

# Complete Installation/Upgrade/Un-install Instructions for CLMS2PC

## Description of these instructions and what is contained within.

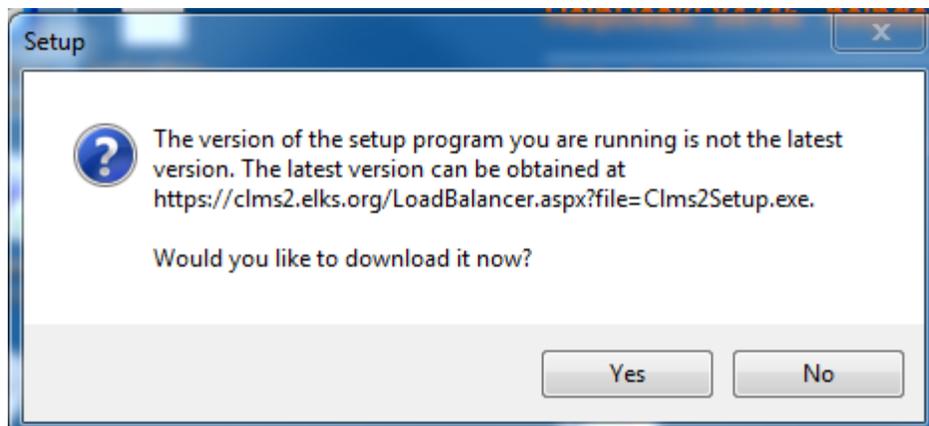
These instructions cover 3 types of scenarios a complete installation for the 1st time, installing/upgrading to a system that already has an older version of CLMS2PC installed and finally instructions that show you how to completely un-install the application from a machine in the event that you want to start completely from scratch. We also include instructions on how to obtain the most current copy of the setup program.

*PLEASE NOTE THAT CLMS2PC NO LONGER WILL SUPPORT WINDOWS XP OR OLDER OPERATING SYSTEMS SO IF YOU ARE RUNNING ON AN XP OR OLDER PLATFORM IT IS HIGHLY RECOMMENDED THAT YOU UPGRADE YOUR SYSTEM TO A MORE CURRENT OPERATING SYSTEM IF POSSIBLE OR REPLACE THE COMPUTER YOU WISH TO INSTALL THE APPLICATION ON.*

The 1st scenario described will be an upgrade to a system that already has CLMS2PC installed due to the fact that many of the lodges have the application installed and simply wish to upgrade to the most current version. Normally the setup program is not even required to update your CLMS2PC application to the most current version of the program, however due to expiration of the security certificate running the setup is required.

## Download the most current version of the setup program.

You will know that you are running an older setup because you will be prevented from running old versions of the setup and prompted with a message below.



To download the setup program, visit the clms2web site

<https://www.elks.org/clms2web/default.cfm>

Directly above the Lodge Secretary News area you will see a link called CLMS2PC for Windows click this link to get to the downloads page.

**CLMS2Web: Home**

Home Roster Reports Settings Officers/Committees Accounting Options Staff Messages

News [Supplies & Forms](#) [CLMS2PC for Windows](#) [elks.org](#)

CLMS: CLMS2 NamID: 1667750 Type: ADMIN Mode: EDIT Server: wsprd1/membership1 Expert: FALSE  
Active Lodge: Chicago, IL Test Lodge [45002] Last annual report submitted for year: 01/01/1900

**Lodge Secretary News**

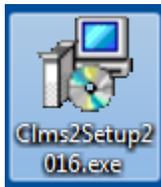
On the downloads page you will see the link below you can click on this link to get the new CLMS2PCSetup2016.exe program.

CLMS2PC for Windows Installation/Upgrade Program:  
<https://clms2.elks.org/loadbalancer.aspx?file=CLMS2setup2016.exe>

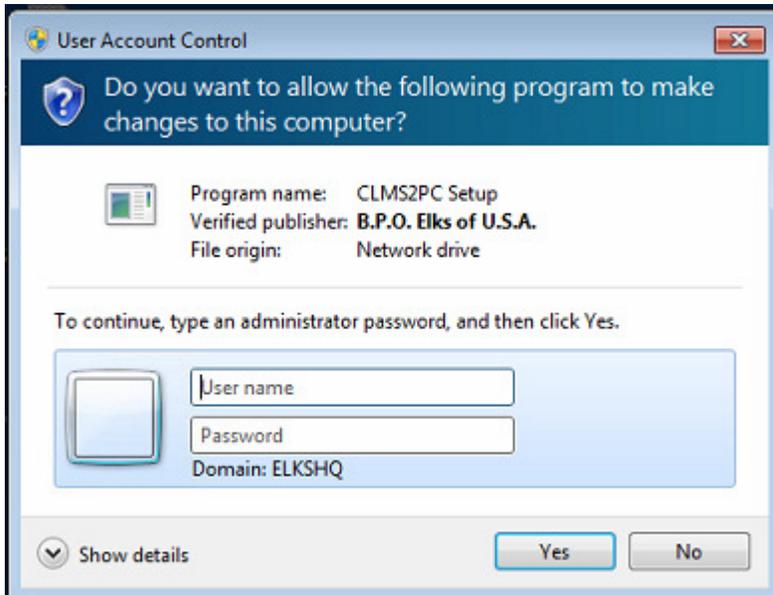
Depending on your browser you should be prompted either Run or Save the program, typically we suggest that you download it to your local desktop so that it will be easy to find. Some browsers may not allow you to change the download location in that situation you will have to locate the downloaded program in your downloads folder.



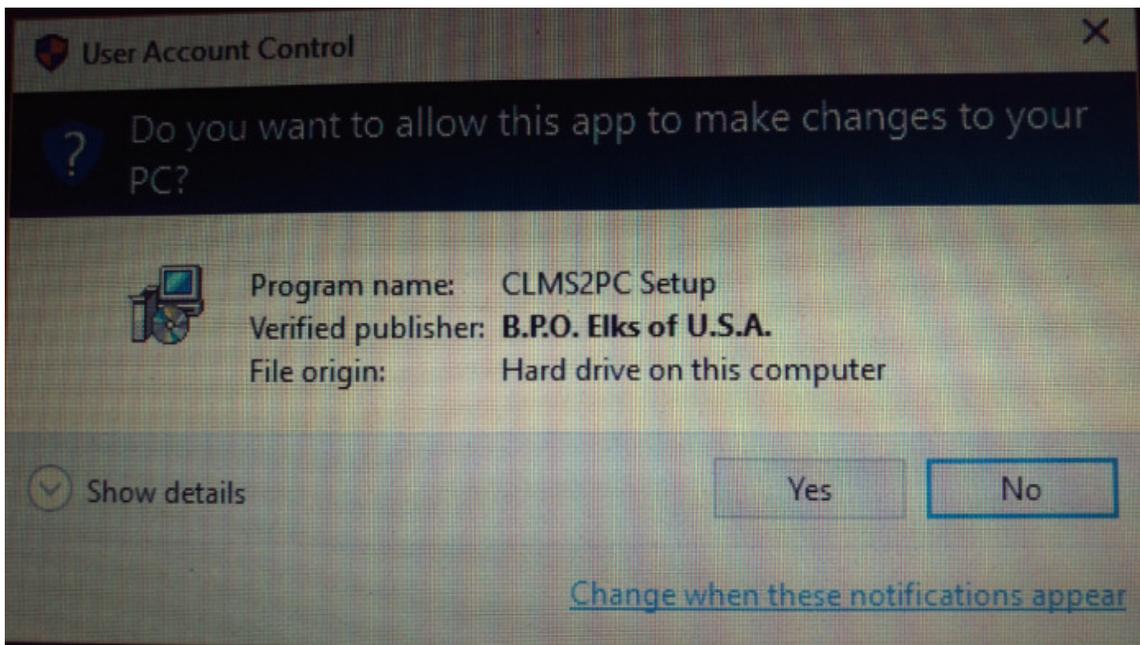
To Run the setup simply double click on the program you just downloaded from whatever location you saved it. The new setup program is called Clms2Setup2016.exe.



If you are not the Administrator of this computer, you may encounter this message, in this situation either you or someone else will have to know the Administrator user name and password. But in most cases you will not see this prompt.



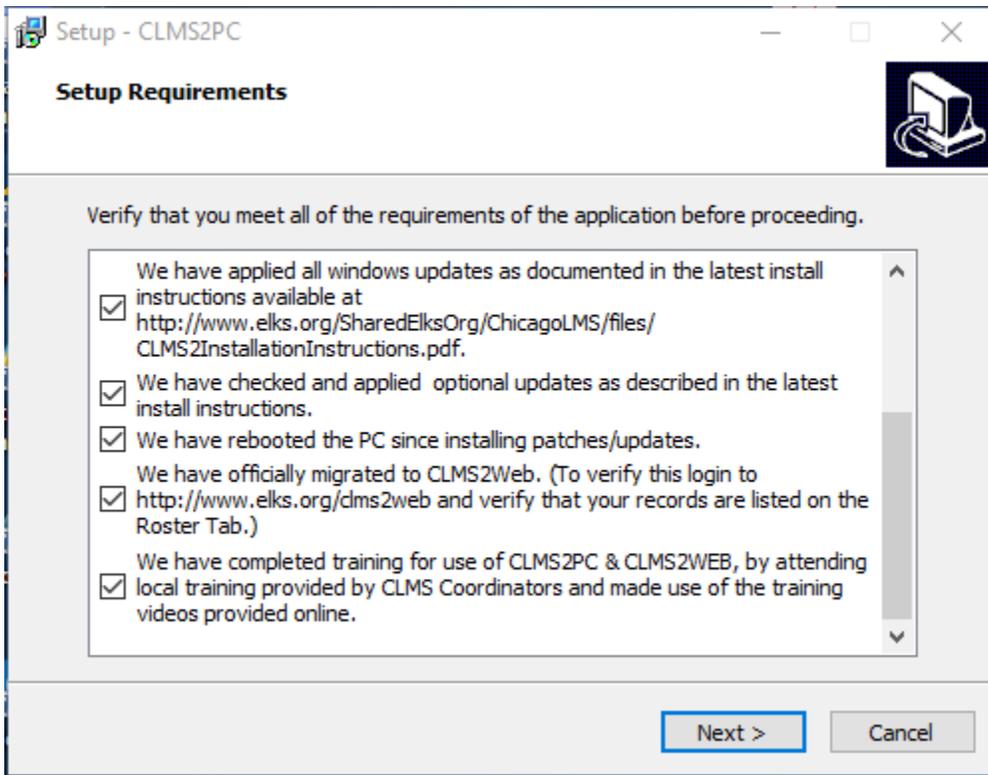
More commonly you will be presented with a prompt to allow the setup program to run this simply verifies that the setup is a legitimate application and is safe to install. You may click "Yes" to continue.



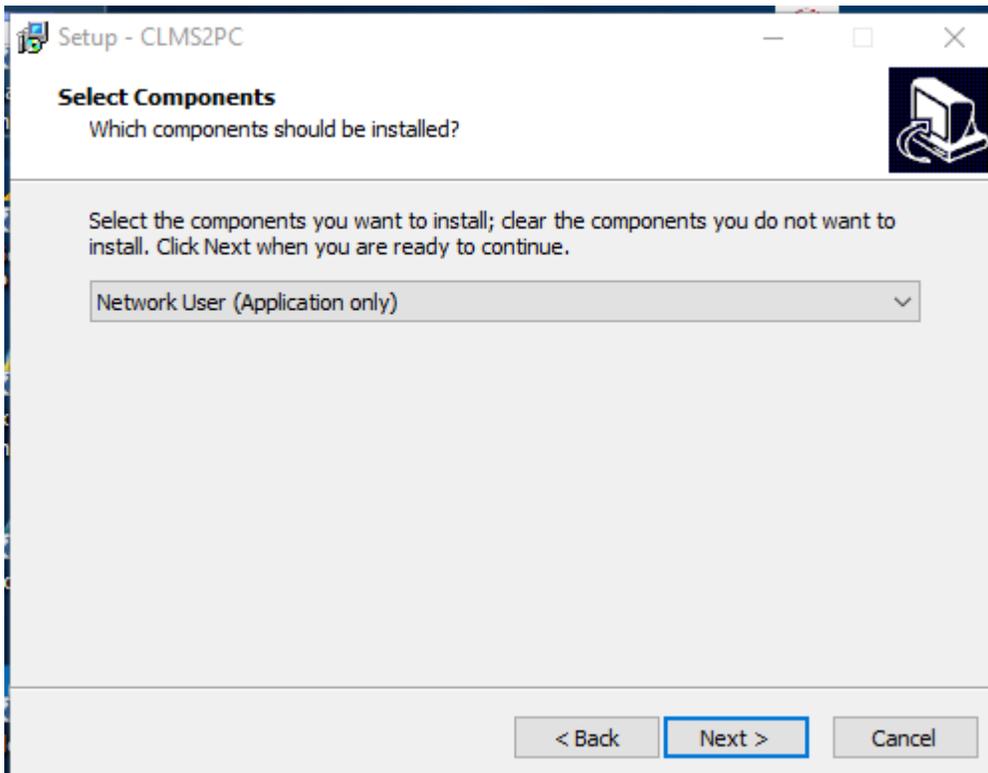
**AT THIS POINT YOU WANT TO PROCEED TO THE TYPE OF INSTALL YOUR PERFORMING UPGRADE OR COMPLETE INSTALL.**

## UPGRADE INSTRUCTIONS

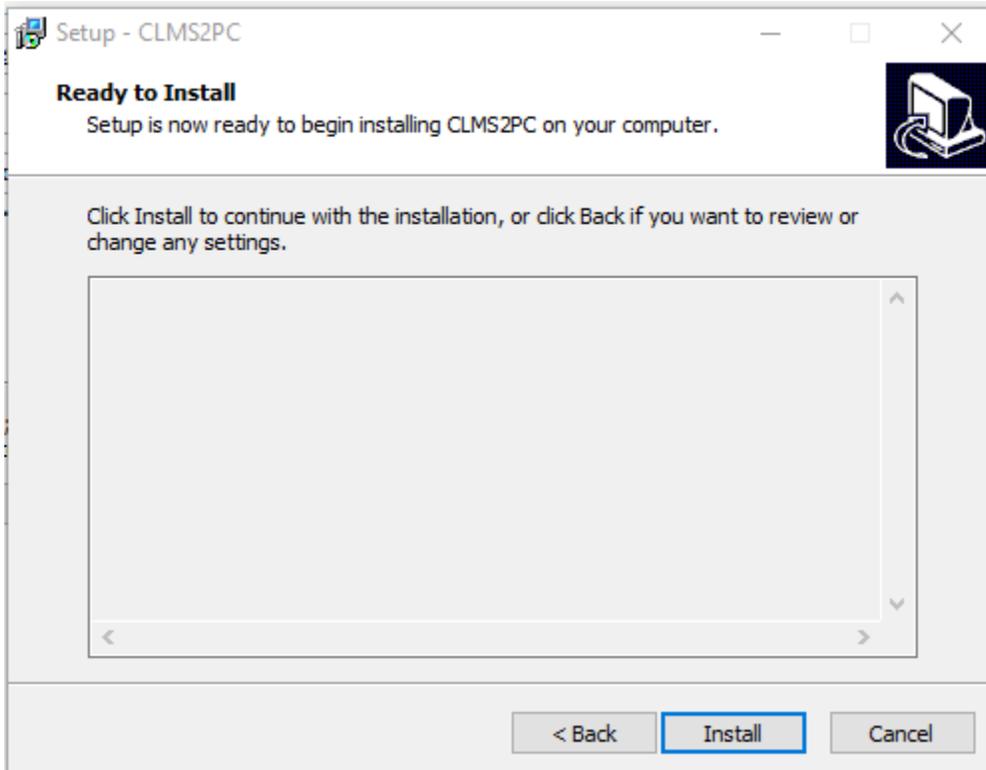
1. Accept System requirements the program will not proceed without it.



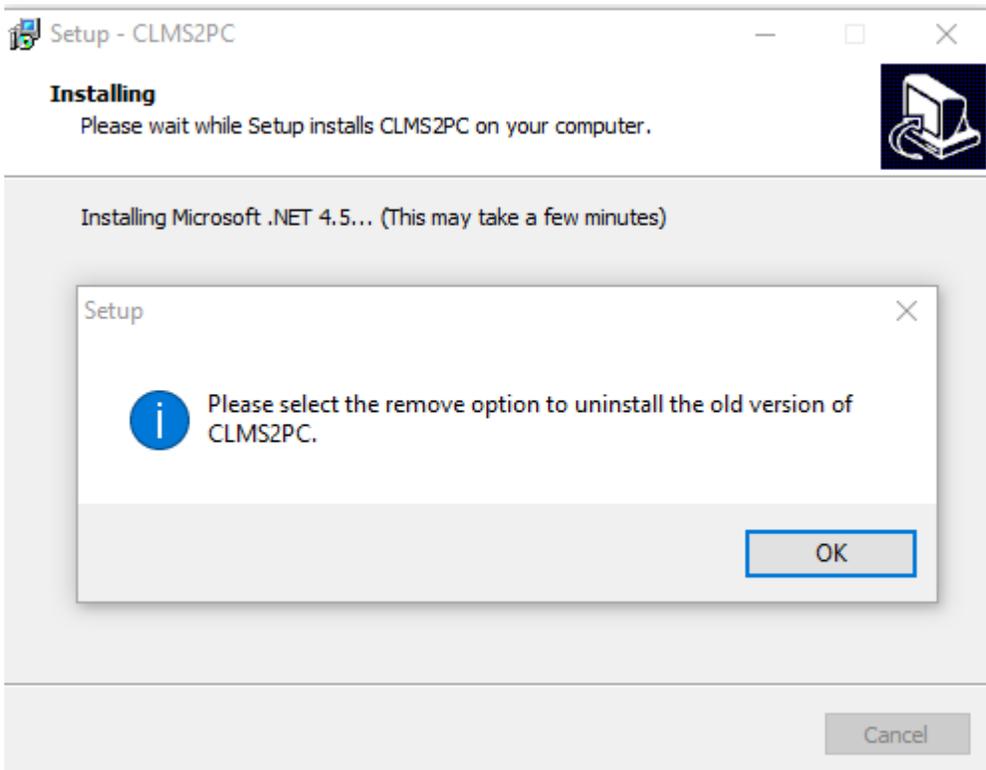
2. Make sure you select the **Application Only Option** item in the dropdown. This because you do not wish to overwrite your database since you have already successfully installed an older version of CLMS2PC before.



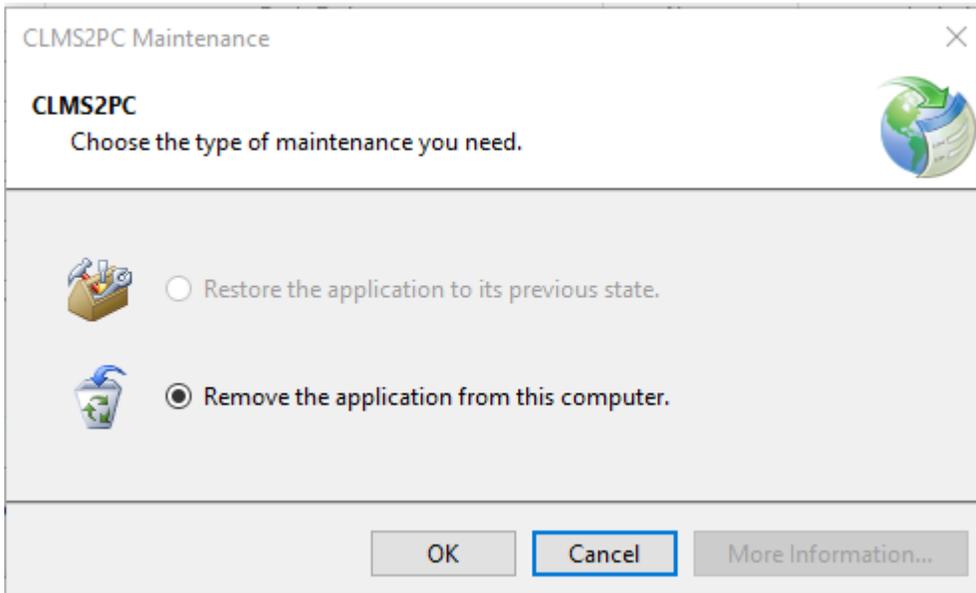
3. Click Install



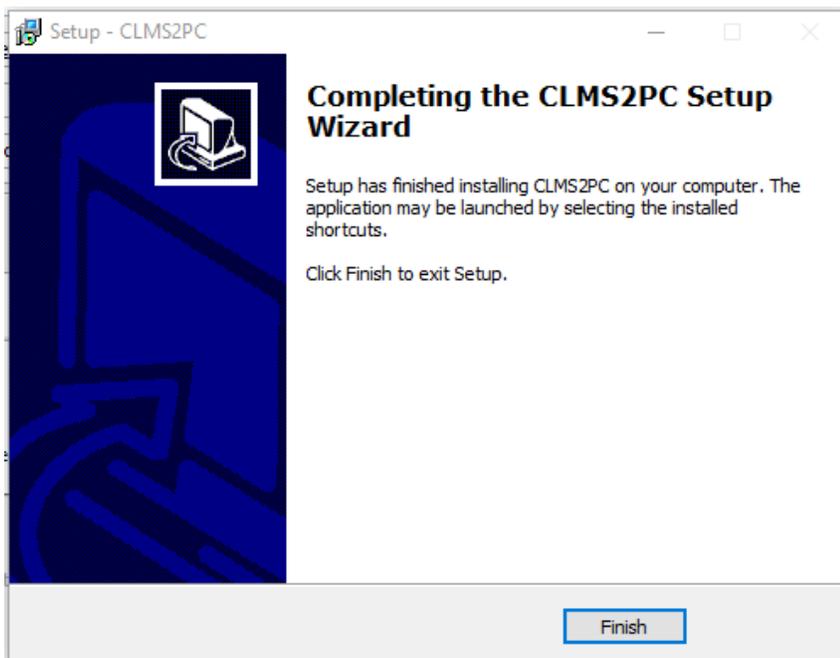
4. Click "OK" to uninstall old version



5. Select the Remove option



6. Click Finish



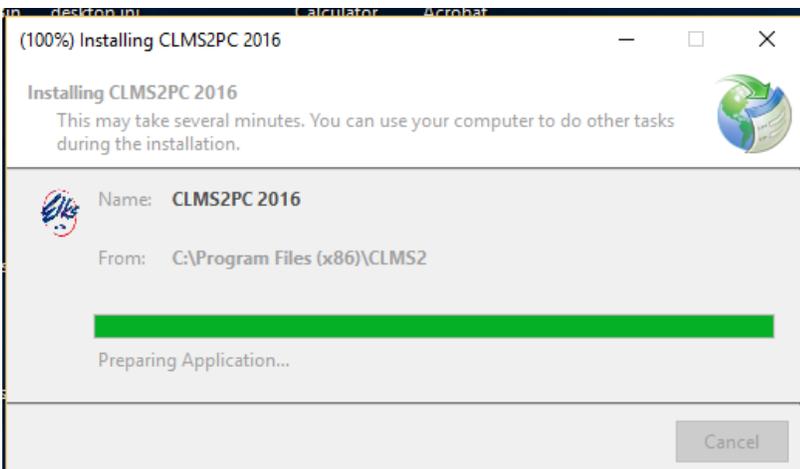
7. Manually Delete Old Shortcut



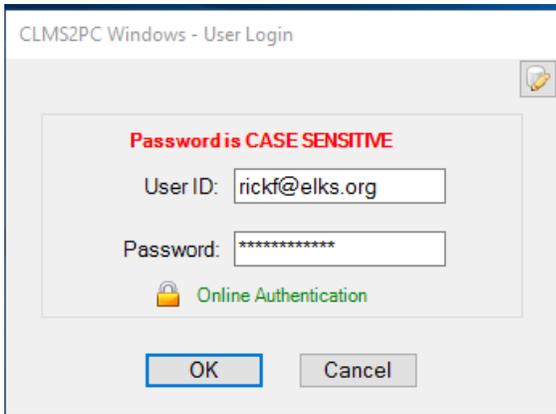
8. Launch



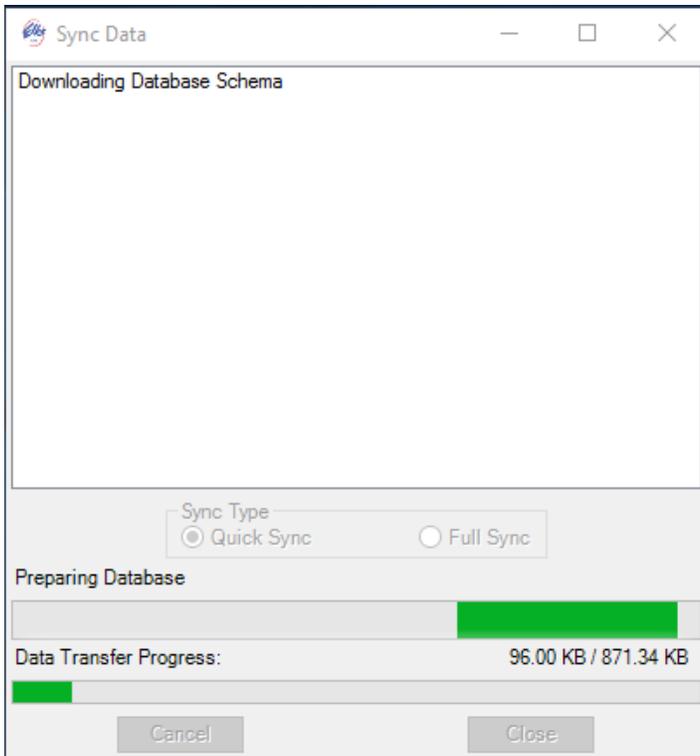
9. A Progress window will appear



10. Normal Login



11. Once grant the service it should start synchronization process



12. Verify Version your version should be 2.0.0.9 or higher .10, .11 etc. as of the creation of these instructions

CLMS2PC Windows - [Roster]

File Sharing Recover Help

Roster Reports Settings Officers/Committees Accounting Membership Cards Queries Labels/Envelopes Mail Merge Bulk Email Help

Signed on as: **Richard Flores** Active Lodge: **4004** Type: **STAFFER** Last Sync: **Wednesday, February 10, 2016 9:31 PM** [Logout](#)

Lodge: 4004 MEMBERS Only [NO Filters] Active Name Sort Filter Reset

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Lodge: Chicago, IL Test Lodge Letter: Record Type: [M] Filter: [\*] Status: [A] Name or Number: [] Sort: Name Sort Data: [(local)\CLMS2]

Records Found: 35

Rapid Report

#	Name	Record Type	Record Status	Paid Thru
004030	<u>Applied, Sammy</u>	Member	...	4/1/2017
003012	<u>Bell Jr, Timmy</u>	Member	...	4/1/2014
004027	<u>Bishop, Walter</u>	Member	...	4/1/2014
004026	<u>Boone, Daniel D</u>	Member	...	4/1/2016
000012	<u>Cain, Micheal J</u>	Member	...	4/1/2015
000009	<u>Calamari Jr, Tom K</u>	Member	...	4/1/2013
000010	<u>Collins, Jone K</u>	Member	...	4/1/2013
000011	<u>Connors Sr, Chuck M</u>	Member	...	4/1/2013
004029	<u>Dash, Bob D</u>	Member	...	4/1/2015
000013	<u>Davies, Janet</u>	Member	...	4/1/2013
004015	<u>Davis, Keith J</u>	Member	...	4/1/2013
004028	<u>Dean, John</u>	Member	...	4/1/2014
004017	<u>Dipper, Douglas</u>	Member	...	4/1/2013
000015	<u>Doe Jr, GERALD</u>	Life Member	...	4/1/2013
000021	<u>Doe, Jane</u>	Member	...	4/1/2013
004016	<u>Dolbit, Dan</u>	Member	...	4/1/2013
004025	<u>Electra, Ken</u>	Hon Life Member	...	4/1/2014
004014	<u>Fleming, Gene</u>	Member	...	4/1/2013

Statement Envelope FORMS/5505\* Receipt Mb Card ID Card Send email

**CLMS2PC** Sync

Fiscal Year: 4/1/2015 - 3/31/2016  
 Version number 2.0.0.9  
 Last Sync: Wednesday, February 10, 2016 9:31 PM CST  
 Sync completed successfully



## COMPLETE INSTALL INSTRUCTIONS

To be posted next week.

## UN-INSTALL INSTRUCTIONS

To be posted next week.