

# Installing your existing Kindy Manager on a new computer

You can install your existing Kindy Manger on your NEW desktop/laptop by following these steps

1. Go to kindymanager.com
2. Go to Downloads
3. Click on the Blue "Download Now" Button
4. When the download is complete, double click on the setup file.



5. In the "Updates Only" box, click on the drop down menu and select "Full Installation" and click Next
6. Put a tick box in create a "Desktop Icon" and click Next.
7. When the installation is completed, click on the Finish button.

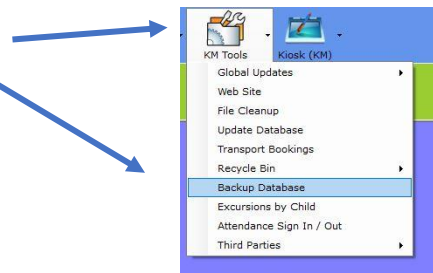


**Congratulations you've installed the Kindy Manager program on your NEW desktop/Laptop.**

Next step is to install and link your Centre Data to Kindy Manager database

1. On your old computer, insert a USB stick, then in the Blue Toolbar

click on KM Tools  
then Backup Database

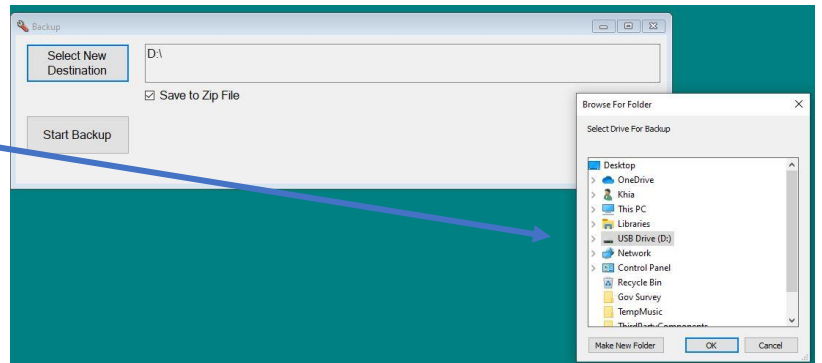


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2. Click on "Select New Destination"

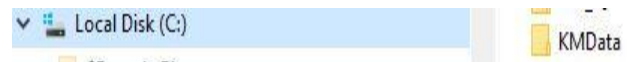
Select the drive where the USB stick is and click on start back up.

Now Click on "Start Backup"

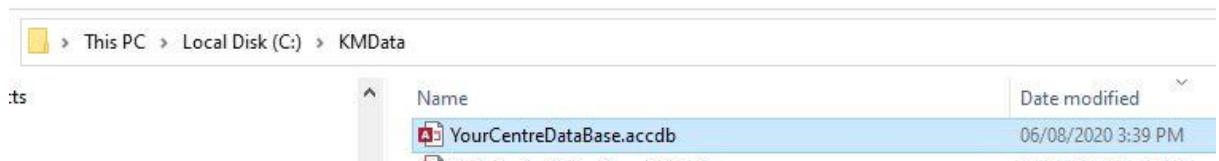


3. Once this process has completed, eject the USB stick and go to your NEW desktop and insert the USB stick.

4. On your NEW desktop go to your "C" drive and right click to create a new folder. Please name this folder "KMData" no spaces.



5. Transfer/Copy the Kindy Manager Data file from your USB Stick to the newly created "KMData" folder.



## On your NEW desktop

1. Click on the Kindy Manager Icon.  
2. It will ask for the Database Location.

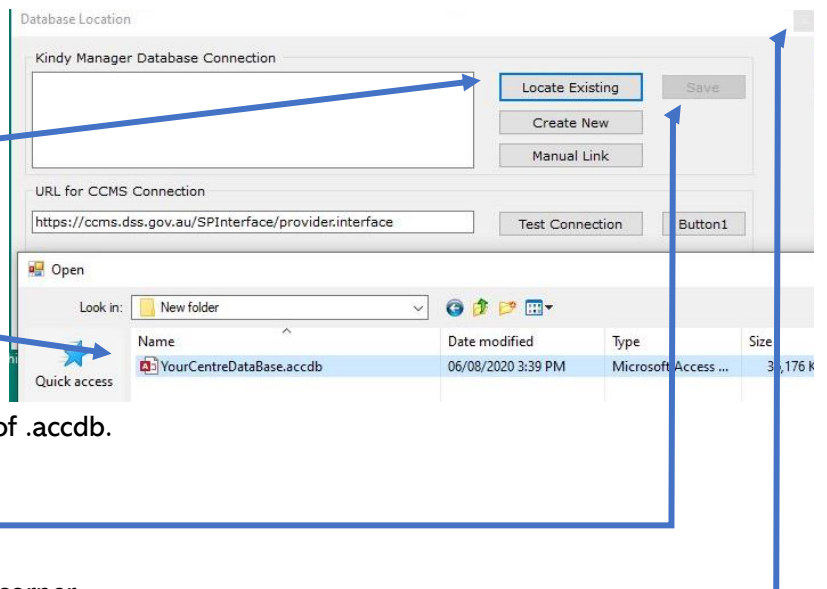
Click on Locate Existing.

Direct it to your "C" Drive and to your newly created "KMData" folder.

Click on your data file. You are looking for the Access file, usually with the name of your centre. The Access file will have the file extension of .accdb. Click on open

Click Save.

Click the little red box in the top right corner.



Congratulations, you've now linked your Database to Kindy Manager

## Installing your existing Kindy Manager on a new computer

3. You can now log into your Kindy Manager, using the same login details.



If you have any difficulties with this process, please contact our Support desk on 07 5594 0519.