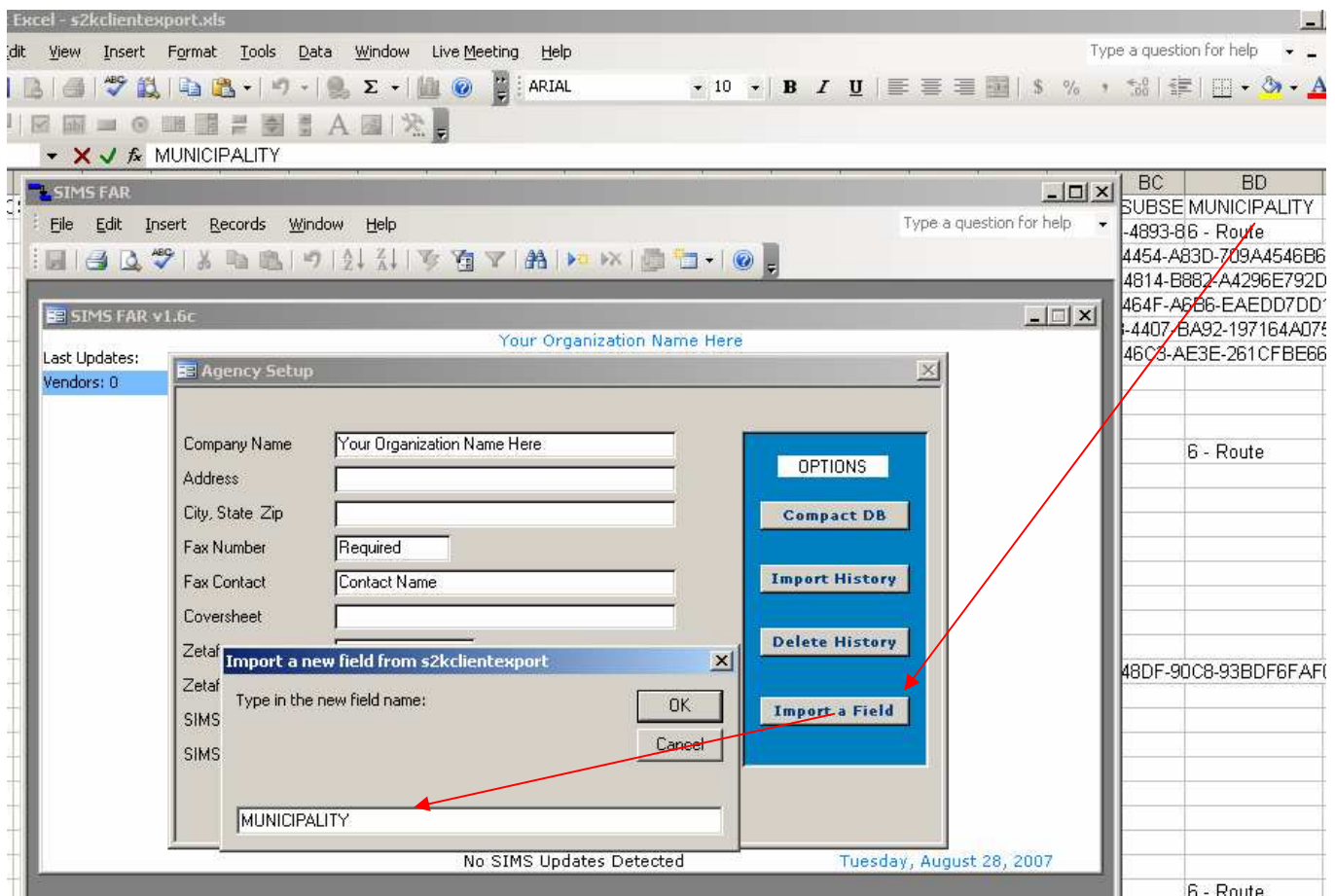


IMPORTING A NEW FIELD

In order to accommodate the addition of a new column called "MUNICIPALITY" in the forthcoming update to the s2kclientexport.xls ("crystal wrapper") SAMS export:

- Download the latest version of FAR from www.800ageinfo.com (under Public Libraries - Categories FAR)
- Click on "Agency Setup"
- Click on "Import a Field" (If you don't see this button, then you don't have the required version of FAR)
- Type MUNICIPALITY at the prompt (case and spelling sensitive)
- Click the OK button



The same procedure can be used for all future additions of fields made to the sk2clientexport.xls file (provided the new columns are being added at the end of the spreadsheet or "crystal wrapper").