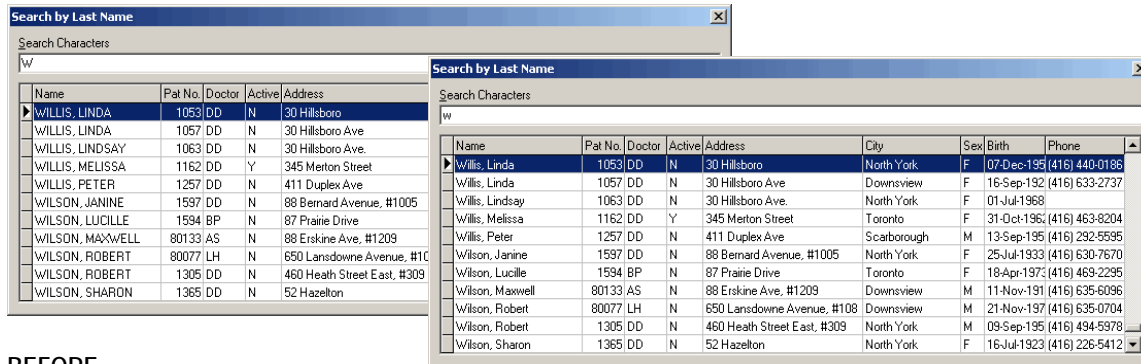


Running the Convert Case Utility

This utility program was created to Title case patient demographic information.



BEFORE

AFTER

Be sure PMP is closed. If you are networked make sure PMP is not running on any other computers.

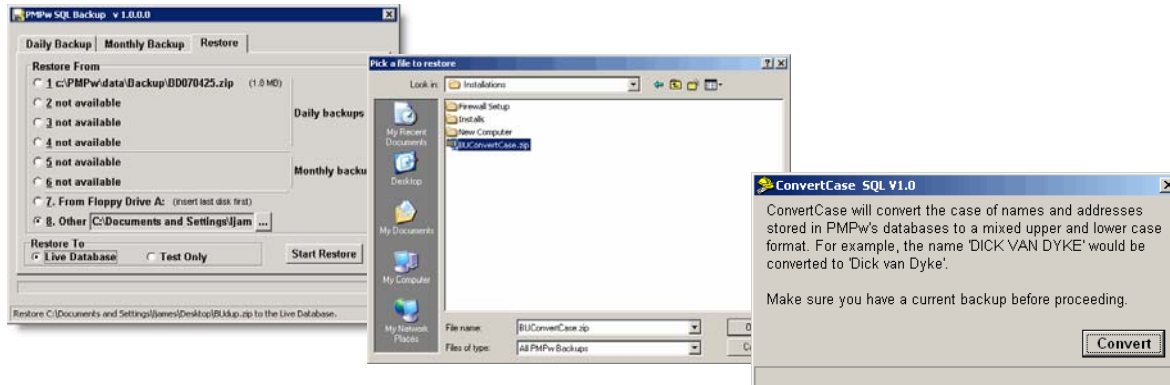
Do a PMP Backup!

After completing the backup click the **Restore** tab in the backup program.

Choose **8. Other** and then click the down arrow to the right of **Look in**, choose the media where the convert case file can be found:

- If the file is on your PMP CD insert the CD into the drive. Double click My Computer, CD / DVD drive, PMP version xxxx, Utilities, Utility Programs, **BUConvertCase.zip**
- If the file was emailed locate where the file was saved to.

Click **Open**. You will be returned to the *Restore* screen.



Select **Live Database**, **Start Restore**, **Yes**.
Click **Convert!**.

You will see progress bars move along the bottom of the screen. Once you see **Finished** written in the bottom left of the screen (usually within 2 minutes) click the **X** in the top right to close the screen..

You can now enter PMP as you would normally.