

How to install/update/transfer IPMR

Additional support

If you need additional help installing or using IPMR, you can contact the BTO's Demography Team at ringing@bto.org or nrs@bto.org, or by phoning 01842 750 050. You can also register with the IPMR online support forum and ask questions there:

<http://groups.yahoo.com/group/IPMRAdvisors/>

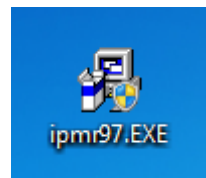
Downloading IPMR

The latest version of IPMR is always available from the IPMR web page:

www.bto.org/volunteer-surveys/ringing/taking-part/submitting-records/ipmr

From there, scroll to the **Download IPMR** button and click in order to download the Installer file, called **IPMR97.exe**. If you are prompted for a save location, it's probably quickest to save the file to your Desktop, otherwise you will need to find the installer file in the standard downloads area for your browser

Program and installation download:

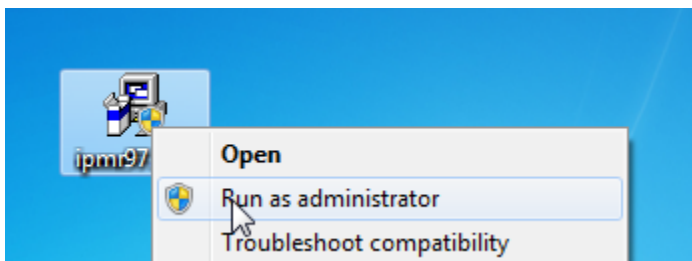


Right: the IPMR installer icon as it appears when downloaded to the Desktop

If you are unable to download IPMR, please email ringing@bto.org or phone 01842 750 050 to request a copy of IPMR on CD.

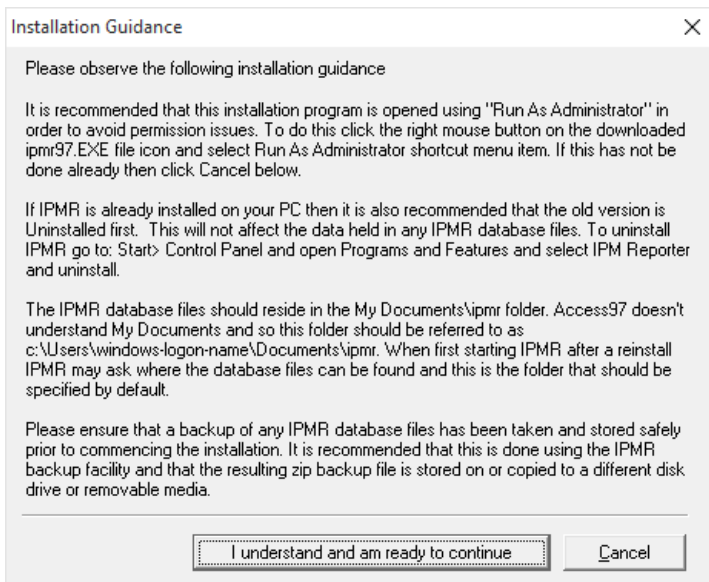
Installing IPMR for the first time

If you are installing from CD, inserting the CD should cause the set-up program to start automatically. If you are installing IPMR from the installer file (IPMR97.exe) you downloaded, right-click on the file icon and select menu item **Run as administrator**.

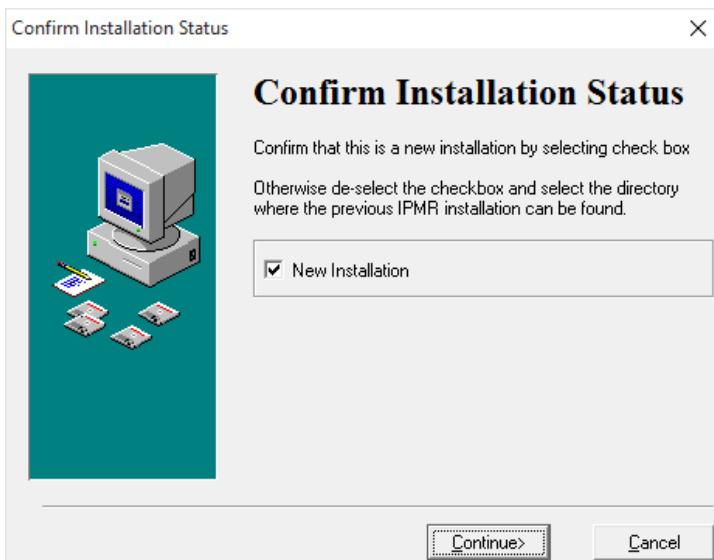


Now follow the on-screen instructions, which will appear as follows:

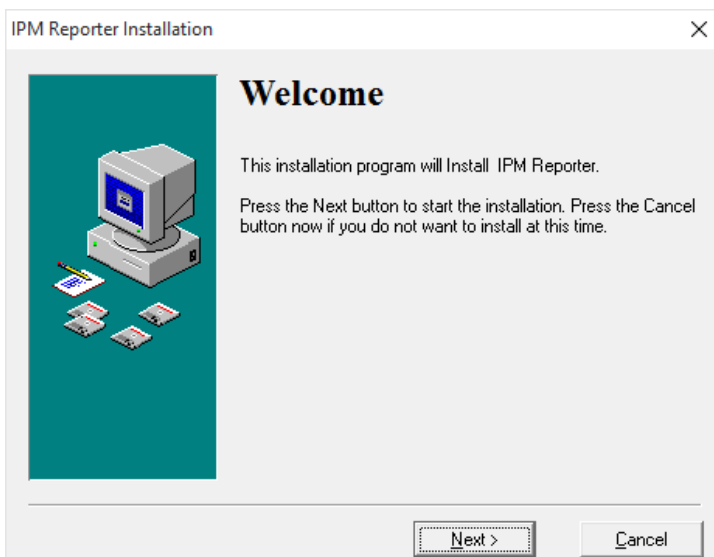
- a) You may be asked **Do you want to allow the following program from an unknown publisher to make changes to this computer?** Click 'Yes'.
- b) You will be shown the guidance screen below. After reading, click **I understand and am ready to continue**.



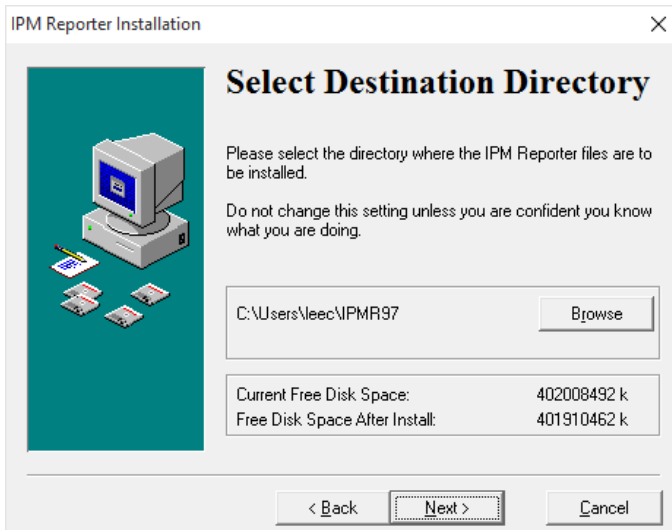
- c) You will be presented with the Licensing Agreement form. Click **I Agree**.
- d) The **Confirm Installation Status** window will appear. Make sure the **New Installation** box is checked and click **Continue**.



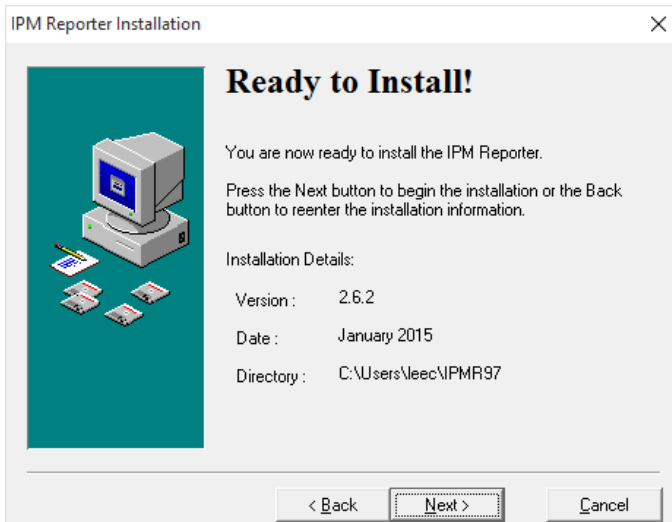
- e) Click **Next** on the **Welcome** window.



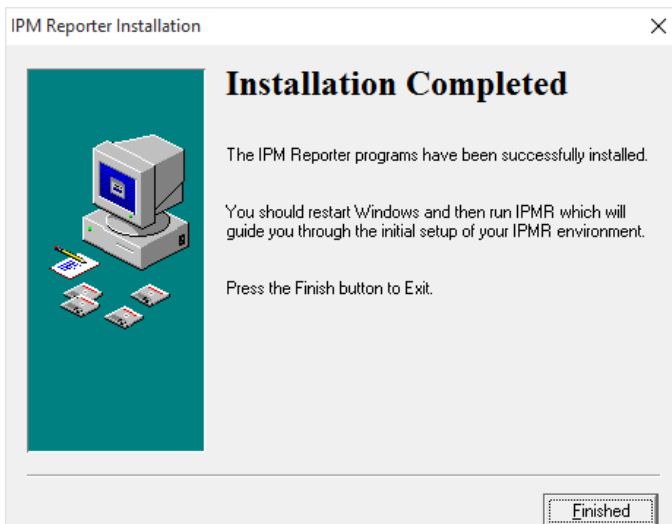
- f) The **Select Destination Directory** window will appear. This allows you to choose the directory to which IPMR will be installed onto your computer. Unless you know what you are doing, accept the default location **C:\Program Files\IPMR97** and click **Next**.



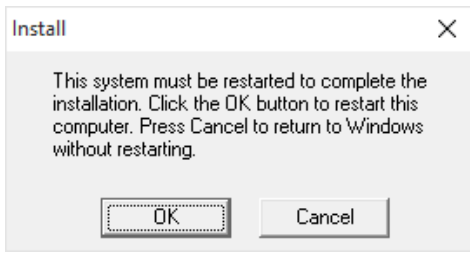
- g) The **Ready to Install** window will appear. Click **Next**.



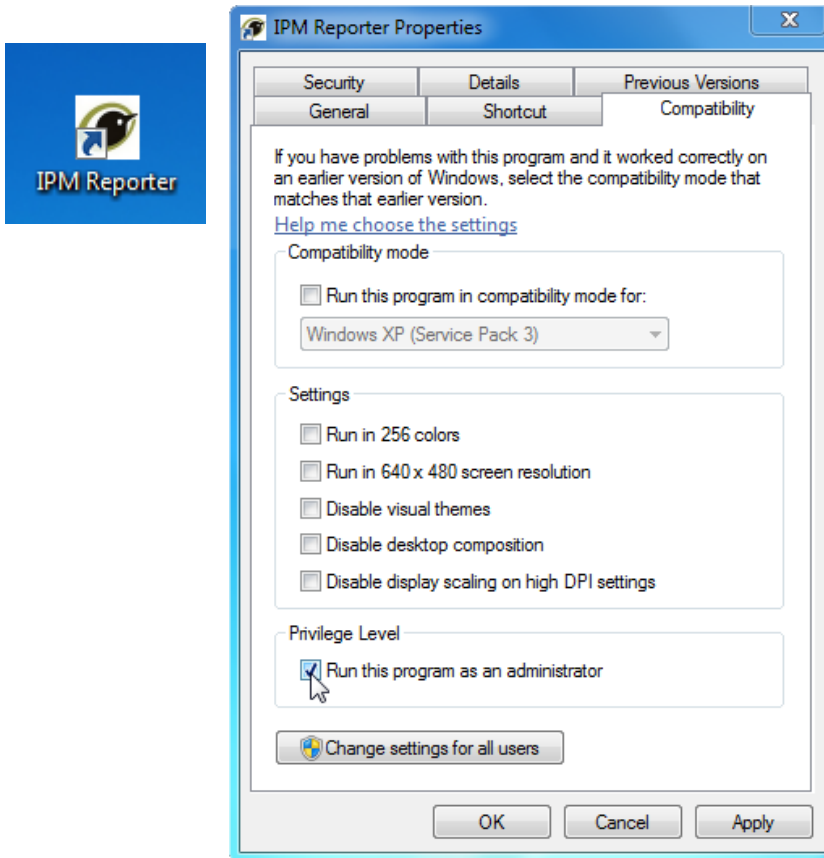
- h) IPMR will install automatically, after which the **Installation Completed** window will appear. Click **Finished**.



- i) You will be asked to restart your PC to complete the installation.

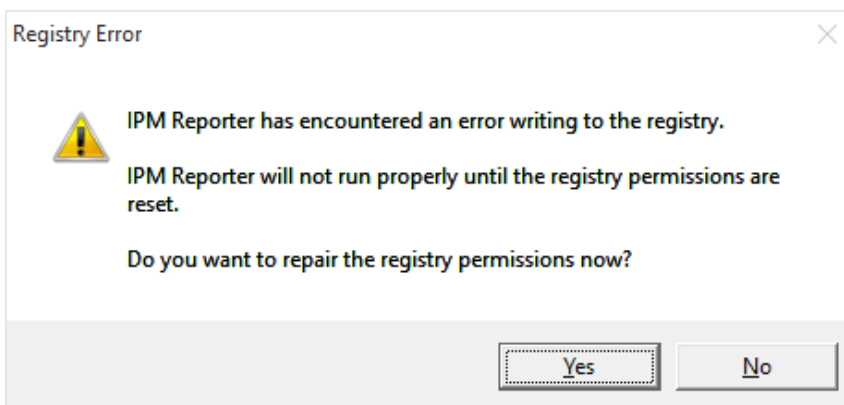


j) Once the computer has restarted you will notice an **IPM Reporter** icon on your desktop.



Right-click the icon and select menu item **Properties**. On the window that appears, select the **Compatibility** tab and then click the option **Run this program as administrator**. You may then be asked **Do you want to allow the following program from an unknown publisher to make changes to this computer?** Click 'Yes'.

k) If you are using Windows 8 or 10, you may see the message below at this point. Click **Yes**.



A box will then appear asking whether you wish StartAccessPermissions to proceed, click **Yes/Allow** again.

- l) The **Welcome to IPMR wizard** will. If you are installing IPMR for the first time, select **New installation of IPMR** and click **Next**, otherwise select one of the other options. If you are moving IPMR to a new PC, go to section **Moving IPMR to a new machine** at this point.

Welcome to IPMR

Help

Please select the installation type and then click Next.

New Installation of IPMR (no existing IPMR databases)

Restore from backup files or
Transfer existing IPMR databases from copy taken from
another PC

Find existing database files on this PC

Cancel Next

- m) Another form will appear, asking you to select the folder where you want your database files to be held. To accept the recommended default location, which is `\Documents\IPMR`, click **Next**. If you'd prefer to store your data files somewhere else, you can click **Browse** to select a different location.

Welcome to IPMR

Help

Select the folder where you want your **NEW** database files to be held.

The default location for your IPMR database files to reside is an IPMR folder within your "My Documents". If you wish to select your own folder then click on the Browse button and select the desired folder.

C:\Users\leec\Documents\IPMR\

Browse

Previous Next

- n) You will then be asked to enter the name for your new database using up to 8 alphabetic or numeric characters with no spaces. It's important to remember this name, since the database file will also be given this name and you may need to find the file in future, for example if you are switching to a new PC. If you call your file 'DAVEDB', for example your database file will be called 'DAVEDB.mdb'. Enter a name and click **Next**.

Welcome to IPMR

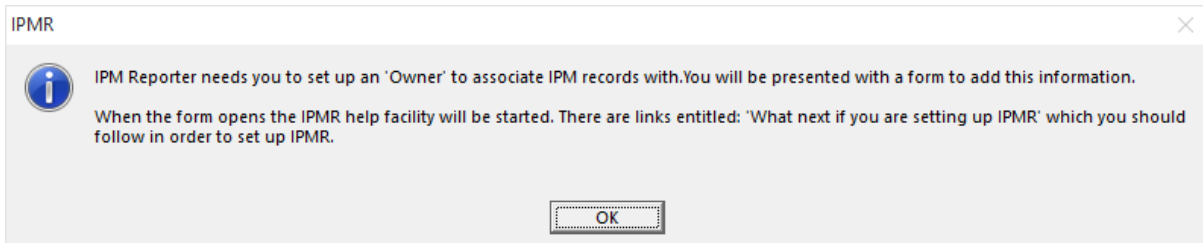
Help

Enter the name for your new IPMR database. (It can up to 8 alphanumeric characters in length)

test1

Previous Next

- o) Another pop-up window will appear asking you to set up your 'Owner' details. Click **OK**.

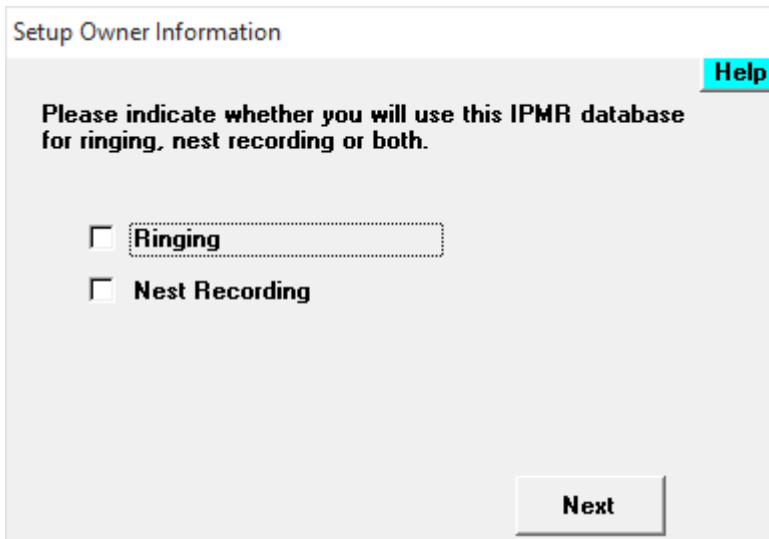


IPMR

i IPM Reporter needs you to set up an 'Owner' to associate IPM records with. You will be presented with a form to add this information. When the form opens the IPMR help facility will be started. There are links entitled: 'What next if you are setting up IPMR' which you should follow in order to set up IPMR.

OK

- p) Next you will be asked whether you plan to use your database for ringing, nest recording or both. Tick the boxes as appropriate, and select **Next**.



Setup Owner Information **Help**

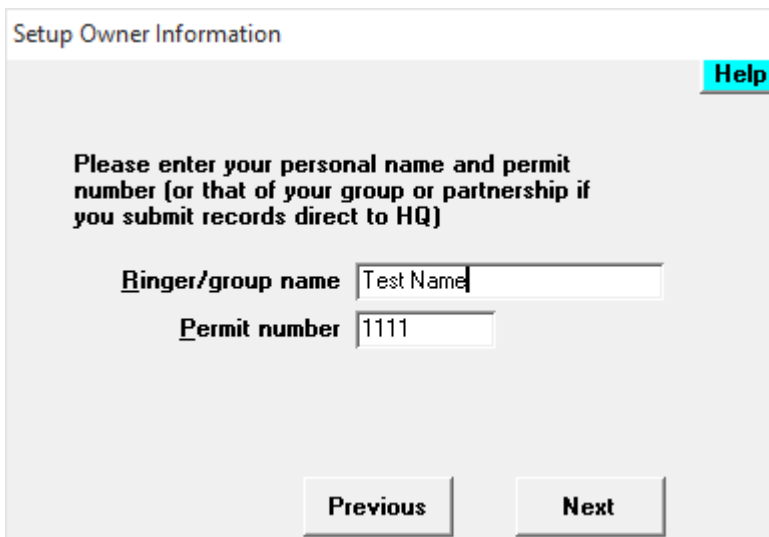
Please indicate whether you will use this IPMR database for ringing, nest recording or both.

Ringing

Nest Recording

Next

- q) If you ticked the **Ringing** box, you will be asked to enter your name and permit number at the next pop-up window. Enter your details, then click **Next**.



Setup Owner Information **Help**

Please enter your personal name and permit number (or that of your group or partnership if you submit records direct to HQ)

Ringer/group name

Permit number

Previous Next

- r) If you ticked the **Nest Recording** box, a pop-up window will appear, asking you to confirm whether you have an **Observer Code** (allocated by the BTO). If you do not have a code, select the second option and contact nrs@bto.org in due course. Unless you are a ringer, you will not be able to proceed further at this point. If you are a ringer, IPMR will use your permit number as a substitute until you obtain a proper NRS observer code. If you do have an NRS observer code, select **Yes** and click **Next**, after which you will be prompted to enter your name and code.

- s) You will then be asked whether you would like IPMR to take backups of your database(s). You are strongly recommended to select **Take backup when IPMR exits**. You will then need to tell IPMR where to save backup files by clicking **Browse** and selecting a save location. If you wish to save onto a memory stick, plug it into the PC before clicking the Browse button.

Please note that setting a backup location on the same hard drive as your IPMR installation is a bad idea: you should select a different place to your laptop/PC. Every year at least 10 IPMR users contact BTO having lost all their data to hard drive failure or laptop theft, because their backup files were on the same hard drive as the main installation.

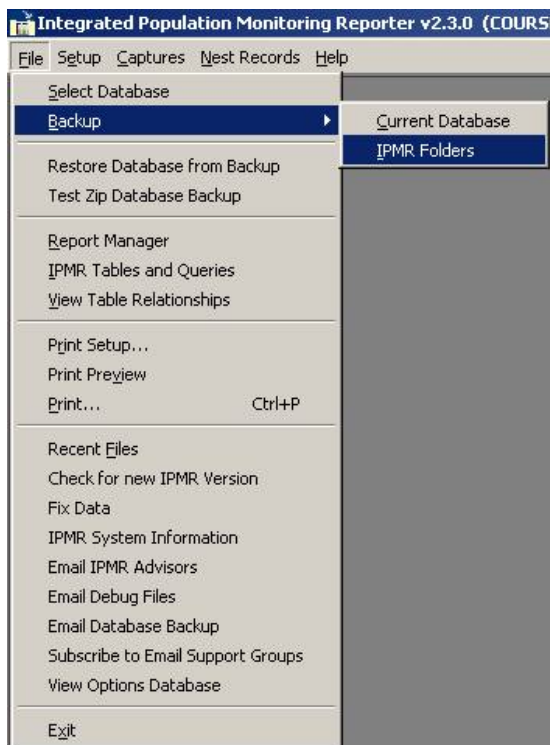
- t) Select whether this database is for use in GB & NI or Eire and click **Next**.

You can then begin using IPMR. Please consult the IPMR manuals at www.bto.org/volunteer-surveys/ringing/taking-part/submitting-records/ipmr for further guidance.

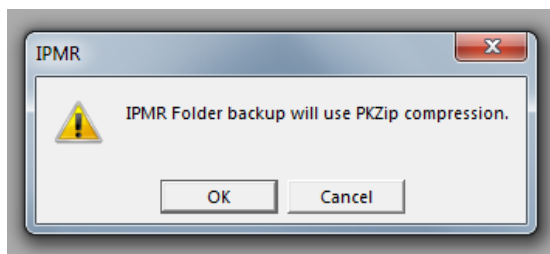
Upgrading IPMR from a previous release

Before upgrading, it is important to back up your data as a precaution—this is done in steps *a)* to *d)* below.

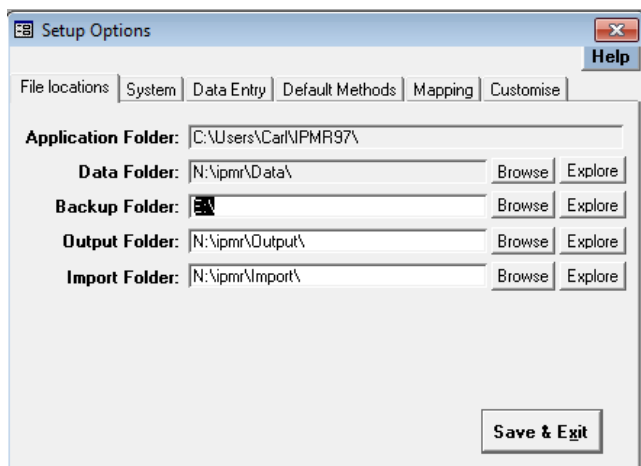
- a) Insert a memory stick into your existing PC
- b) Open IPMR, then open the **File** menu and select **Backup** and then **IPMR Folders**.



- c) If the message below appears, just click **Ok**.



- d) If you see a message saying that no backup location can be found, open the **Setup** menu and select **Options**, at the bottom. The window below will appear. Select the **Browse** button next to the **Backup folder** box. Select a backup location, i.e. the memory stick. Then repeat from step *b)* again.

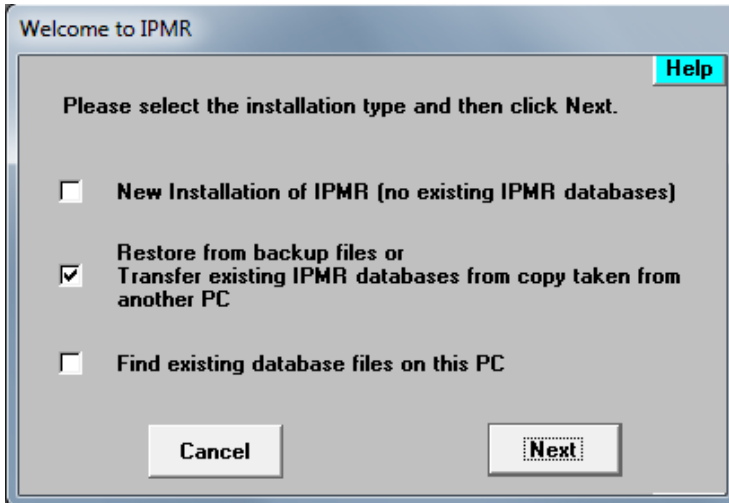


- e) Download a copy of the latest IPMR installer file—see the section **Downloading IPMR** above for guidance.
- f) Follow steps *A* to *K* for a new installation (beginning of this document). You may not see a **Confirm Installation Status** box (step *D*). If you do see that box, you will need to untick the **New Installation** box and then follow the on-screen instructions.

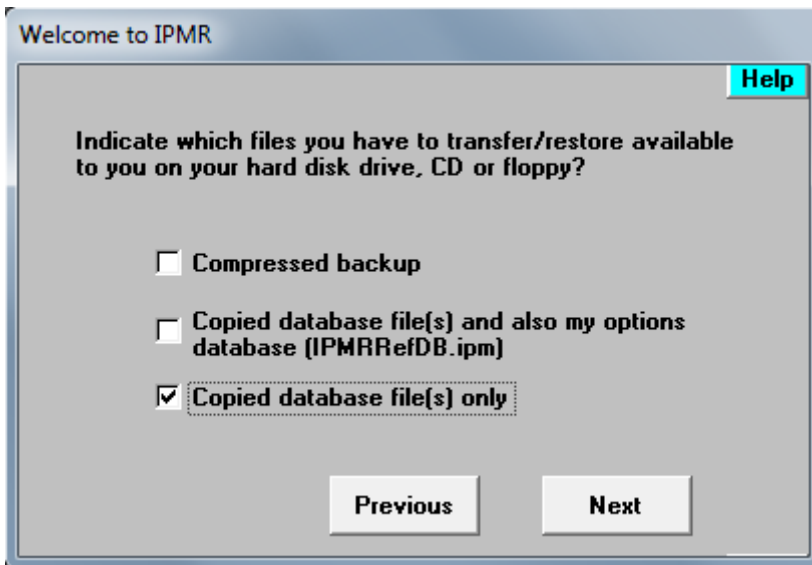
Once past step *K*, IPMR will warn you that your database is about to be upgraded. This may take a while to complete—the progress will be shown in a bar at the bottom of the screen. Once the upgrade has taken place, you can begin using IPMR in the normal way. If anything goes wrong—contact nrs@bto.org with you backups to hand.

Moving IPMR to a new machine

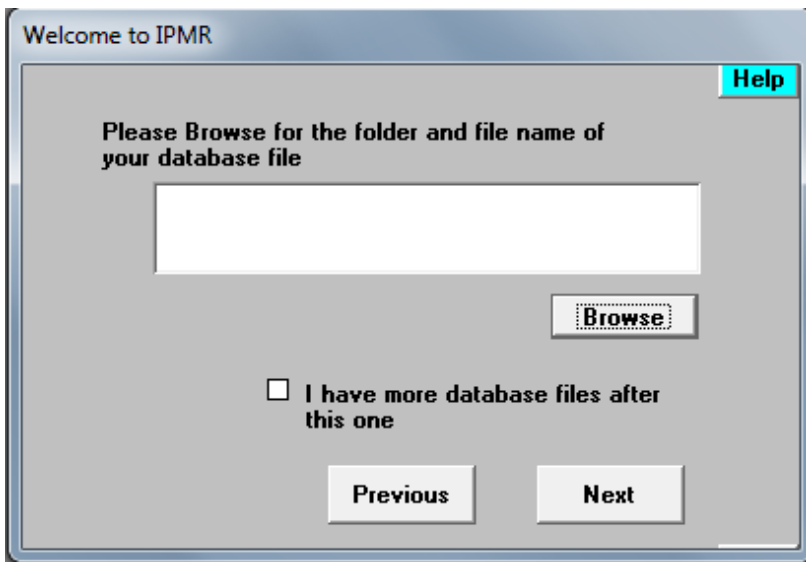
- a) Back up the database file(s) on your first machine to a memory stick. To do this, follow steps *A* to *D* on the previous page. If IPMR is no longer working on your first machine, you will need to locate and copy the database files yourself—email nrs@bto.org if you need help. Also bear in mind that if you have database files or submission files or report files stored in places other than your IPMR folder, these will not have been picked up in the back up Zip file. You will need to locate them and copy them to the memory stick yourself.
- b) Insert the memory stick into your new computer and view the contents using Windows Explorer.
- c) Unzip the zip file so that the contents are in a regular folder on your memory stick. (Normally this will be your copied IPMR folder).
- d) Download a copy of the latest IPMR installer file—see the section **Downloading IPMR** above for guidance.
- e) Install a copy of IPMR onto your new PC. To do this, follow steps *a*) to *k*) in the section at the beginning of this document, **Installing IPMR for the first time**.
- f) At step *l*) you will see a window asking you to select the installation type. Select the middle option and click **Next**.



- g) Another form will appear, asking you to select the folder where you want the database files to be held on your new PC. To accept the recommended default location, which is **\Documents\IPMR**, click **Next**. If you'd prefer to store your data files somewhere else, you can click **Browse** to select a different location.
- h) Another prompt will then appear, asking what kind of back up you have. Select the **Copied database file(s) only** option and then click **Next**.



- i) Another window will appear, asking for the location of your database file.



- j) If you have more than one database file to attach to your new IPMR installation, click the **I have more database files...** tick box
- k) Click **Browse** and navigate to the folder you unzipped on your memory stick in step c). Select a database file (the one you want to use first if there is more than one) and click **Open**. The pathway to the file will appear in the white box. Click **Next**.
- l) If you ticked the **I have more database files...** box in step j), then the white box will go blank again. At this point, click the **Browse** button again and repeat step k), selecting your second database file. Repeat until your last database file has been selected (i.e. so that its pathway appears in the white box). Then untick the **I have more database files...** tick box.
- m) Click **Next**. You should then see a message telling you that the databases you selected have been restored. Click **Done**.

IPMR should then go to the main screen and the name of the first (or only) database you selected should be under the **Current Database** heading.

Unfortunately this method of transferring IPMR does not always restore all your settings, so at this point you should open the **Setup** menu, select **Options** and ensure the various settings are correct, including the location of your backup folder (make sure it's a memory stick) and your output folder. If you have other files on the memory stick that you copied from your other PC, such as old submission files, these will need to be manually copied to your new IPMR folder.

Submitting data to the BTO

IPMR used to create emails in your mail package in a number of functions through the application. This still works but only for old style email systems. The mail package type is set in the Setup> Options function. The option can be set to MS Outlook or MAPI. MAPI applies to Outlook Express, Netscape Messenger and Eudora. **Please note that Webmail is not supported by IPMR.** If you use Webmail then you will need to attach your submission files manually to an email. To do this, when you have clicked OK to create your submission, select the 4th Processing option "Copy filename to clipboard (to manually attach to email)".

When you create your email to ringing.data@bto.org select to add an attachment and in the File name box cut and paste (ctrl + V on keyboard) and click the 'Open' button.

When you send a submission to BTO you will receive an auto reply to say that the file has arrived followed by a separate email confirmation of loading. Please check you receive these replies as it confirms that we have received and loaded your data.

The email addresses for sending electronic data to BTO are:

Ringing data submissions –ringing.data@bto.org

Nest Records submissions –nrs@bto.org

CES submissions –ces@bto.org

RAS submissions –ras@bto.org

IPMR and MAC users

IPMR can be used on an Apple Macintosh PC using two different methods. The newer Mac's with Intel processors can be set to dual-boot with Windows. As IPMR supports older versions of Windows, such as XP, licenses can be purchased more cheaply than the latest version.

If you have a Power-PC processor or wish not to dual-boot your Macintosh then installing an emulator (often with an edition of Windows, such as XP) will work. Currently this method has been tested with Microsoft Virtual PC for the Macintosh with Windows XP. If you are able to get IPMR to work with other emulators please let the IPMR Advisors team know.

Further help and advice can always be obtained from the IPMR Advisors forum.
