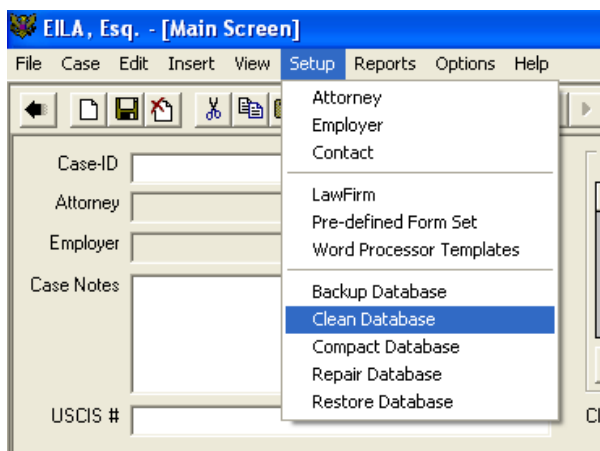


HOW TO SEND YOUR EILA DATABASE TO CERENADE

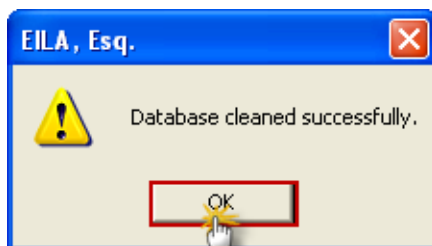
Pre-requisites: before uploading EILA database to Cerenade, the following needs to be performed: clean database, compact database, repair database, and make a backup copy of EILA database.

Clean Database:

- 1) Open EILA (double-click on icon).
- 2) Click on **Setup** then select **Clean Database**.

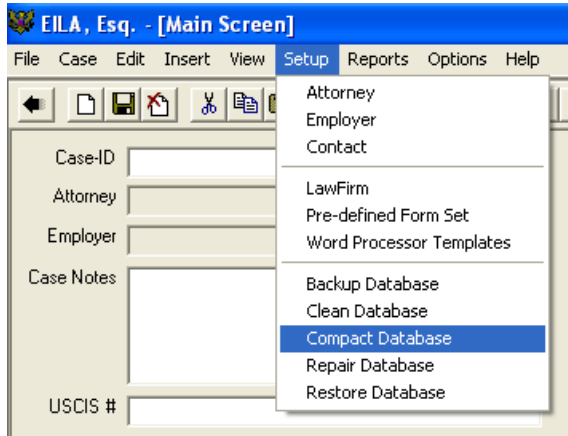


- 3) Click on **OK** button.

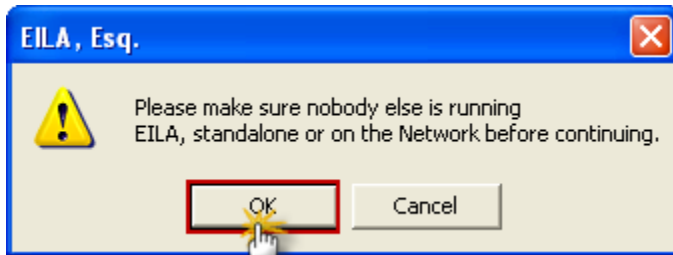


Compact Database:

1) Click on **Setup** then select **Compact Database**.



2) Make sure nobody else is running EILA.

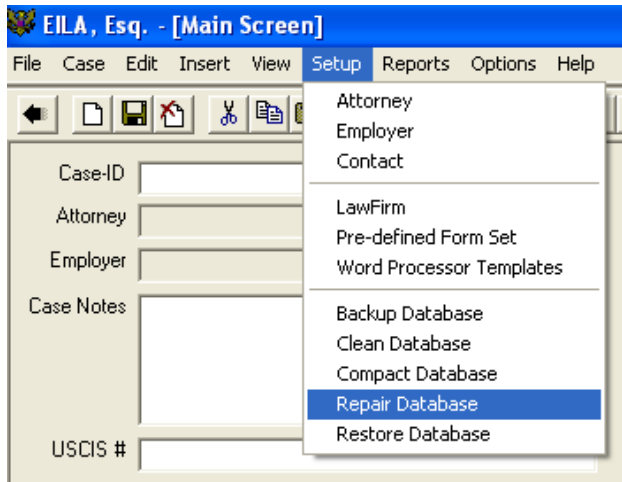


3) Click on **OK** button.

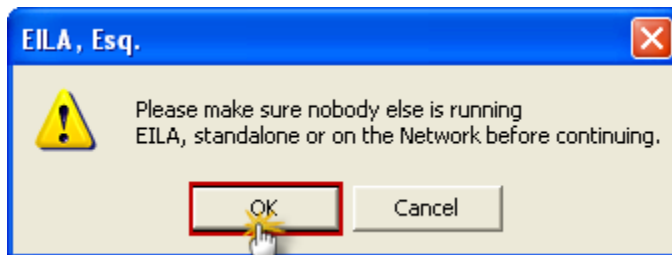


Repair Database:

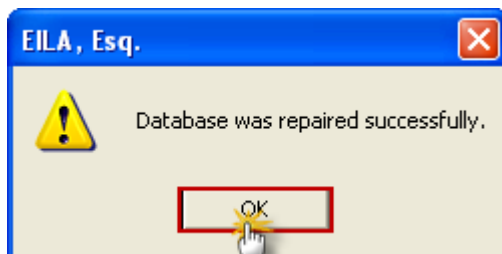
1) Click on **Setup** then select **Repair Database**.



2) Make sure nobody else is running EILA, click **OK** when done.

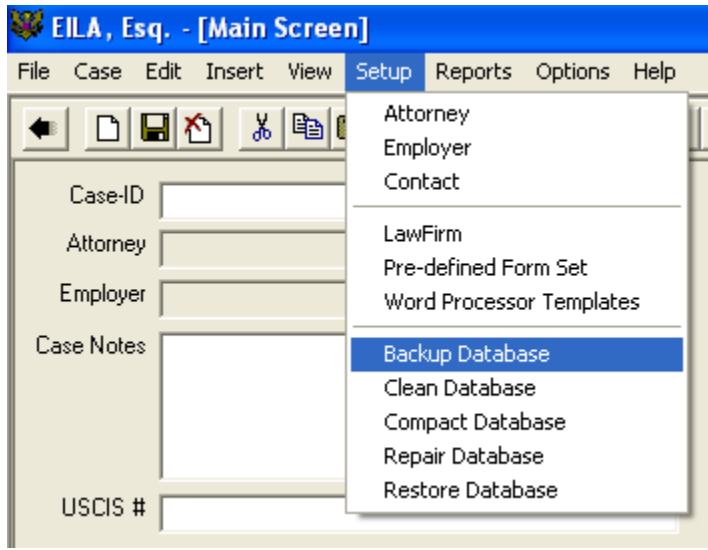


3) Click on **OK** button.

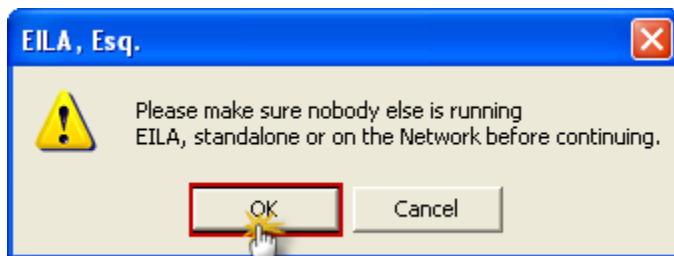


Make a backup copy of your EILA database:

- 1) Open EILA (double-click on icon).
- 2) Click on **Setup** then select **Backup Database**.



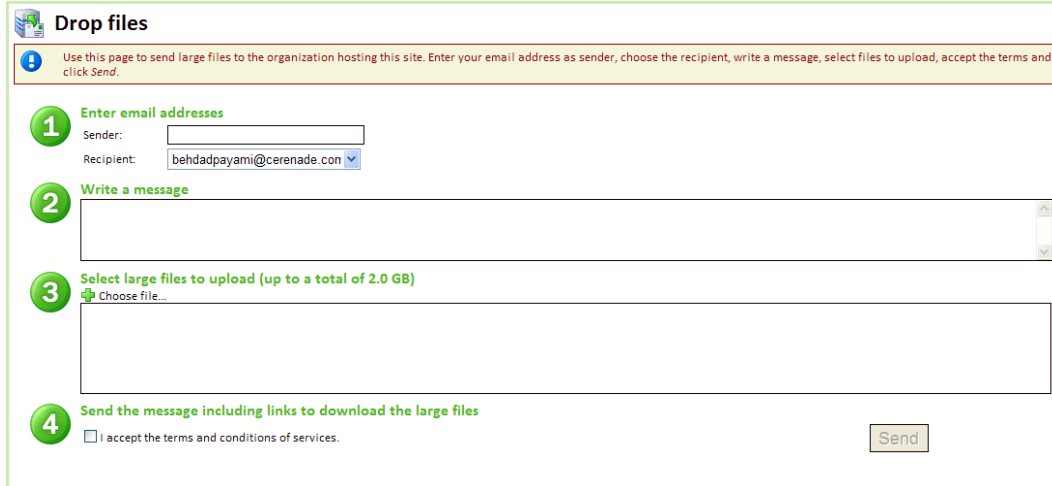
- 3) Make sure nobody else is running EILA, click **OK** when done.



- 4) Save the backup on your desktop, name it, and click the **SAVE** button and save the backup copy of your EILA database to your DESKTOP.

Send your EILA database to Cerenade:

1) Visit <http://demo.cerenade.com/upload>

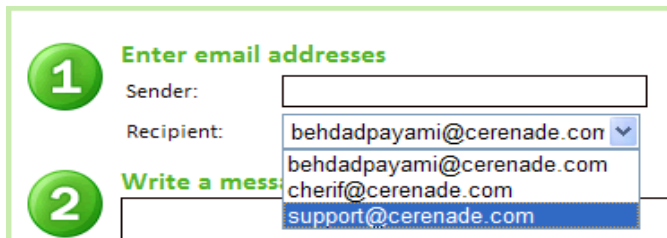


Drop files

Use this page to send large files to the organization hosting this site. Enter your email address as sender, choose the recipient, write a message, select files to upload, accept the terms and click **Send**.

- 1 Enter email addresses**
Sender:
Recipient: behdadpayami@cerenade.com
- 2 Write a message**
- 3 Select large files to upload (up to a total of 2.0 GB)**
Choose file...
- 4 Send the message including links to download the large files**
 I accept the terms and conditions of services.

2) **1st Step: Enter email addresses:** In the **Sender:** enter your email address. In the **Recipient:** choose support@cerenade.com.



1 Enter email addresses

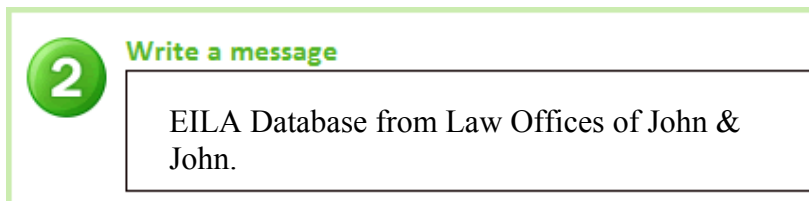
Sender:

Recipient: behdadpayami@cerenade.com

2 Write a message

behdadpayami@cerenade.com
cherif@cerenade.com
support@cerenade.com

3) **2nd Step: Write a message.**



2 Write a message

EILA Database from Law Offices of John & John.

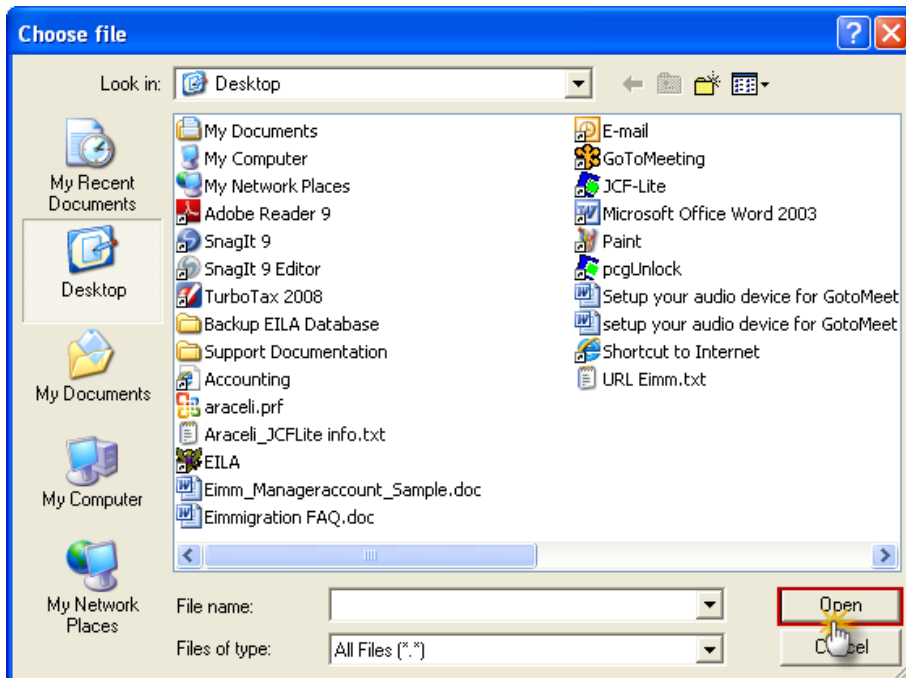
4) **3rd Step: Select large files to upload (up to a total of 2.0 GB)**

Click where it reads **Choose file...**

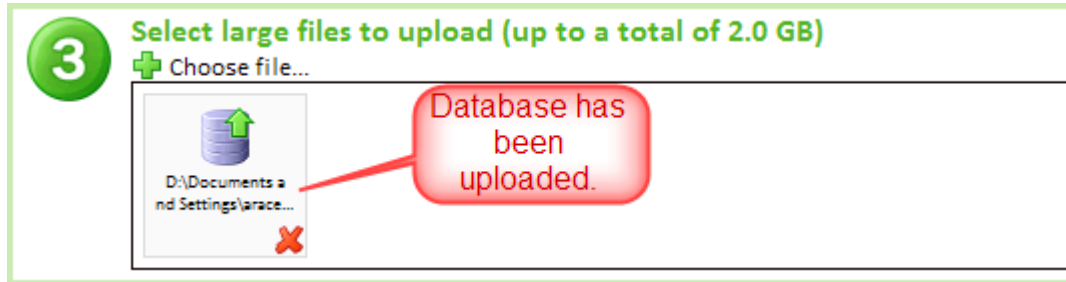


NOTE: If your database is larger than 2 GB, please compress or ZIP the database to shrink its size. Your system administrator can help you with this step.

A) Following window opens: Browse to your **DESKTOP** where you saved the backup copy of your EILA database. Select the database and click on **Open** button.

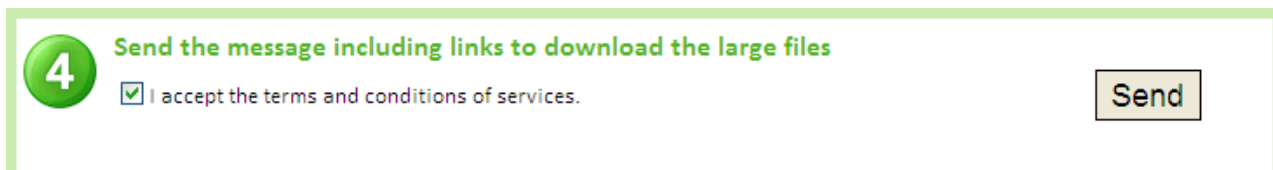


B) When file has completed uploading you will see the icon of the database in the field.



5) **4th Step: Send the message including links to download the large files:** Click on the checkbox to accept to the terms and conditions then click **Send** button.

ATTENTION: Once you go through all 4 steps of the upload page the SEND button will illuminate.



6) A confirmation message will appear on the screen.

For more information and articles, please visit www.eimmigration.com