OHIO AUDITOR OF STATE
KEITH FABER

TO: UAN Users

FROM: UAN Support

DATE: December 1, 2022

SUBJECT: Version 2023.1 Update Instructions

This update must be installed after version 2022.3. Contact UAN Support if you require a copy of version 2022.3.

Single UAN computer use: If your entity operates UAN on **one computer only** (*majority of UAN clients*) skip to Step (01) below.

UAN Multi-User Network: When UAN is used on **two or more computers** in a network environment, the same installation disc can be used to update the version on all computers that use UAN. However, the installation on the first computer receiving the version update will force all other networked UAN users to be automatically logged out of the software until it is finished.

Note: *Please be patient – the update may occasionally stall or take longer than predicted below. Do not cancel the update or eject the disc prematurely unless instructed by UAN Support.*

☐ (01) Perform a UAN Backup in: General > Maintenance > Backups
Label the disc and/or name the backup file: '**Before 2023.1 Update**'.

Note: *In multi-user environments, only one computer must perform the UAN Backup.*

☐ (02) Close **all** open applications and return to the Desktop (Windows main screen).
It is important that no other applications are running.

☐ (03) Check the unlabeled side of the update disc for fingerprints or smudges.
Gently wipe the disc with a clean soft cloth if necessary.

☐ (04) Press the DVD button to eject the DVD tray. Place the update disc into the tray, labeled side up. Press the DVD button again to load the disc into the computer.

☐ (05) The contents of the CD will display in a File Explorer window. Double click on the Setup file.

Note: *If the File Explorer window does not automatically open, manually open File Explorer, browse to the DVD drive, and then double click on the Setup file.*

☐ (06) A *User Account Control* message will be displayed. Enter your UANInstaller Account password **FiscalOfficer** (capital F and O, no spaces).

☐ (07) An InstallShield window will appear. To start the installation, click **[Next]**.

☐ (08) 'Complete' and 'Custom' options will appear. Choose '**Complete**' and click **[Next]**.

☐ (09) A window titled *Ready to Install the Program* will appear. Click **[Install]**.

Note: *If the update determines that an error exists, it will instruct you on how to proceed. After resolving any errors, eject and then reinsert the disc to restart the update.*

☐ (10) A window titled *Uniform Accounting Network – InstallShield Wizard* will appear with a progress bar. A window titled *Database Update* will also appear briefly.

Note: *In multi-user environments, only the first computer to install the update will display the Database Update window.*

☐ (11) **Please be patient – the update may occasionally stall** or take longer than predicted below. **Do not cancel the update** or eject the disc prematurely unless instructed by UAN Support. Allow *roughly* 15-30 minutes. The progress bar may appear to stall – this is **normal**.

☐ (12) *InstallShield Wizard Completed* will be displayed. Click **[Finish]**.

☐ (13) Remove the Version 2023.1 Update disc from the DVD drive.

☐ (14) Open UAN to verify that ***Version 2023.1*** appears in the status bar at the bottom.

Note: *After Version 2023.1 has been installed, the Overview, Year End Procedures, and other documents related to the update and its contents will be accessible from your desktop in:*
UAN Tools → Version Documentation → 2023.1.