



Dave Yost • Auditor of State

TO: UAN Accounting & Payroll Users
FROM: UAN Support
DATE: December 7, 2012
RE: UAN Version 17.0 Update Instructions

NOTE: Do not install UAN Version 17.0 unless you are currently using Version 16.1.

PLEASE INSTALL UAN VERSION 17.0 IMMEDIATELY. You must have UAN Version 16.1 installed. It is important to install the 17.0 Update immediately to help prevent sensitive information and data that resides on your UAN system from being compromised.

To apply the update, please follow the instructions below:

- (01) Perform a quarterly backup.
- (02) **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 17.0 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 17.0 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 17.0 documents will be printed. All documents will also be copied to My Documents/UAN Install Documentation/Version 17.0.
- (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 and Anti-virus updates that must be installed. The UAN update itself will take only 10 to 20 minutes. The Windows Component updates may take up to 120 minutes to complete.
- (10) Click 'Finish' after all the install has completed.
- (11) Perform a quarterly backup.
- (12) Go into the UAN software and review the Main Menu screen to verify the UAN Version number is 17.0.