Dave Yost • Auditor of State

TO: UAN Users

FROM: UAN Support

DATE: March 26, 2013

SUBJECT: UAN Version 2013.2 Update Instructions

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

This update may be installed on the UAN Dell Optiplex 740 PC with version 2013.1, as well as any other computers sharing UAN on your network. If you currently use UAN on two or more computers, or plan to begin doing so after installing this update, please read the following paragraph. If you will use the UAN software **on one computer only,** proceed to step (01) below.

When installing this update in a networked multi-user environment, no users should be logged into the UAN application while the first computer is being updated. After that first computer has been updated successfully, the update disc may be installed on the other computers that use the UAN software. If you decide to add the UAN application to additional computers in the future, the update disc for the latest version of the UAN application is the only version that must be installed on the additional computers.

To install 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 2013.2 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 disc for fingerprints or smudges.
Gently wipe the disc with a clean soft cloth if necessary.

☐ (04) Press the CD button to eject the CD tray. Place the update disc into the tray, labeled side up. Press the CD button again to load the disc into the computer.

☐ (05) The setup program will automatically execute after the disc loads.

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Note: Shortly after the setup program executes and throughout the installation process, several windows may appear titled *Symantec Client Firewall* or *Endpoint v12.1 Firewall*. You must click the **[OK]** button on each of these windows to continue. The main UAN installation window may occasionally hide one of these windows. If extended delays are encountered during the installation, check the Windows taskbar for a firewall message box and then click on that to show the hidden window.

☐ (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 disc 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 2013.2 Update disc from the CD drive.

☐ (13) Open UAN to verify that ***Version 2013.2*** appears in the status bar at the bottom.

Note: *After Version 2013.2 has been installed, the Overview and other related update documents will be accessible from your computer's desktop in:*
UAN Tools → Version Documentation → 2013.2