

T.O.M. Employee Management – Sending Emp. Mgt. Reports to Gecko Microsolutions to put on your New Hosted T.O.M. Server

This document describes the process of sending your T.O.M. Employee Management Report Database and Report Template data from an existing server to Gecko to be loaded up on your Hosted T.O.M. Server.

Do I have to do this?

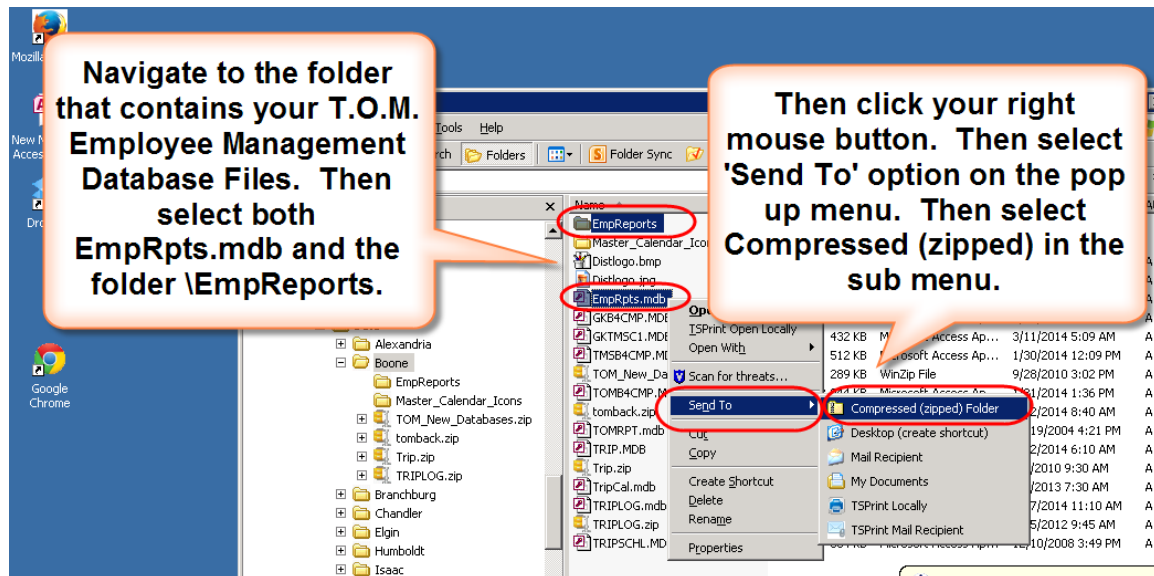
No you only need to backup your T.O.M. Employee Management Reports database and templates if you have customized / modified any of your T.O.M. Employee Management Reports and you wish to use this / these custom reports on your Hosted T.O.M. Server.

What do I need to Copy?

You need to copy the following two items:

1. EmpRpts.mdb
2. The folder \EmpReports (and its contents)

Both of these files are found where your other T.O.M. Field Trip Administration (if you have this application) and T.O.M. Employee Management Database files are found.





Send the Databases

Send the database and log files to a Gecko Microsolutions representative as an attachment to an email.