



Dave Yost • Auditor of State

TO: UAN ACCOUNTING & PAYROLL USERS

FROM: UAN SUPPORT

DATE: DECEMBER 15, 2011

RE: UAN VERSION 16.0 UPDATE INSTRUCTIONS

NOTE: Do not install UAN Version 16.0 unless you are currently using Version 15.1.

PLEASE INSTALL UAN VERSION 16.0 IMMEDIATELY. You must have UAN Version 15.1 installed. It is important to install the 16.0 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, Financial Account 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.

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 UAN Version 16.0 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 16.0 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 update 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 stating what UAN Version 16.0 documents will be printed. All documents will also be copied to My Documents/UAN Install Documentation/Version 16.0.

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- (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 update program will automatically detect if a condition has not been met. If the update 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 update 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 up to 2 hours due to several Windows updates that must be installed. The UAN update itself will take only 30 to 40 minutes. The Windows Component updates and the Microsoft Software scans such as the one titled "Malicious Software Tools" may take up to 120 minutes to complete.

Note: Soon after the 'Updating Windows XP' message is displayed, several windows titled 'Symantec Client Firewall' may appear. Click the 'OK' button on each of these windows to continue.

- (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 UAN 16.0 Update CD from the CD drive.

- (12) Perform a quarterly backup.

- (13) Go into the UAN software and review the Main Menu screen to verify the UAN Version number is 16.0.