



# Dave Yost • Auditor of State

**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** January 31, 2013  
**SUBJECT:** 2013 Tax Table Update Instructions

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Please install this update as soon as possible. It is important to install UAN updates promptly to keep your application current with the latest fixes and enhancements. If you have already installed this update from the UANLink website, it is NOT necessary to install the CD copy.

This update may be installed on the UAN Dell Optiplex 740 PC with version 2013.1, or any other computer sharing UAN on your network. If you currently use UAN on two or more computers, only ONE computer must install the update.

To install this update, please follow the instructions below:

- (01) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup  
Label the disc and/or name the backup file: **'Before 2013 Tax Table 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 CD button to eject the CD tray. Place the update disc into the tray, labeled side up. Press the CD button again to load the disc into the computer.
- (05) The setup program will automatically execute after the disc loads.
- (06) *Install the 2013 Tax Tables Update?* will be displayed. Click **[Yes]**.  
The installation process should take less than 1 minute.

**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.*

(07) *The 2013 Tax Tables Update has completed successfully* will be displayed.  
Click **[OK]**.

(08) Remove the disc from the CD drive.