

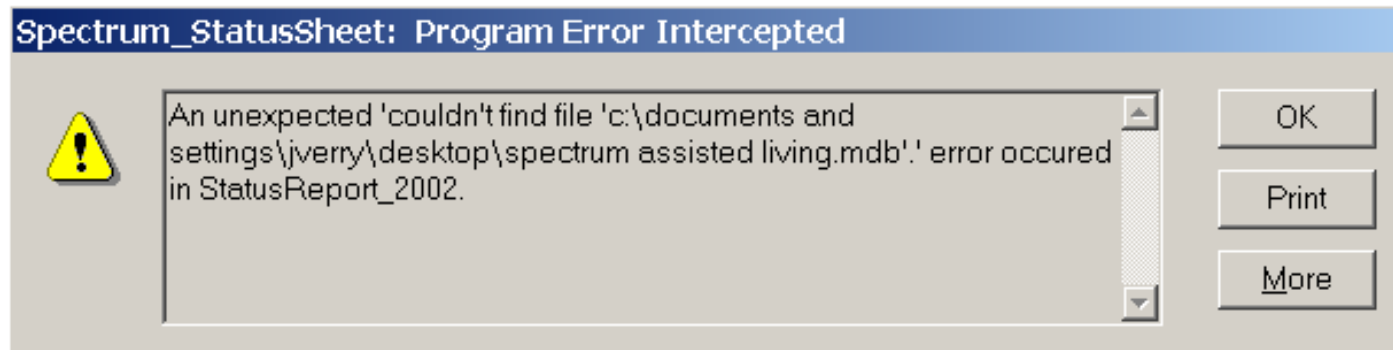
There are 3 ways you can use to find your Spectrum Status Report Database file. This tutorial will assume you have either previously made a database that you need to find in order to update, or have completed a new database and are ready to submit for End of Year.

The file will always end with **.mdb**.

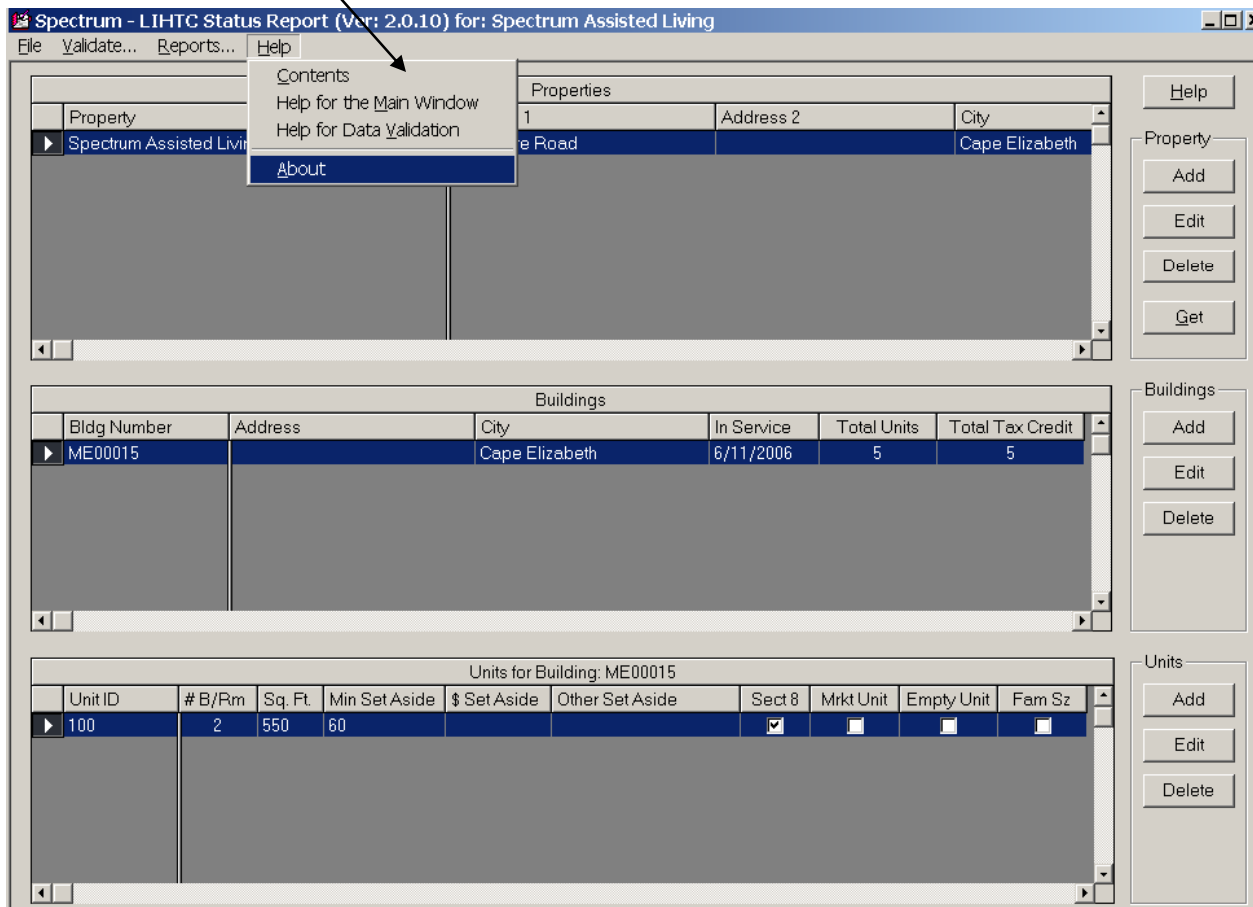
This is an example of an Access file:



If at any time you receive this error Click OK. It means the file was either moved, deleted or renamed. You should be able to find the file using the following means.



1. You have finished working on your Database and are ready to locate it to send. First, select the Help and then About buttons on the main screen of the Spectrum Status Report Software.

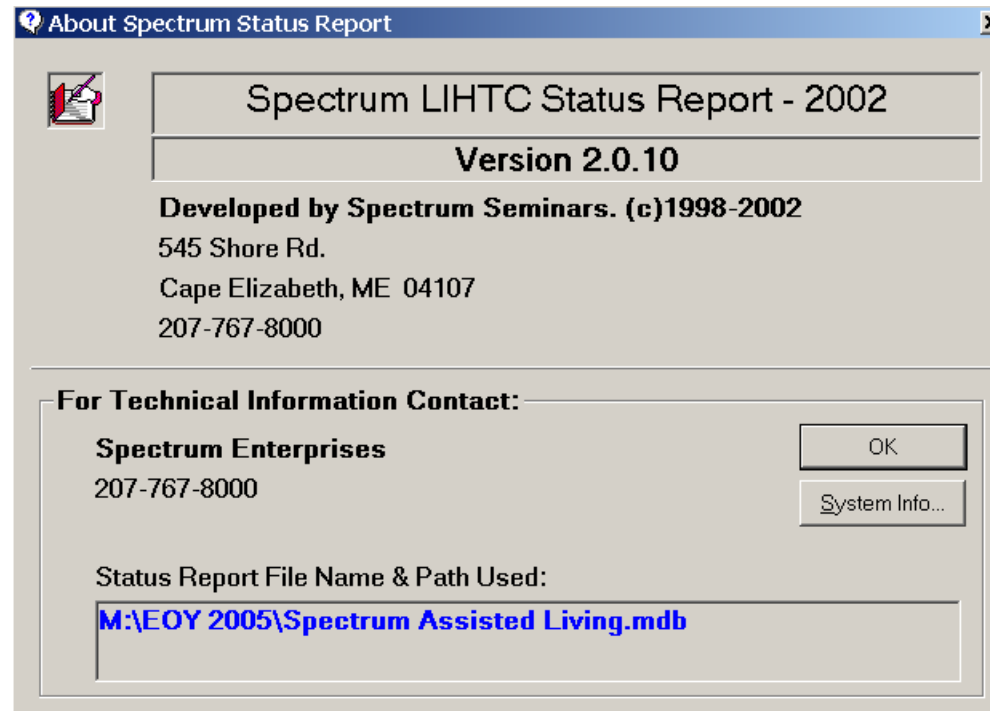


In the pop up window the location of your file is displayed in the bottom box in the blue text. Follow this path to find your file to send to Spectrum. In this case you would be looking for a file called Spectrum Assisted Living.mdb.

Note:

Generally the location will start with C:\...

Start by clicking My Computer and go from there.



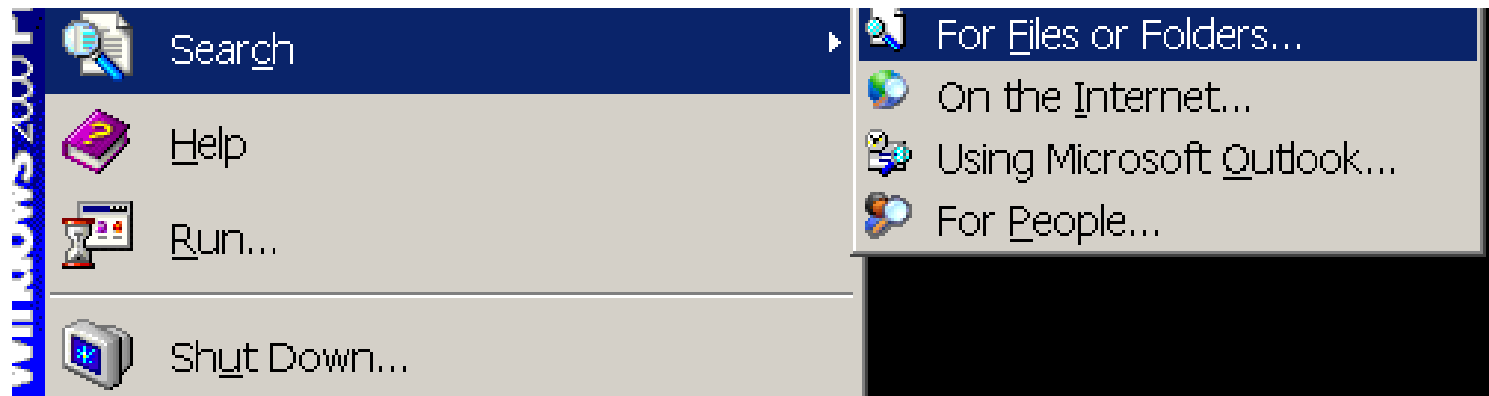
2. If you cannot get a specific location by the previous location try the default folder.
1. Click on My Computer
2. Click on Local Disk C:\
3. Click on Program Files
4. Scroll down to the Spectrum Folder
5. Open this folder and look for an .mdb file.

* If there is more than one file the most recent modified date is more than likely the correct file.

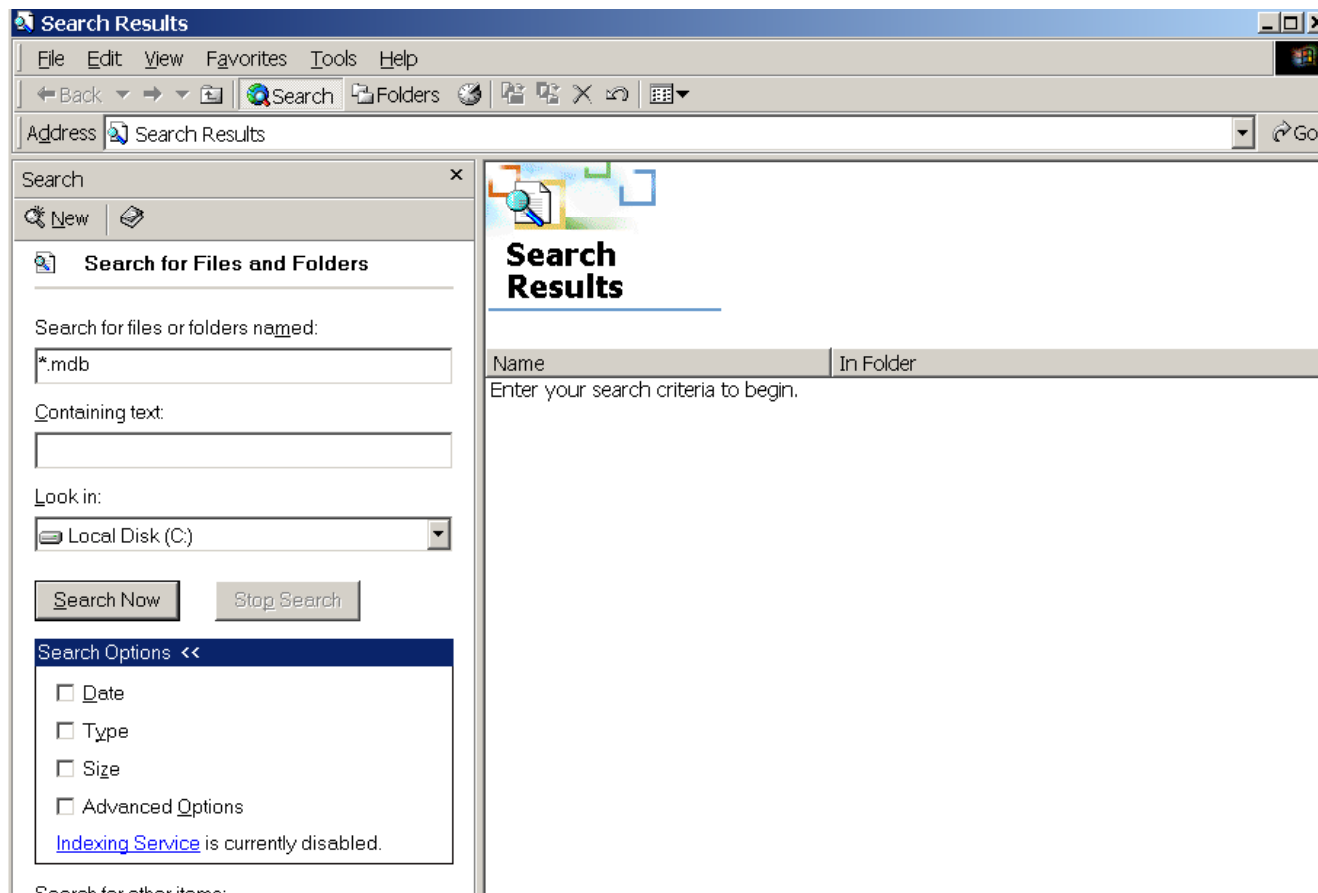
3. If you still cannot find the file try a General Search.

Computers using differing operating systems may have different names for the search but the basics are the same.

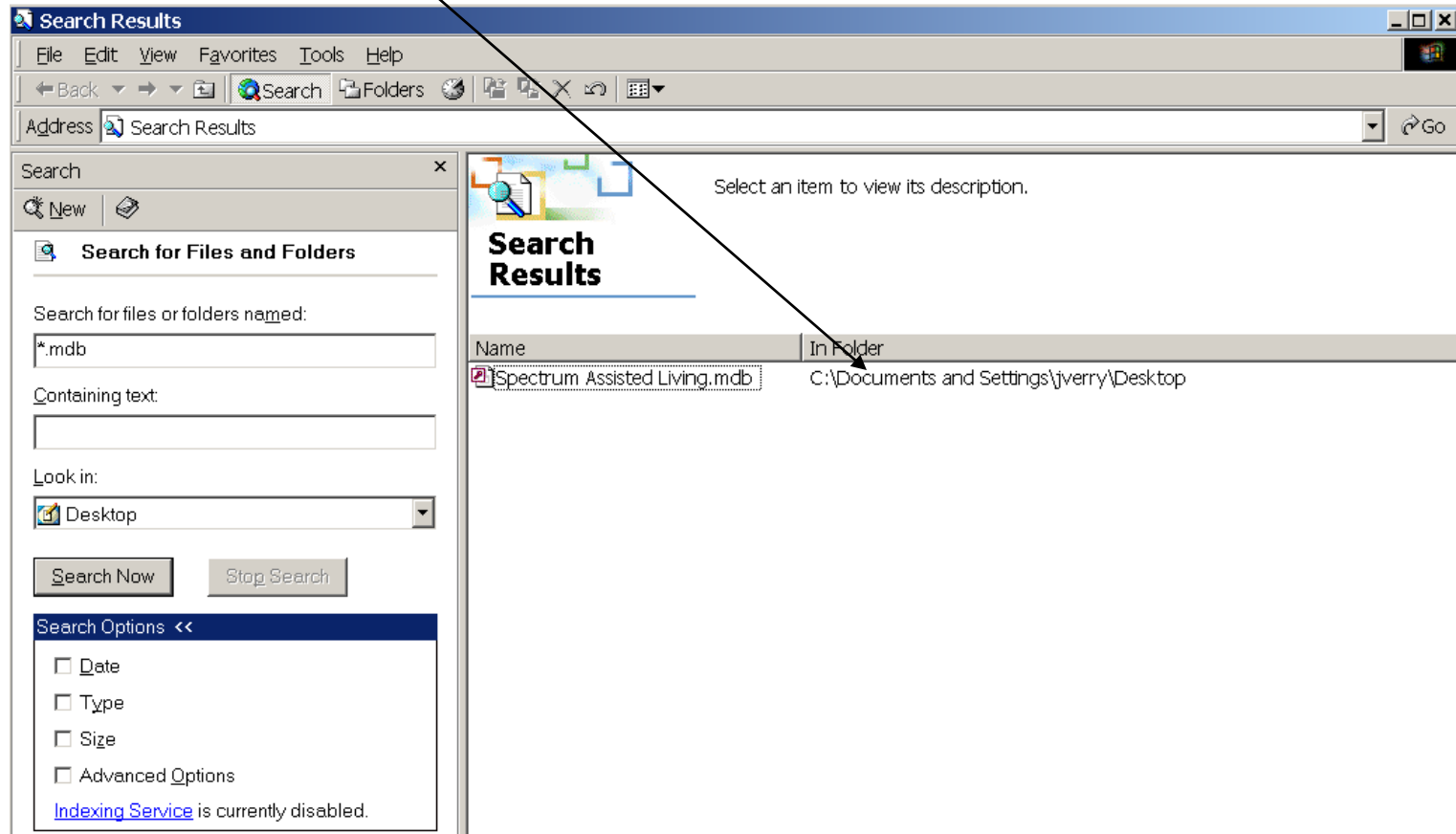
Start by selecting your Start Button
/Search/Search For Files or Folders or the
equivalent for your operating system.



The most general search is *.mdb. Make a * using Shift/8. This is a “wild card” allowing the computer to search for all .mdb files in the selected location. You could choose another drive but C is a good start. This may bring up several files. Look for the most recently modified file date and names that make sense i.e. property names or management company names.



Once you find your file write down the 'In Folder' location. This tells you exactly where the file is located. Follow this path when sending your file to Spectrum.



If you have tried these methods and still cannot find the file please call Spectrum at 207.767.8000 x214 or email to request your prior year EOY file at:

info@spectrumlihtc.com.