

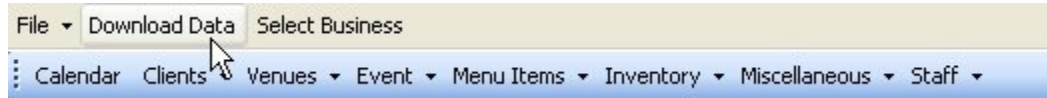


The Total Party Planner Data Downloader

A step by step guide

Once you have opened the downloader, you're almost there! There are just a few more steps that must be taken to retrieve your data.

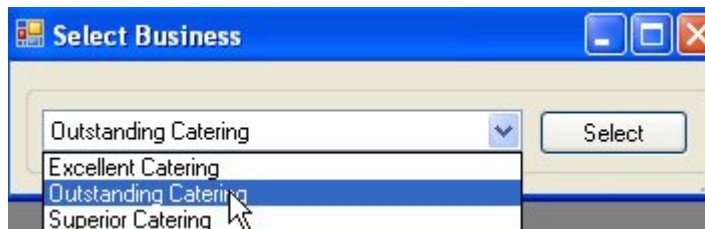
1. Click the **'Download Data'** button on the Toolbar.



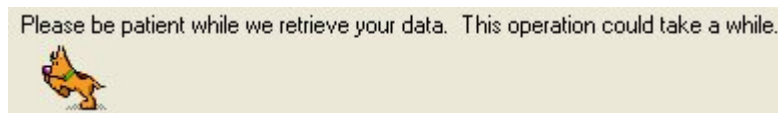
2. Enter your **'Username'** and **'Password'**, and click the **'Login'** button.



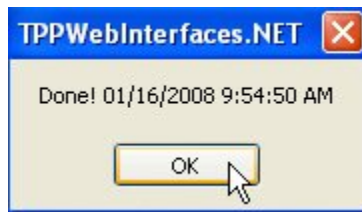
3. Select the appropriate business from the drop-down list that you wish to retrieve the data from, and click the **'Select'** button.



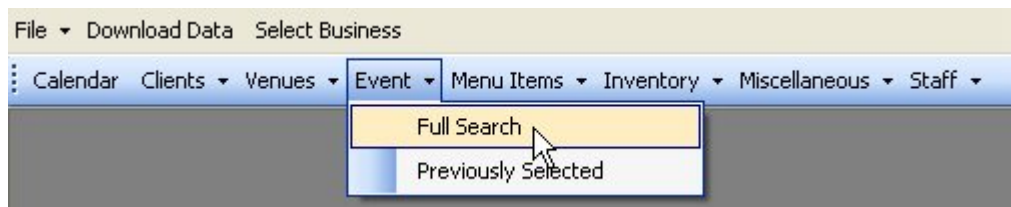
4. Your data will begin downloading. You can wait and enjoy the playful puppy, or you may continue with other work on your computer! Please be patient. This process may take up to 30 minutes depending on the amount of data in your database. You will be prompted when the download is finished.



5. Click the **OK** button when the download is complete, and you're done!



6. Click the components on the Navigation Bar to search for your data just as you would on the Web.



7. Click **File> Exit** to exit the program.

