

# WinStabs-NMR Software Program

WinStabs-NMR is SMART TD's WinStabs is SMART-TD's proprietary bookkeeping software for Local unions. The program runs using Microsoft Office Access, 32-bit, version 2013 or newer. It is recommended to operate the program on devices running Windows 10. Windows 7 and Windows 8 will work, but Microsoft is working to discontinue both operating systems with Windows 7 support ending January 2020 and Windows 8 support ending January 2023. There is no way to run Microsoft Access natively on a Mac computer, so they are not recommended.

The WinStabs-NMR program itself is available as a download from TD Connect. WinStabs-NMR runs on an exclusive computer. It does not operate in a web-based environment, and it does not automatically push information to any other program or application. Because of this, it is important to routinely back up your WinStabs-NMR data in the event of computer issues that can corrupt or lose the data.

Prior versions of WinStabs required Local Treasurer's to download a new version of the program for each year and only contained the data for that single year. WinStabs-NMR, initially released in January 2019, allows for all years beginning with 2019 to be contained in one program. Instead of new versions being released each year, versions are released when repairs or enhancements are made to the program. Local Treasurers can find the most recent version of the program in TD Connect.

## Installation of WinStabs-NMR

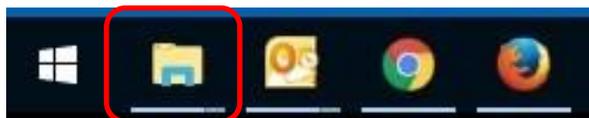
WinStabs-NMR can be downloaded from the WinStabs section on the home screen in TD Connect. Follow the steps listed there to complete the install. You will be redirected to the WinStabs download site where the latest releases of WinStabs-NMR can be downloaded.

If your machine has certain antivirus software, it may prevent WinStabs-NMR from creating a desktop shortcut during the initial download. Check your desktop for an icon named WinStabs-NMR. If you can locate the WinStabs-NMR icon, your installation is complete, and you can import your data that you have exported from the previous version. Once you have the data in the new install, delete the old version of WinStabs-NMR to prevent confusion.

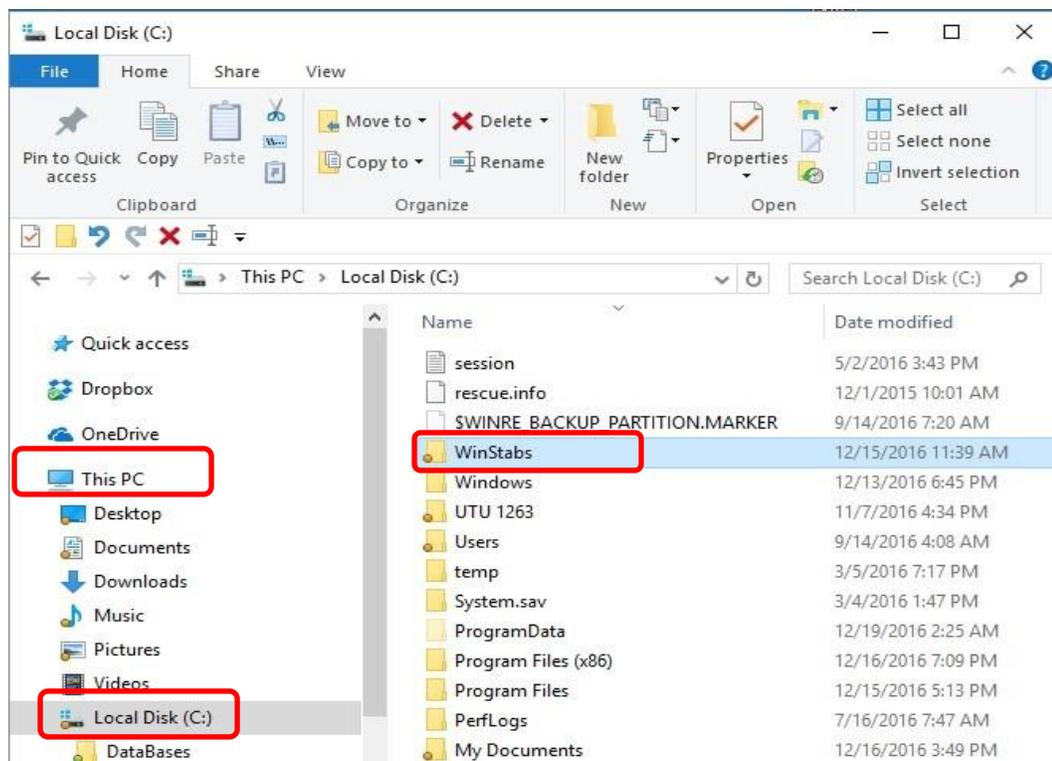
**If you cannot find the desktop shortcut proceed to step 1.**

Steps:

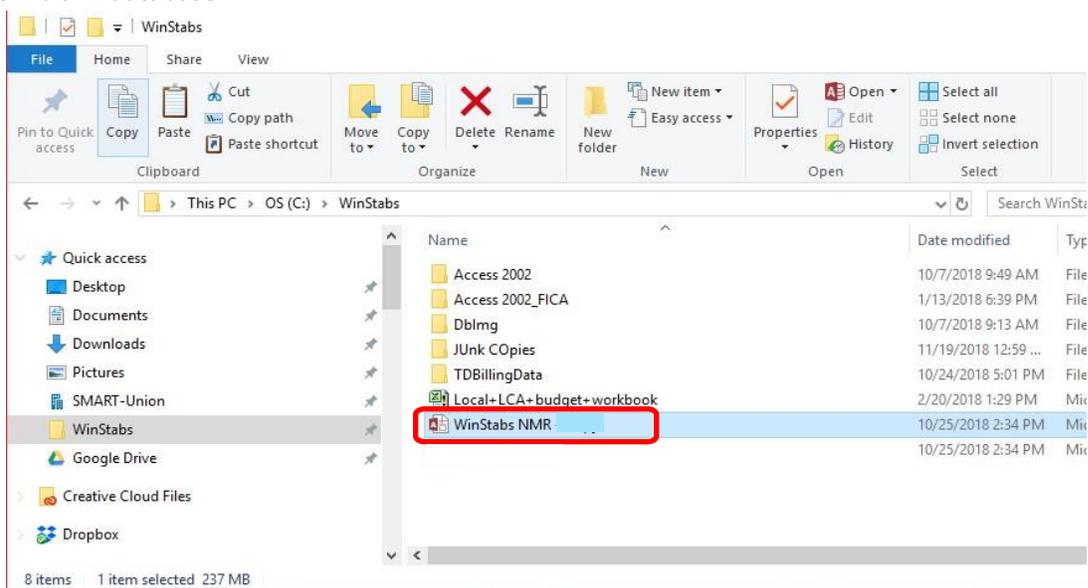
1. Click the yellow folder in the bottom task bar or the computer icon on your desktop. File Explorer (Windows Explorer in Windows versions before Windows 10) will open on your screen.



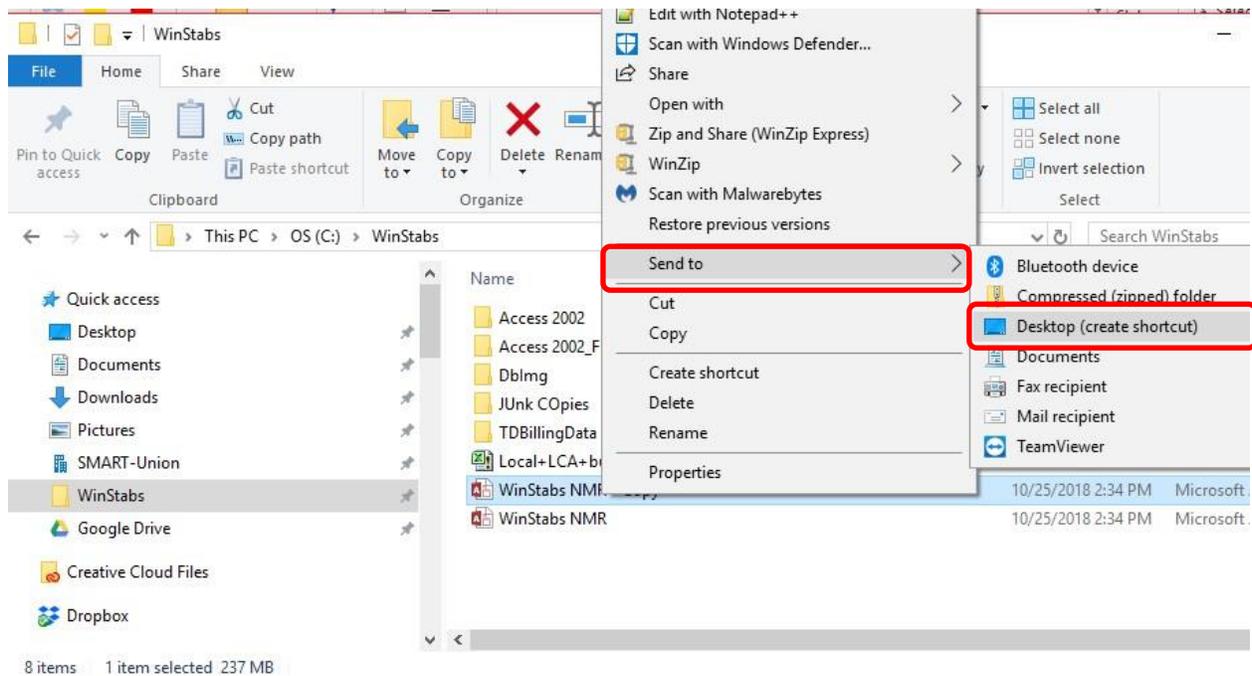
2. Click on “Local Disk (C:).” If it is not shown, click on the arrow beside “This PC” and a drop-down menu will appear. Once you have clicked on “Local Disk (C:),” a list of items in the Local drive will appear; double-click on the yellow folder named “WinStabs.”



3. You will then see another list of files. The file you need will have either a purple key or red 'A' icon. Look for the file name that includes the version number of WinStabs-NMR that you just installed. This is the new blank database.



4. Right-click the file named "WinStabs-NMR." A drop-down menu appears on the screen. Hover your mouse over "Send To" and a new pop-out menu appears. Click on "Desktop (create shortcut)." This will create a shortcut to the program on your desktop for ease of access.



5. Close File Explorer and now WinStabs can be accessed from the newly created desktop icon.