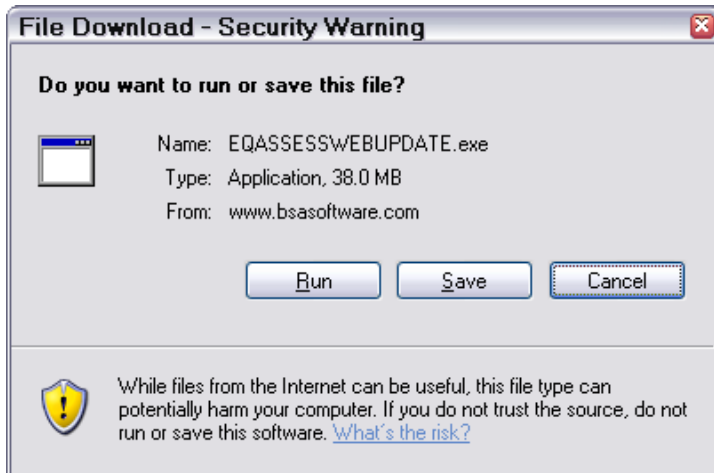
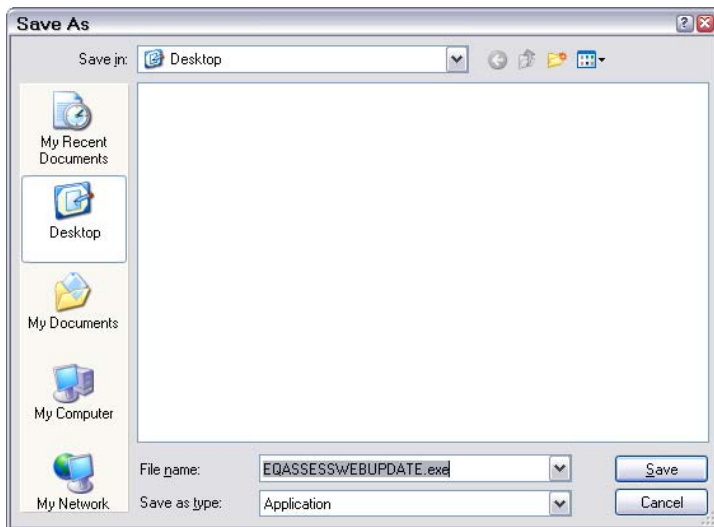


UPDATE INSTALLATION INSTRUCTIONS

1. Click on the update (the name of the program) you wish to download from the Main Support Page.
2. You are warned:

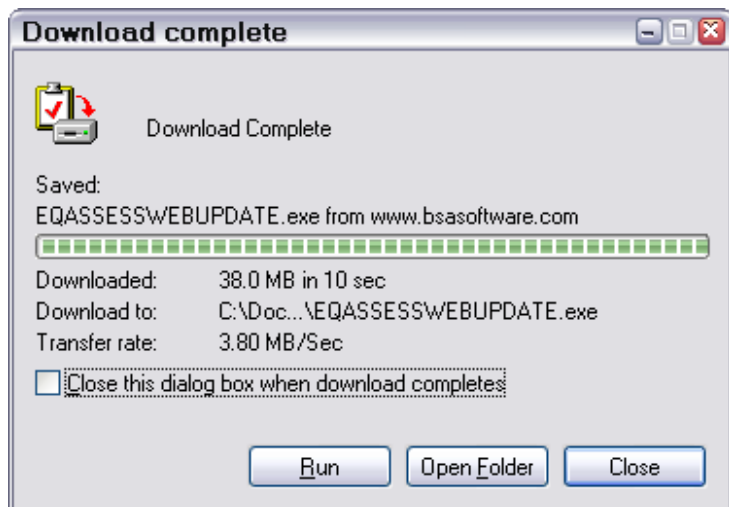


3. Click the **Save** button. You are prompted for the location in which to place the update file:

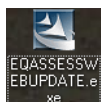


4. For easy access to the update file, it is recommended you save it directly to your **Desktop**, as pictured.
5. Click the **Save** button.

6. When the download is complete, you will receive this window:



7. Click the **Close** button.
8. **IMPORTANT: Make sure all users of the software you are updating are out of that program.**
9. Minimize all programs on your screen until you see the Desktop (if you saved the downloaded update file to another location, go to that location).
10. Look for this shortcut (it will be appropriately named depending on the software update you have downloaded; see the last page of these instructions for a list of each program's executable name):



11. Double-click the shortcut. You MAY receive the following window:



12. Click the **Run** button to run the update (whether or not you see this depends on if the "Always ask" setting is enabled, as pictured).

The update will run.

When finished, other users may open the program; they will be prompted to update upon logging on.

Executable Names

PROGRAM NAME	EXECUTABLE NAME
Assessing/Equalization	eqassesswebupdate.exe
Building Department	permit.exe
Business License	eqblwebupdate.exe
Cemetery Management	cmwebupdate.exe
Complaint Tracking	eqctwebupdate.exe
Animal License	eqdogwebupdate.exe
Utility Billing	equbwebupdate.exe
TAX PROGRAMS	
Tax/County Tax	eqtaxwebupdate.exe
Delq. Personal Property	dlpwupdt.exe
Special Assessment	eqspeclwebupdate.exe
Delq. Tax	dlqsystemupdate.exe
FUND ACCOUNTING PROGRAMS	
General Ledger/Budgeting	glnetupdate.exe
Accounts Payable	apnetupdate.exe
Cash Receipting	crnetupdate.exe
Fixed Assets	eqfawebupdate.exe
Misc. Receivables	eqmrwebupdate.exe
Payroll	eqprwebupdate.exe
Purchase Order	eqpowebupdate.exe
Time Sheets	eqtswebupdate.exe

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