



Dave Yost • Auditor of State

TO: UAN Accounting-Only Users
FROM: UAN Support
DATE: April 10, 2012
RE: UAN Version 2012.2 Update Instructions

The UAN version 2012.2 update is for UAN users who are on UAN version 2012.1 and currently do not use the Payroll application. If you are currently using Payroll on the UAN system, please do not attempt this update.

PLEASE INSTALL UAN VERSION 2012.2 IMMEDIATELY.

It is important to install UAN updates immediately to keep your application current with the latest fixes and enhancements. Please take the time to install this update as soon as possible.

This update may be installed on the UAN Dell Optiplex 740 PC running version 2012.1, as well as any other computers sharing UAN on your network. If you currently use UAN on more than one computer, or plan to do so after installing this update, please read the following paragraph. If you are currently using the UAN software on **one computer only then skip to step (01)** of the Update Instructions below the following paragraph.

When installing this update in a networked multi-user environment, one computer with the existing UAN application must perform the entire update process before the other computers. No users should be logged into the UAN application while the first computer is being updated. After the first computer has been updated, the update may be installed on all other computers that use the UAN software. If you decide to install the UAN application on additional computers in the future, the update CD for the latest version of the UAN application is the only version that must be installed on the additional computers.

To apply this update, please follow the instructions below:

- (01) Perform a UAN Backup in: General > Maintenance > Backups.
Label the disc and/or name the backup file: '**Before 2012.2 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 CD for fingerprints or smudges. Gently wipe the CD with a clean soft cloth if necessary.
- (04) Press the CD button to eject the CD tray. Place the update CD into the tray, labeled side up. Press the CD button again to load the CD into the computer.
- (05) The setup program will automatically execute shortly after the CD loads.

Note: Shortly after the setup program executes and throughout the installation process, several windows titled 'Symantec Client Firewall' may appear. Click the [OK] button on each of these windows to continue. The UAN installation window may periodically be in front of a Symantec Client Firewall window that requires attention by you to continue. If delays are encountered in the installation process, please look at your windows toolbar for a message box from Symantec Client Firewall. Left click on it to make it the front window and click [OK] to continue.

- (06) An InstallShield window will appear. To start the installation, click [**Next**].
- (07) 'Complete' and 'Custom' options will appear. Choose '**Complete**' and click [**Next**].
- (08) A window titled 'Ready to Install the Program' will appear. Click [**Install**].

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 CD to restart the update.*

- (09) A window titled 'Uniform Accounting Network – InstallShield Wizard' will appear with a progress bar. A window titled 'Database Update' will also appear briefly.

Note: *In multi-user environments, only the first computer to install the update will display the 'Database Update' window.*

- (10) Please be patient. This update may take approximately 10-20 minutes, including an additional period for copying files after the progress bar appears to be full.
- (11) 'InstallShield Wizard Completed' will be displayed. Click [**Finish**].
- (12) Remove the Version 2012.2 Update CD from the CD drive.
- (13) Log into UAN and verify that '**Version 2012.2**' is displayed at the bottom.