

MPLP CASE MANAGEMENT SUPPORT
Clients 2000 for Windows Intake Questions
August 2001

Following are directions for importing MPLP's database of intake questions into Kemps. Please note that this process will replace any sub/special problem codes, question pool or question lists that your version of Kemps currently contains.

- (1) Download the Access file of Intake Questions from the MPLP web site. Remember where you save the file.
- (2) Open **clientst2000.mdb**. The database is on the server in the **cfwt** directory, and contains client data.
- (3) Click on the **File** menu & select **Get External Data ... Import**.
- (4) Browse to find where you saved the downloaded Access file, and double click it.
- (5) Click on the **Tables** tab in the dialog box, and then click **Select All**. This will highlight all five tables.
- (6) Click on the **Queries** tab, and click **Select All**. This will highlight all the queries.
- (7) Click on the **Macros** tab, and click **Select All**. This will highlight the single entry.
- (8) Click **OK**. This will import everything into clientst2000.
- (9) Click on the **Macros** tab and highlight **xDeletethenAppendIntakeTables**.
- (10) Click **Run**.
- (11) Wait until the macro finishes and you receive a message box stating that the Intake System is ready to use.
- (12) Then highlight the **xDeletethenAppendIntakeTables** macro, and hit delete on your keyboard.

If you need further assistance, contact Trent Cahill, State Bar Access to Justice Technology, at tcahill@mail.michbar.org or 877-247-8233 ext. 6316.