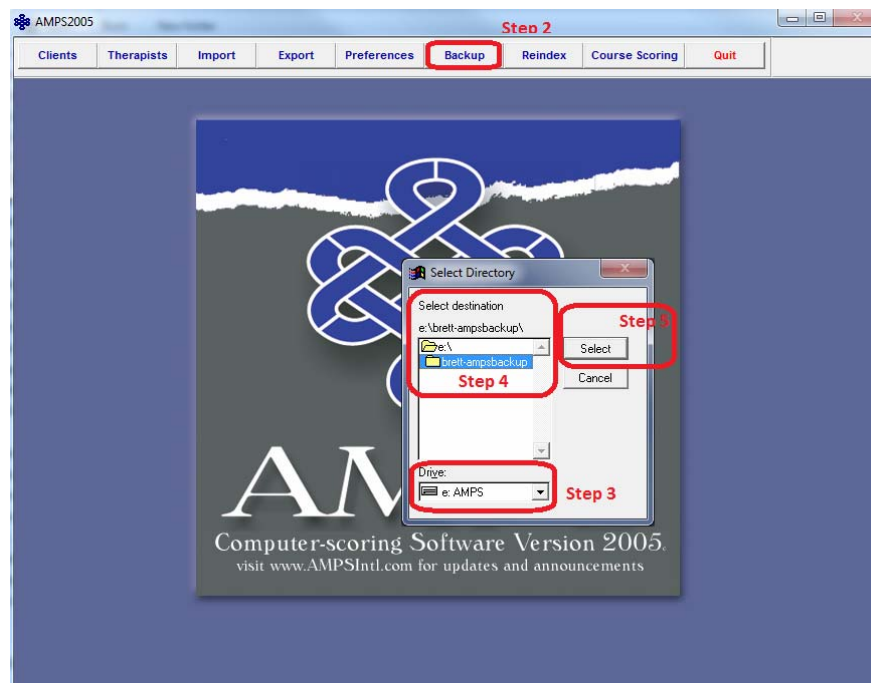


Moving AMPS Data to a New Installation of AMPS 2005

- To install AMPS 2005 anew, visit www.ampsintl.com, and choose AMPS. Click **Software / Install Software**. Detailed instructions are provided on the website.
- **Please note** that AMPS 2005 requires that each client's Client ID is unique. If two OTs have coded their data with identical Client IDs (e.g., 1, 2, 3, 4, etc.) then it will not be imported into the new installation of AMPS 2005. OTs who used common Client ID coding systems may want to change Client IDs of their data before creating a backup of their data.

A. BACKUP AMPS DATA

1. Login to AMPS 2005 using your confidential AMPS 2005 passcode.
2. Click Backup

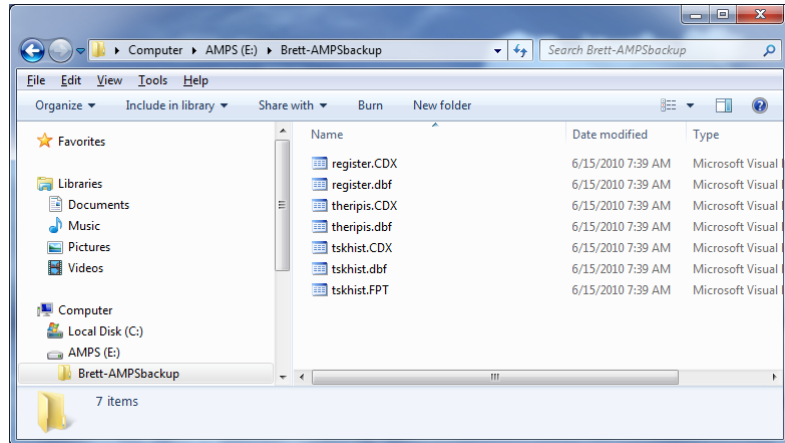


3. Select the Drive where you will save your AMPS backup data files (e.g., USB Flash Drive, Network Drive, etc.), a location where you can find your data files later.
4. OPTIONAL: You may select a directory within the drive chosen in Step 3.
5. Click Select
6. Click OK to the notice "Backup Files created!"

Note: If you receive an error, repeat steps 2-5. You may need to change the Drive (in Step 3) or

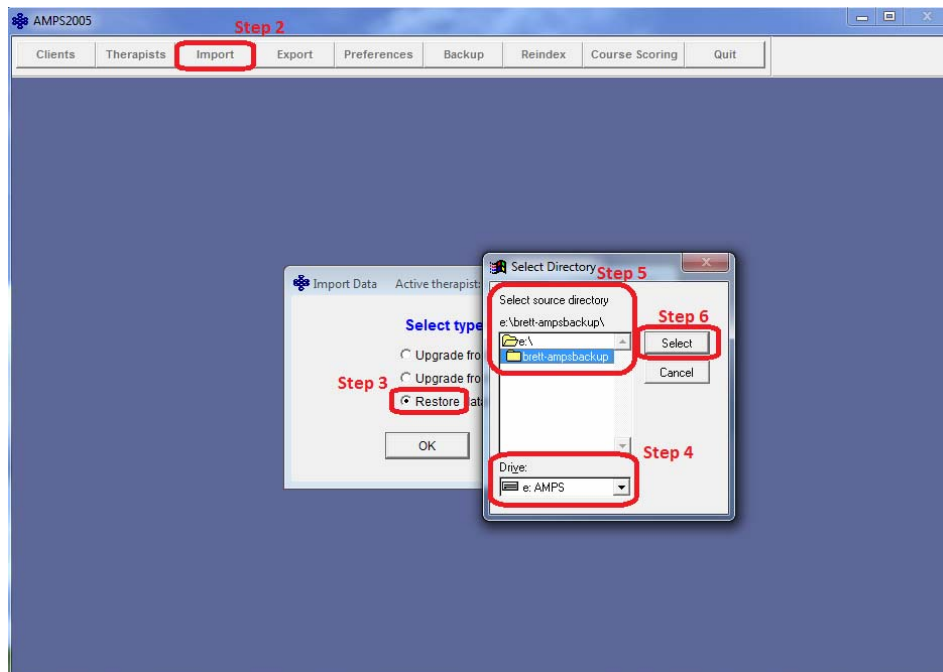
Destination Directory (Step 4) to a location permissible by network policy. Your local IT administrator may recommend a preferred drive or destination directory. Write brett.berg@ampsintl.com with the text of the error if the problem persists.

7. Locate your backup files using Windows Explorer to ensure you can find these files later. If necessary, you may need to contact your local IT support for help using Windows Explorer.



B. IMPORT DATA TO A NEW INSTALLATION OF AMPS 2005

1. Add yourself to the new installation. Refer to your course handouts (<http://www.ampsintl.com/AMPS/documents/Brief%20Instructions%20AMPS2005.pdf>) for instructions adding yourself to a new installation of AMPS 2005.
2. Click Import



3. Click Restore data from backup
4. Select the Drive where you saved your AMPS backup data files.
5. OPTIONAL: You may select a directory within the drive selected in Step 4.
6. Click Select
7. If new data exists in the directory for the therapist who logged in (Step 1), then AMPS 2005 will report that data was imported successfully.

Direct questions to brett.berg@ampsintl.com at AMPS Project International