estimator and Office Manager Plus so that the programs can communicate and share data.

SOLUTION:

- * Open the HomeTech Advantage Cost Estimator program.

- * Choose UTILITIES pull down menu.

- * Choose SETUP.

- * In the SYSTEM CONFIGURATION tab/screen, there is an OFFICE MANAGER PLUS DIRECTORY box in the middle of the right-side of the screen. There is also a larger DIRECTORIES BOX at the lower right of this screen.

- * In the DIRECTORIES BOX at the lower right, double-click the C:/ FOLDER at the top of box. Scroll down to find a folder named PROGRAM FILES. Double-click the PROGRAM FILES folder to open it. Scroll down to find a folder named OFFICE MANAGER PLUS. Double-click the OFFICE MANAGER PLUS folder to open it. Drag the OFFICE MANAGER PLUS folder up to the OFFICE MANAGER PLUS DIRECTORY box above and release the folder into the box. This will automatically fill out the path name for the Office Manager Plus Directory.

- * If Office Manager Plus was installed in the default directory, you will have the following path in the Office Manager Plus directory box:

C:\Program Files\Office Manager Plus

- * At this point the link between HOMETECH ADVANTAGE and OFFICE MANAGER PLUS has been established.

DATALINKS (Using The Drag & Drop Feature To Establish A DataLink)

SEE ALSO: DATALINKS - Using The Drag And Drop Feature

PROBLEM: User needs to establish the link between HomeTech Advantage Cost Estimator and another program (Ex. Microsoft Excel) so that the programs can communicate and share data.

SOLUTION: The easiest method to establish a DataLink in the HomeTech Advantage Cost Estimator program is to use the Drag & Drop method. The Drag & Drop method saves the user from having to manually type the 'program path' while establishing a DataLink.

To establish a DataLink using the Drag & Drop method, complete the following procedure:

- * Open the HomeTech Advantage Cost Estimator program.

- * Choose UTILITIES pull down menu.

- * Choose SETUP.

- * In the SYSTEM CONFIGURATION tab/screen, there is an OFFICE MANAGER PLUS DIRECTORY box in the middle of the right-side of the screen. There is also a larger DIRECTORIES BOX at the lower right of this screen.

- * In the DIRECTORIES BOX at the lower right, double-click the C:/ FOLDER at the top

of box. Scroll down to find a folder named PROGRAM FILES. Double-click the PROGRAM FILES folder to open it. Scroll down to find a folder named OFFICE MANAGER PLUS. Double-click the OFFICE MANAGER PLUS folder to open it. Drag the OFFICE MANAGER PLUS folder up to the OFFICE MANAGER PLUS DIRECTORY box above and release the folder into the box. This will automatically fill out the path name for the Office Manager Plus Directory.
