

TO: UAN Users

FROM: UAN Support

DATE: April 8, 2025

SUBJECT: Version 2025.2 Update Instructions

This update must be installed after version 2025.1. Contact UAN Support if you require a copy of version 2025.1.

<u>Single UAN computer use</u>: If your entity operates UAN on **one computer only** (*majority of UAN clients*) skip to Step (01) below.

<u>UAN Multi-User Network</u>: When UAN is used on **two or more computers** in a network environment, the same installation USB thumb drive can be used to update the version on all computers that use UAN. However, the installation on the first computer receiving the version update will force all other networked UAN users to be automatically logged out of the software until it is finished.

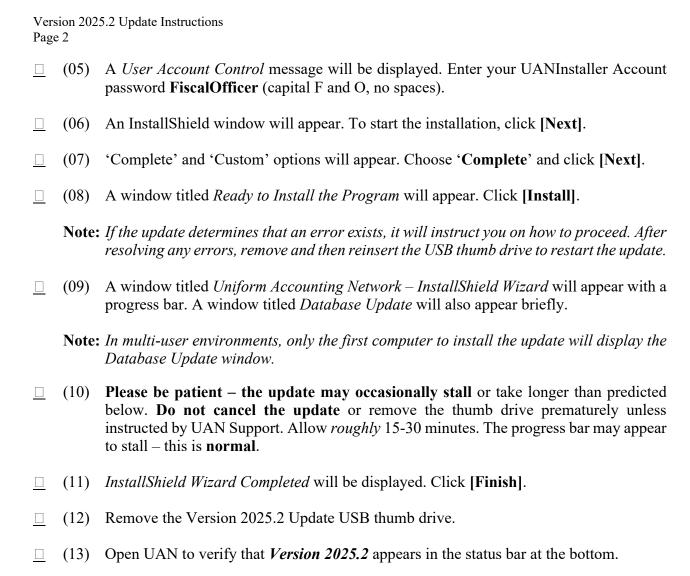
Note: Please be patient – the update may occasionally stall or take longer than predicted below. Do not cancel the update or remove the USB thumb drive prematurely unless instructed by UAN Support.

☐ (01) Perform a UAN Backup in: General > Maintenance > Backups
Name the backup file: 'Before 2025.2 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.*
- \Box (03) Insert the USB thumb drive into an available port.
- (04) The contents of the USB thumb drive will display in a File Explorer window. Double click on the Setup file.

Note: If the File Explorer window does not automatically open, manually open File Explorer, browse to the thumb drive, and then double click on the Setup file.



Note: After Version 2025.2 has been installed, the Overview and other documents related to the update and its contents will be accessible from your desktop in: **UAN Tools** → **Version Documentation** → 2025.2.