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Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: DECEMBER 4, 2009
SUBJECT: VERSION 14.0 UPDATE INSTRUCTIONS

PLEASE INSTALL VERSION 14.0 IMMEDIATELY. You must have Version 13.2 installed. It is important to install this Version 14.0 update immediately to help prevent sensitive information and data that resides on your UAN system from being compromised. A critical malicious spy-ware removal tool and a critical anti-virus update will be installed. The Windows updates we send you are to provide you with the safest possible working environment for private information such as Social Security Numbers, Employee Identification Numbers, and/or addresses. 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.

Important: Version 14.0 must be installed PRIOR to advancing your Accounting and/or Payroll software to 2010!

Note: Throughout the course of the install, several windows titled 'Symantec Client Firewall' may appear. Click the 'OK' button on each of these windows to continue. You may avoid the numerous update messages by temporary removing the high speed connection from your UAN PC. Below is an example of the message(s) that may be displayed.



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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 14.0 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 14.0 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 14.0 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 14.0. If you have to restart the install before the Version 14.0 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 approximately 40-60 minutes due to several Windows updates and a Microsoft Office update that must be installed.
- (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 14.0 Update CD from the CD drive.
- (12) Perform a quarterly backup.
- (13) Go into the UAN software to verify the Version number is 14.0.