Dave Yost • Auditor of State

TO: UAN Users

FROM: UAN Support

DATE: December 24, 2013

SUBJECT: UAN Version 2014.1 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 must be installed after version 2013.4. *Note: 2013.4 required the Hardware Transfer Process to be completed*. If you use the UAN software **on one computer only,** proceed to the Installation Instructions below. If you have moved the UAN database to another PC in your office or to a central server, please read the following paragraph first.

In a networked environment, any users logged into the UAN application will be logged out automatically when the first computer is updated. After that first computer has been updated successfully, the disc may be installed on the other computers that use the UAN software. Note: If you decide to install the UAN application on additional computers in the future, the update disc for the latest version of UAN is the only disc required for the additional computers.

Installation Instructions:

Note: Even if the installation takes longer than predicted below, **do not cancel the update** or eject the update disc prematurely unless instructed to do so by UAN Support.

☐ (01) Perform a UAN Backup in: General > Maintenance > Backups
Label the disc and/or name the backup file: '**Before 2014.1 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 DVD button to eject the DVD tray. Place the update disc into the tray, labeled side up. Press the DVD button again to load the disc into the computer.

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☐ (05) An *AutoPlay* window will be displayed. Click on the **[Run Setup.exe]** option.

☐ (06) A *User Account Control* message may then be displayed. This is a security feature of Windows 7. You may receive similar messages in the future. Click **[Yes]** to continue.

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.

☐ (07) An InstallShield window will appear. To start the installation, click **[Next]**.

☐ (08) 'Complete' and 'Custom' options will appear. Choose '**Complete**' and click **[Next]**.

☐ (09) 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.*

☐ (10) 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.*

☐ (11) Please be patient. **Do not cancel the update** or eject the update disc unless instructed to do so by UAN Support. The installation should take approximately 20-45 minutes, including additional time for copying files ***after*** the progress bar appears to be full.

☐ (12) *InstallShield Wizard Completed* will be displayed. Click **[Finish]**.

☐ (13) Remove the Version 2014.1 Update disc from the DVD drive.

☐ (14) Open UAN to verify that ***Version 2014.1*** appears in the status bar at the bottom.

Note: *After Version 2014.1 has been installed, the Overview and other related update documents will be accessible from your computer's desktop in:*
UAN Tools → Version Documentation → 2014.1

!WARNING!

All reallocations or adjustments to 2013 wages must be made **PRIOR** to opening Temporary Mode. The Wage Reallocation Utility (*new in version 2013.4*) and the Wage Adjustment Utility (*included in version 2014.1*) **WILL NOT** be accessible during Temporary Mode, and you **CANNOT** "undo" Temporary Mode after it has been opened.