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Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: APRIL 11, 2008
SUBJECT: VERSION 12.2 BUDGET UPDATE INSTRUCTIONS

PLEASE INSTALL VERSION 12.2 IMMEDIATELY. To apply this update, Version 12.1 must be the current version on your UAN PC. A critical malicious spy-ware removal tool and a critical anti-virus update will be installed with this Budget Update. The Windows updates we send you are to provide you with the safest possible working environment for private information such as addresses, Employee Identification Numbers, and/or Social Security Numbers. Without the proper protection, hackers can steal information leading to identity theft and other malicious acts. Please take the time to install this update as soon as possible.

To apply the update, please follow the instructions below:

- (01) Perform a quarterly backup.
- (02) Start the update from the Desktop (Windows main menu screen). **It is important that no other applications are running. Close all software applications. If your computer is logged onto a network, logout before you start this update.**
- (03) Press the CD button to eject the CD tray. Check the front and back of your Version 12.2 Budget Update CD to make sure there are no fingerprints or smudges on it. If so, be sure to use a clean cloth to wipe off the smudges before inserting it into the CD drive. Place the Version 12.2 Budget Update CD into the tray with the label face up and press the CD tray button to insert the CD into the CD drive.
- (04) The setup program will automatically execute shortly after the CD is loaded into the CD drive.
- (05) The first time the CD is inserted into the CD drive, a message box will be displayed for you to select the Version 12.2 documents to print. **You will have the option to print all documents or just the install instructions and required documents.** Regardless of which option is chosen, all documents will be copied to My Documents/UAN Install Documentation/Version 12.2. If you have to restart the install before the 12.2 documents are printed, you will be given the opportunity to print the documents after the install is restarted.

- (06) A window will display asking if all of the conditions have been met to proceed with the update. Answer this question, by clicking on ‘Yes’ or ‘No’.

Important: The setup program will automatically detect if a condition has not been met. If the setup program detects an unresolved condition, you will be notified and instructed on how to proceed. Once the situation is resolved, eject and reinsert the CD to restart the setup program. **Press the CD tray button to eject the tray and immediately press the CD tray button to reinsert the CD to execute the setup program again.**

- (07) Once all the conditions have been successfully met, a window will be displayed welcoming you to the InstallShield Wizard for the Uniform Accounting Network. Click on the ‘Next’ button.
- (08) A window titled ‘Uniform Accounting Network – InstallShield Wizard’ will be displayed with a progress bar. Then a series of windows will be displayed while the software is updated.
- (09) Please be patient. This update may take a little longer than past updates to install (approximately 20-40 minutes) due to several Windows updates that must be applied.
- (10) A window titled ‘Uniform Accounting Network – InstallShield Wizard’ will be displayed. Select the ‘Yes, I want to restart my computer now’ option and click on the ‘Finish’ button.
- (11) Once the computer restarts, remove the 12.2 Budget Update CD from the CD drive.
- (12) Perform a quarterly backup.
- (13) Go into the UAN software to verify the Version number is 12.2.

Keep this update CD along with the Version 12.1 CD and materials. You can discard all prior update CD’s and materials once 12.1 and 12.2 are installed successfully.