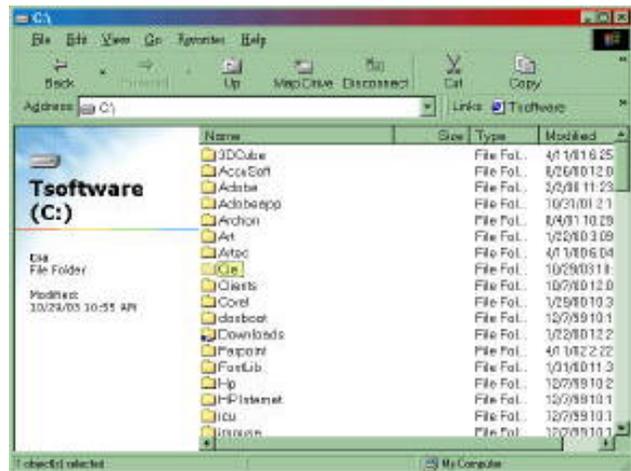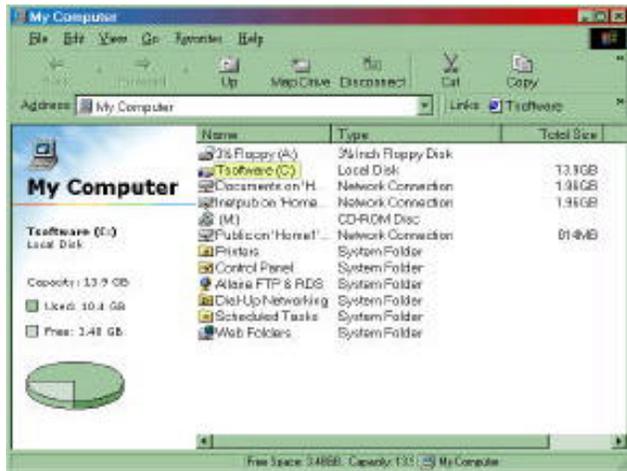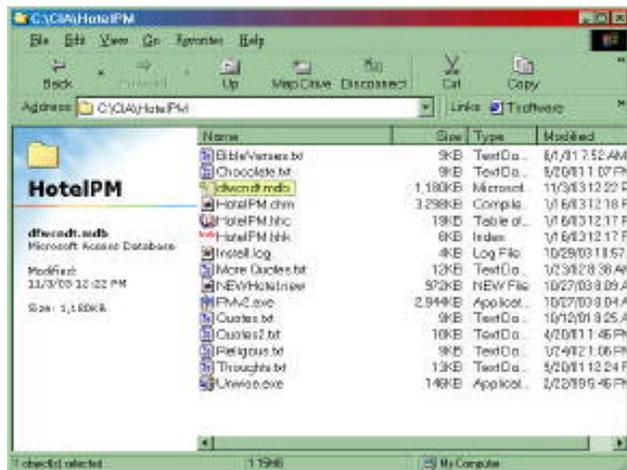# Loading a Fresh Copy of the Equipment Database

When necessary a fresh copy of the Hotel PM database can be downloaded from the Internet. Please note this process will result in the loss of an information you have added to the current Hotel PM database. This includes the Room data and any other additional information entered.

Begin by moving the current database from the CIA\HotelPM folder. First double click the "My Computer" icon found on your desktop. This will show you a screen similar to the one below.

Double click on the "Local Drive (C:)" to display its contents. Locate the "CIA" folder and double click on it. Inside the CIA folder you will see the "HotelPM" folder. Again double click on it to display the files in that folder. In the C:\CIA\HotelPM folder you will see a Microsoft Access file the has your Hotel code as its name, For instance DFWCNDT.mdb. Depending on your preferences the "mdb" extension may not appear. There should only be one file that matches your hotel code.
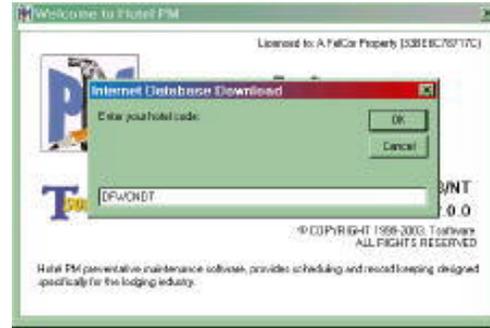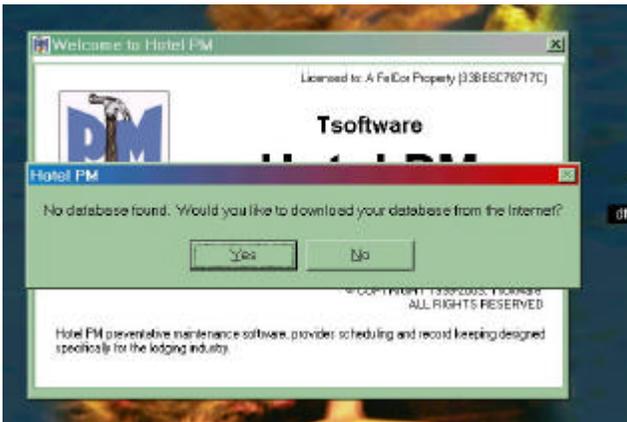

Click on that file, so that it is highlighted. Then click and hold the left mouse button. While holding the mouse button, drag the icon from the "My Computer" window to your DeskTop. We will leave the file on your desktop for a short time. You can now close the "My Computer" window.

Start the Hotel PM program by double-clicking its icon found on your Desktop.

When the Hotel PM program Starts it will ask if you want to download a database from the Internet. Click on the "Yes" button. The program will then ask for your Hotel code.

The FTP dialog box will open and show progress until the transfer is completed. At this point you have successfully downloaded a fresh copy of your database and are ready to begin again.

The final step is to delete the old database from your desktop. You do this by clicking on the database icon on your desktop and dragging it to the "Recycle Bin" also found on your desktop.