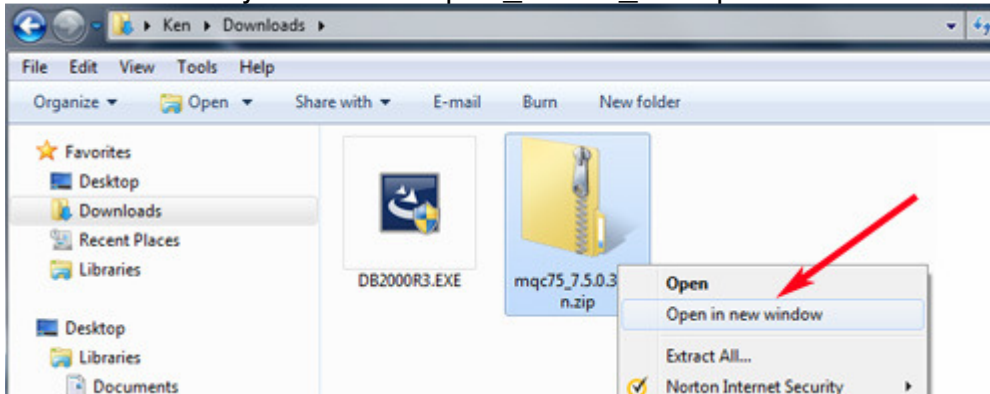## Getting and Installing DB2000

The program is obtainable via the website www.usps.org/DB2000/DB2000_userhelp2/DB2000.htm
This URL can also be reached via the USPS web site. Log in and go to the Secretaries Department's Information Technology Committee and find the "Software Download" page.

This web page is specifically for *DB2000* support from which can be downloaded the latest revisions and other useful stuff. The page has information on FAQ's, common problems and workaround's.
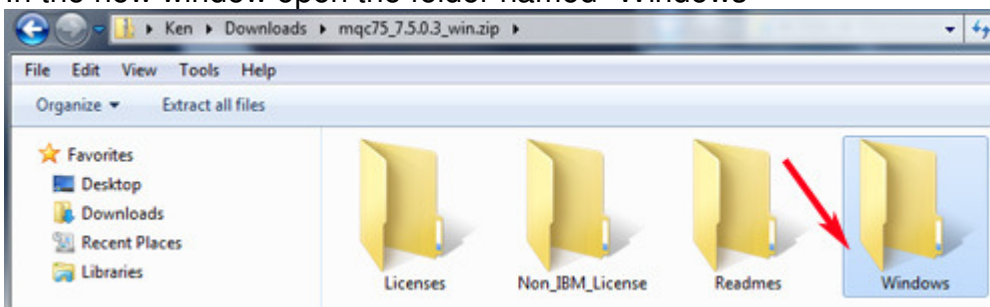
When installing for the first time or just updating, download the file, "DB2000R3.EXE". Download into a folder such as C:\Downloads. Next, look for the "MQ Series Client" software further down the web page. Download it into the same folder. MQ Series Client is an IBM program that allows you to log on to the HQ computer to download your squadron or district roster and to upload changes to HQ. This is vastly better and faster than requesting the roster via email.

Install MQ series first. The downloaded file is a zip archive.
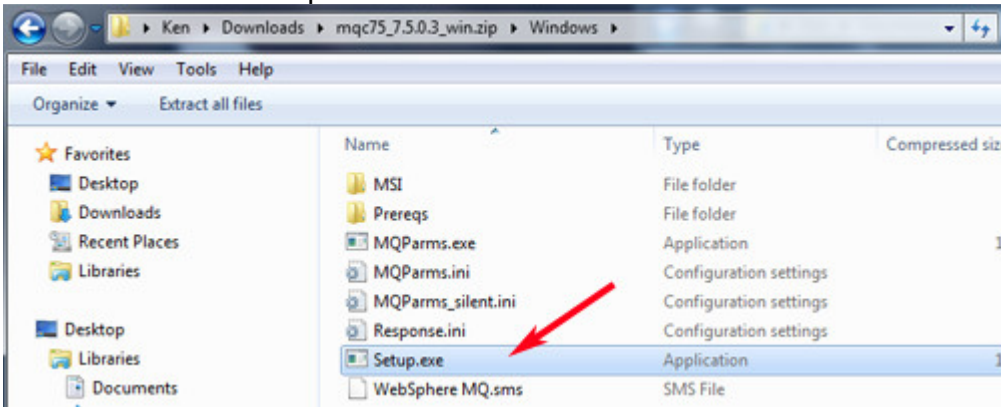1. Open Windows Explorer (not your browser).
   On your keyboard, hold the Microsoft flag key down and press E.

2. Find the file that you saved "mqc75_7.5.0.3_win.zip"

3. Right click on it and select "open in new window" from the popup menu.

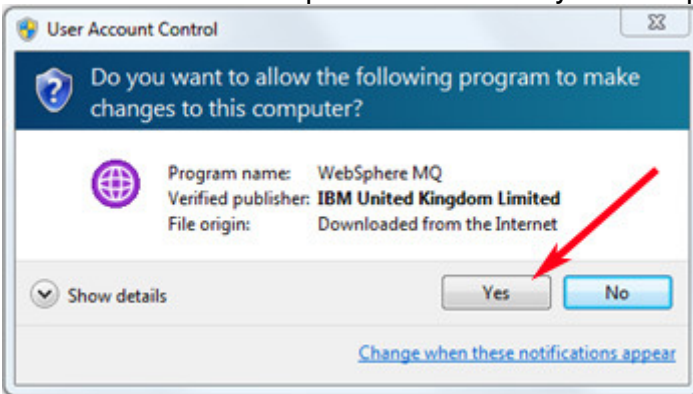4. In the new window open the folder named "Windows"

5. Look for the file "Setup.exe"

Note: Depending on how you set up Windows Explorer the extension .exe may not show.
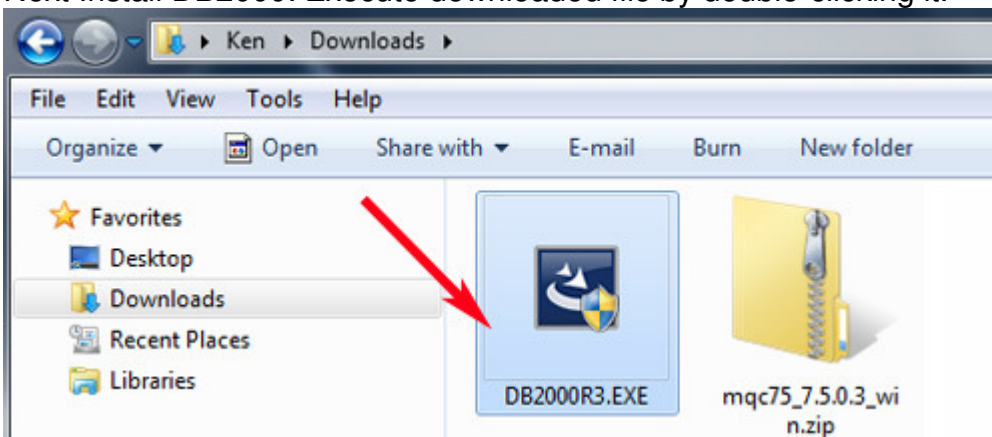
6. Double click on "Setup.exe" to run it. If your computer asks to confirm click "Yes".
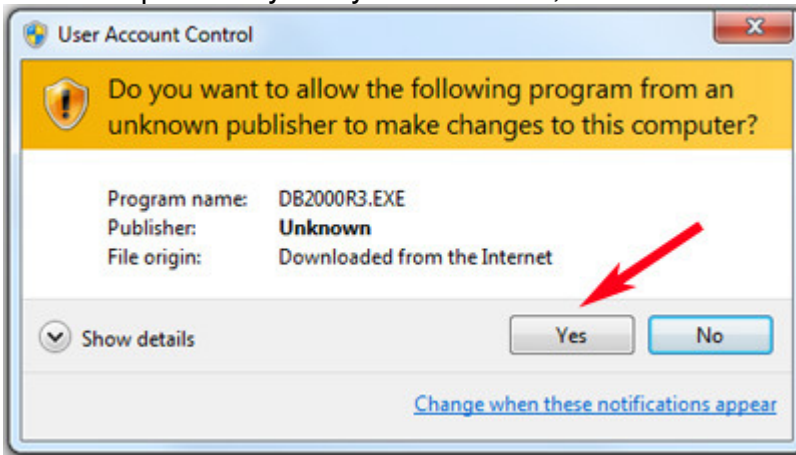

7. After this, just follow the on screen instructions.

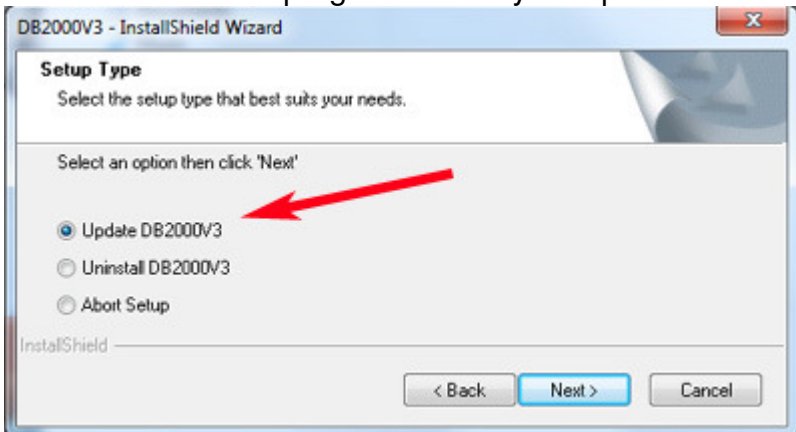8. **After the installation is finished you must restart your computer.**

Next Install *DB2000*: Execute downloaded file by double-clicking it.

Your computer may ask you to confirm, click "Yes".

The DB2000 install program will list your options.

Since this is a new installation just select "Update DB2000V3"and click "Next>".
If it cannot find an existing version of DB2000 to update it will make a full installation.
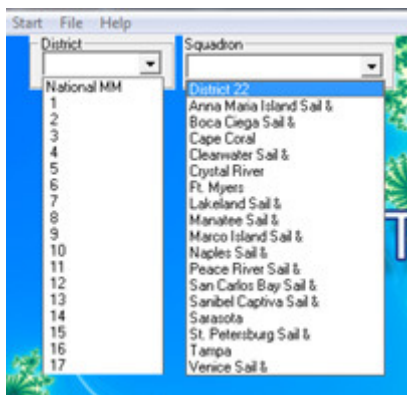Just follow the screen directions in the installation process.

The DB2000 installation will have put an icon on your desktop.

Getting DB2000 set up with your squadron roster.

Double click the desktop icon to run *DB2000*.

Click the "Start" button and select district and squadron from the lists presented.

This will set up an empty database specifically for the selection made. (Note: A user may have multiple databases from which the user can select, e.g. squadron and district rosters.) Since the database is empty, the next thing to do is to download and import a roster from HQ.

Getting a Roster File
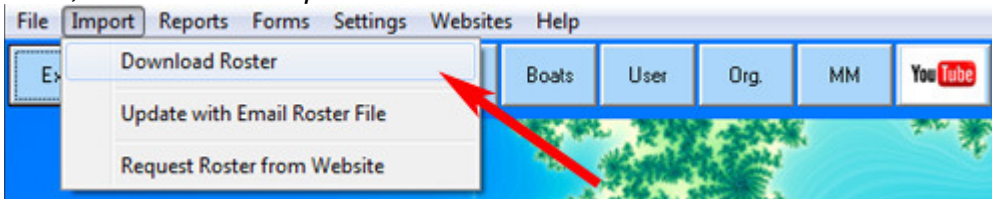The HQ roster may be downloaded in two ways.
1. Direct downloading from the HQ computer via MQ Series Client. This is highly recommended.
2. By Email requested from HQ.

Since we have installed "MQ Series Client", the roster can be downloaded. First, open the "Authorization" dialog from the menu "Settings/User Authorization".

Enter user's certificate number and squadron password.
The password can be obtained from your squadron commander.
If it is an Updater password check the updater rights box.

Click "Save" to exit the dialog.
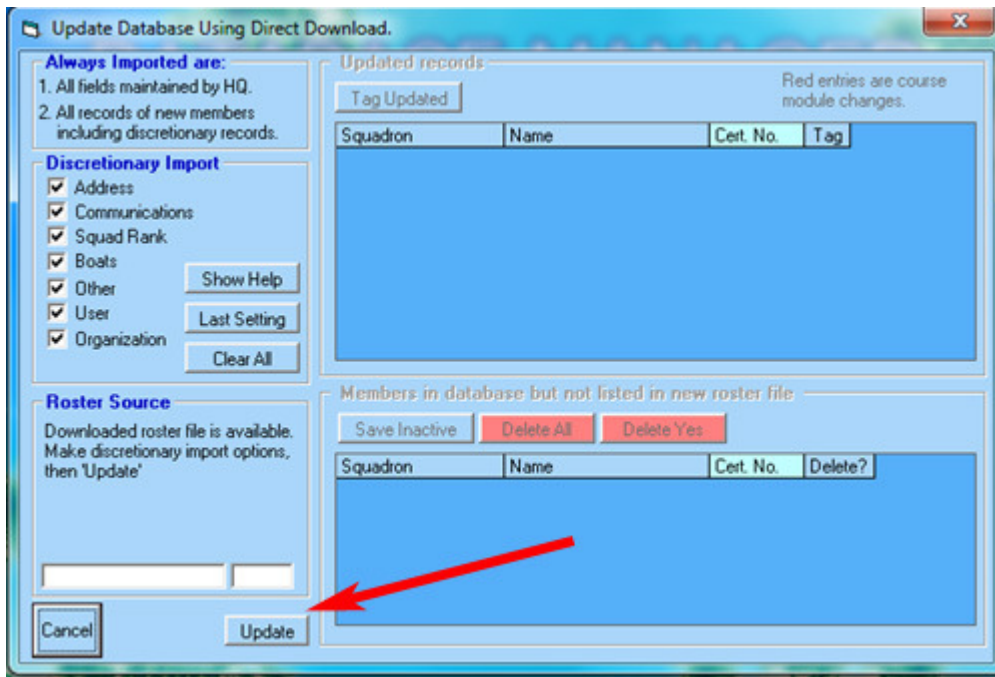
Next, select menu *Import/Download Roster*.

This will start the downloading process.
A small window at bottom left of DB2000 screen will show the

progress. When MQ is finished select 'Update Now"

Click "Update" and when the process completes click "Finish".

That's all there is to it! You now have a functional DB2000.