

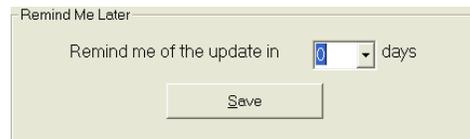
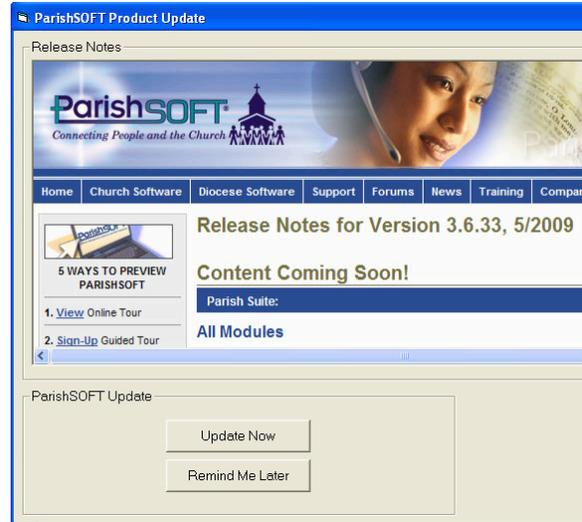
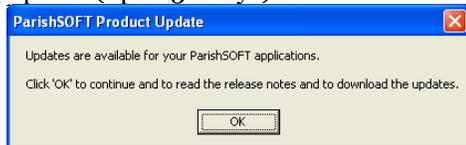
Install Your Update from the Web from v3.6.27 or Later

With the release of version 3.6.33, we've made it much easier to update your ParishSOFT programs, with a greatly simplified install process, automated backups, and fewer steps. This faster process means that your parish staff can always take advantage of the latest enhancements—and as a parish administrator, you can update your system in literally just a few minutes, without missing a beat.

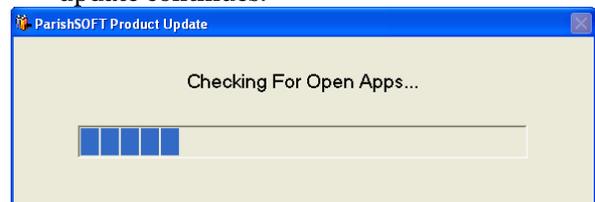
Each time an administrator from your parish logs in to your database, we'll check your installed version to determine whether any updates are available for your parish. When a new update is available, we'll prompt you to install the update now or defer the update to up to 30 days.

If your parish is synchronizing with your diocese, the automated process prompts you to install an update only if your diocese has approved the version for all organizations.

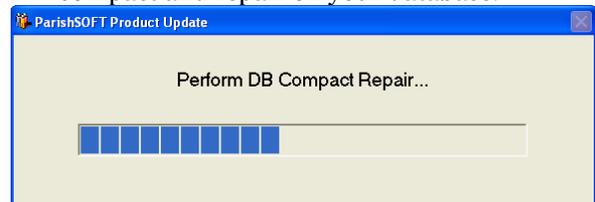
1. When the system notifies you that an update is available, click **OK**, review the release notes for the update, and then choose **Update Now** to download the files; or you can click **Remind Me Later** and select the number of days to postpone the update (up to 30 days).



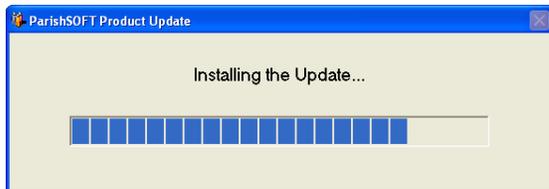
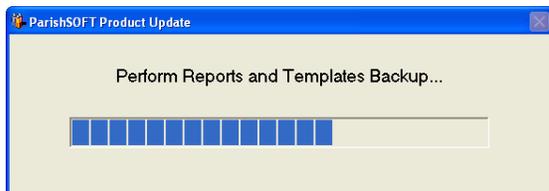
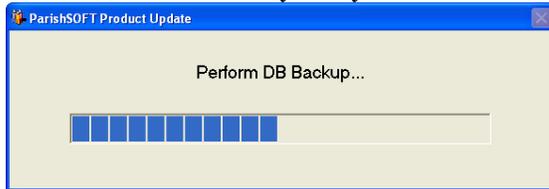
2. When **Update Now** is selected (in step #1), ParishSOFT will check for open applications and prompt you to close any open programs before the update continues.



The system will then run an automatic compact and repair on your database.



3. All reports, templates, and psTuition files will be backed up automatically (i.e., psReports2000.mdb, ContribReports2000.mdb, psTuition2000.mdb, and ParishSOFT templates), and the update package will be installed on your system.

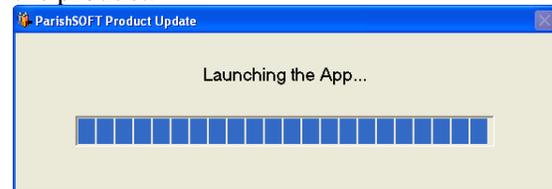


6. The system will notify you when the update installation is complete and again when the update process completes successfully. Click **OK**.

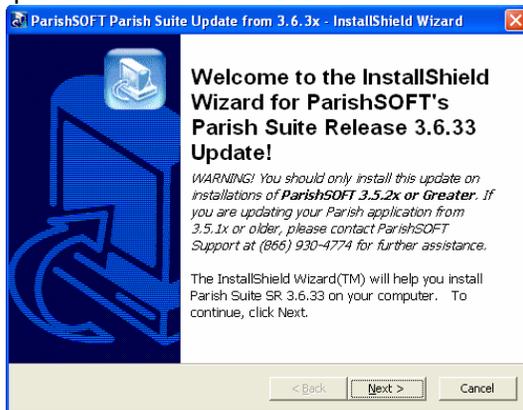


As part of the update process, you'll be directed to our Release Notes at <http://www.parishsoft.com/updates/psreleasenotes3633.htm>. These include a list of enhancements and corrections included in the version you have just installed.

We'll then restart the ParishSOFT application that you opened before we prompted you to install the update. Simply log in and enjoy using the new features of the product.



4. Click **Next**.



Your *About ParishSOFT* screen will now reflect the new version just installed.



5. If prompted to overwrite any files, click **Yes to All**.

Update Other Workstations on Your Network from v3.6.27 or Later

Once the parish administrator has installed a software update, other staff members will be prompted (and required) to update their local systems with a series of simple prompts. They will not be required to restart their computers, and their ParishSOFT application will be opened again once their local update is complete. This process takes just a couple of minutes.

No Internet Connection

If the system cannot check for updates when an administrator logs in to a ParishSOFT module because your Internet connection is not available, you will receive the following message:



In the event that you are having Internet connection issues that you cannot resolve immediately, you will be allowed to defer the check for updates by using the following screen.



Select the number of days to tell the system when you would like to be reminded that an update is available, and click **Save**. If you select 0 days, you will be reminded each time you open the application and only when there is no internet connection available.