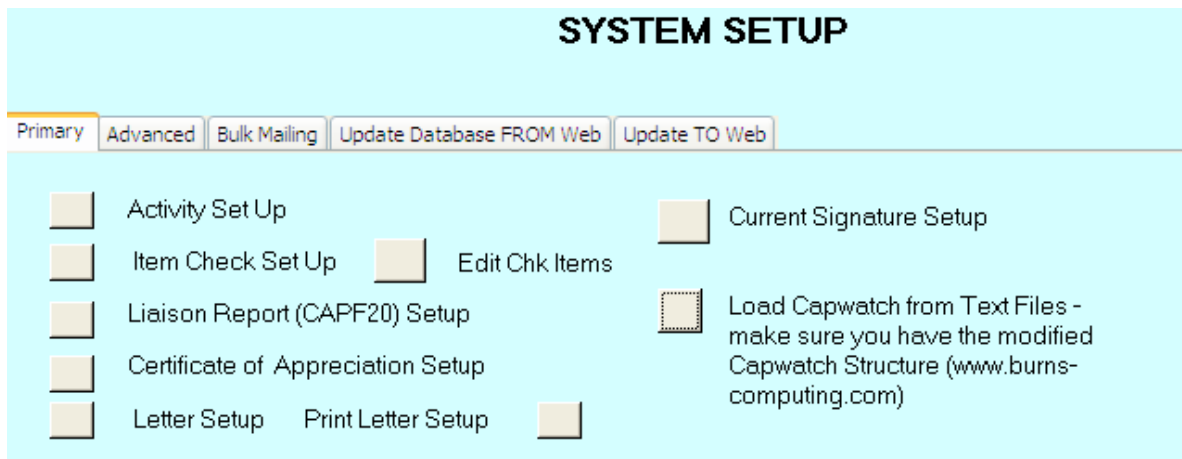


## CAPWATCH TEXT DOWNLOAD – 11/1/11

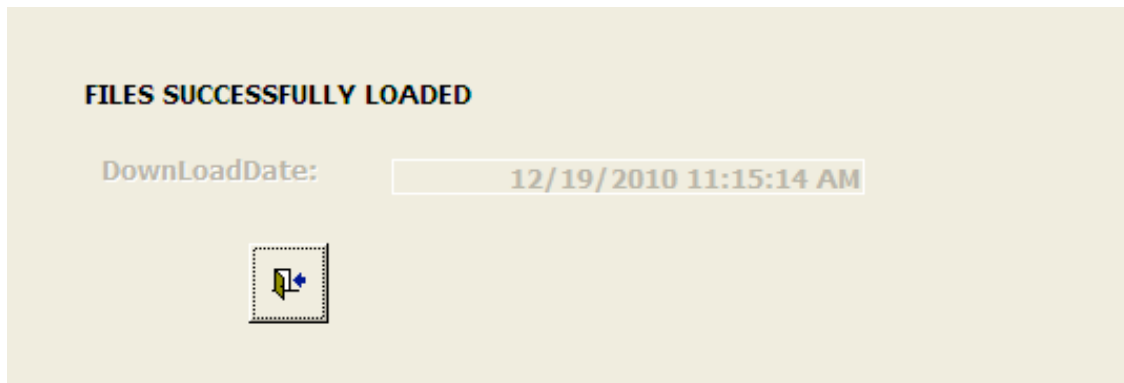
If you have access to Download the CAPWATCH Text Files, you will see an option on your eServices page on the National Civil Air Patrol Website. This option will create a zipped file of text files that holds Member information from National. Depending on your level of security access, you may be able to see your unit, Wing, or Region. These files need to be 'loaded' into the Access Encampment Management Program. The program in the Access database that will process these files expects to see the downloaded data in the directory C:\capwatch\downloads. If the data is not in this location, the information will NOT be loaded properly.



1. Download and save the zip file from National to your local computer.
2. Click on the zip file, Select ALL, and Extract to C:\capwatch\downloads



3. Go to the System Set Up Menu and click the Button to Load Capwatch from Text Files. If everything goes as expected, you should see the verification screen below.

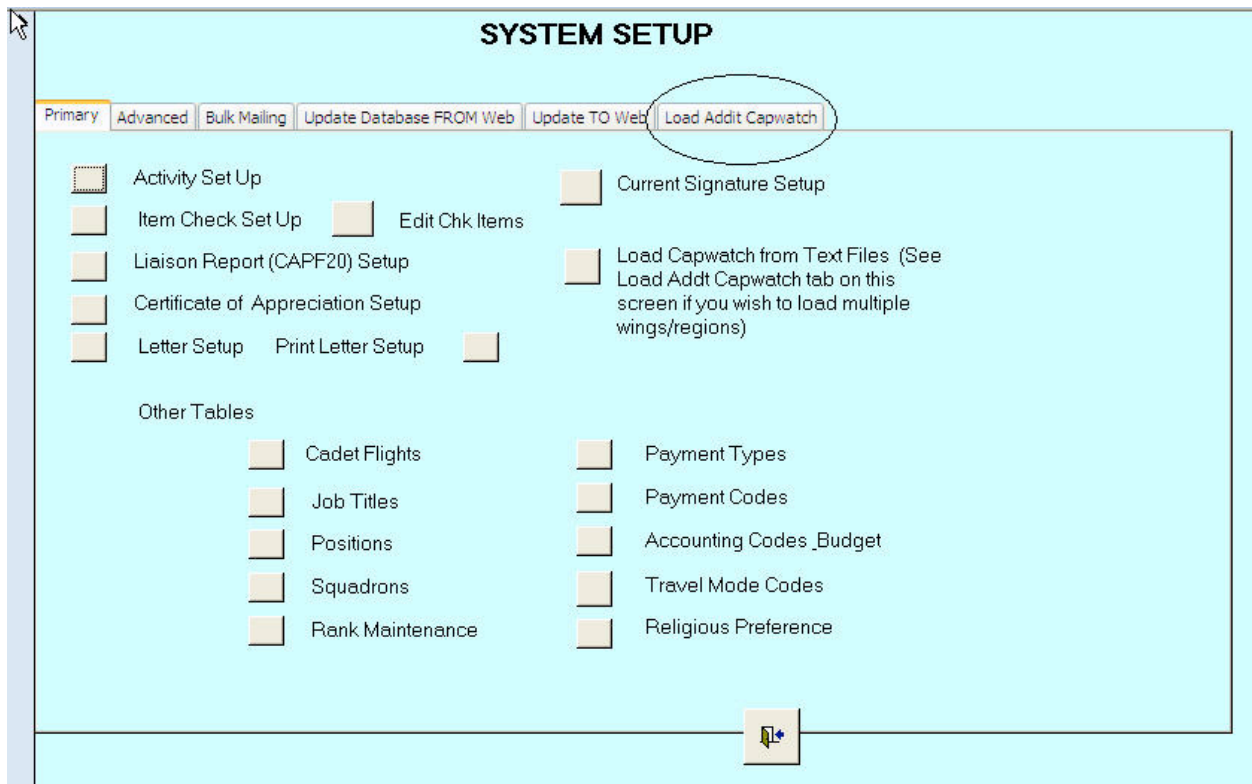


# CAPWATCH TEXT DOWNLOAD – 11/1/11

## LOADING MULTIPLE WINGS/REGIONS

If it is necessary to load Capwatch for multiple wings/regions, there is now an option to do that. Save the textfiles for the first wing/region in c:\capwatch\downloads. Run the program on the PRIMARY tab of the System Sewt Up (as shown above).

After the first load has been completed, load the second capwatch into the same directory (c:\capwatch\downloads). However instead of using the option on the first tab, use the option on the tab labeled **Load Addit Capwatch**.



This step can be repeated for as many wings/regions you wish to load.

