

Pass On KairosDonor

This tutorial will guide you through a proven process for passing the KairosDonor program and historical financial transactions from one Financial Secretary/KairosDonor Coordinator to the next or from one computer to another. This process is based on the assumption that the Current Financial Secretary has kept their KairosDonor up to date by downloading Service Pack updates from the www.KairosDonor.com website. **It is important that the current Financial Secretary/KairosDonor Coordinator's KairosDonor is up to date with the latest Service Pack before passing their KairosDonor on to the next Financial Secretary/KairosDonor Coordinator.**

1. The current Financial Secretary/KairosDonor Coordinator creates a copy of the KairosDonor software on a flash drive.
 - a. Plug a USB Flash Drive into your computer and start up KairosDonor.
 - b. Click on the "Setup & Maintenance" button near the bottom of the center section of the Home Page.
 - c. Next, click on the "Infrequent Processing" button.
 - d. And then, click on the "Create PassOn Copy of KairosDonor" button. Select the removable drive from the list of drives and then click on "Create Copy". **This process may take up to 20 minutes to complete.**
 - e. The entire KairosDonor system, including the software and the data, is now fully contained on the flash drive in the X:\KairosDonorCopy folder, where "X:" is the drive letter for the flash drive.
2. The new Financial Secretary/KairosDonor Coordinator copies the KairosDonor to his/her computer. [The same instructions apply if you are simply transferring the software from one computer to another.]
 - a. Plug the passed on USB Flash Drive into your Windows computer.
 - b. Navigate to the X:\KairosDonorCopy folder on the flash drive where "X:" is the drive letter for the flash drive. [To "navigate" in Windows, just start up My Computer (or Computer in Vista, Windows 7, or Windows 8), double click on the Flash Drive and scroll to the KairosDonorCopy folder.]
 - c. Locate the KDPassOn.exe file in the X:\KairosDonorCopy folder and double click on it to start the installation. [Note: you may or may not see the ".exe" part of the KDPassOn.exe file. It is an "Application" file type.]
 - d. When the copy process completes, you will have a KairosDonor shortcut/icon on your desktop. Double click on it to start up KairosDonor. You'll be asked to enter your name, your email address, and your contact phone number, and then you will have full access to the exact copy of the KairosDonor software and data that the previous Financial Secretary/KairosDonor Coordinator had.
3. Now, the previous Financial Secretary, who has experience running KairosDonor, should spend some time with the new Financial Secretary, going over the basics of KairosDonor. Take some time to help the new person get their feet on the ground by benefiting from the experience of the previous Financial Secretary.