

# LEVESYS SOFTWARE

## VERSION 3.84 UPDATE CHECKLIST



### IMPORTANT INFORMATION

- The update takes approximately 15-30 minutes to run.
- The update must be run by a system administrator.
- Clicking on the emailed link will not automatically run the update.

STEP	DESCRIPTION OF STEP	DONE
1	Run U107 – Logged In Users to check who is logged in and arrange for any logged in users to log out. Once all users are logged out, run U103 – Login Restriction to reset the User ID Expiry Dates to stop users logging in until the update is complete. Then log yourself out of <b>LEVESYS</b> .	
2	To check the current <b>LEVESYS</b> version, open the Support Icon, type <b>ABOUT</b> , then select <b>Execute</b> and check that the version is 3.83.001. If the version number differs from 3.83.001 please call <b>LEVESYS</b> on 07 3004 6100.	
3	To determine where the program and runtime paths are located, in the <b>ABOUT</b> program, note the following: Program Path (e.g. J:\JEX): _____ Runtime Path (e.g. J:\JEX\DF): _____	
4	Escape out of the <b>ABOUT</b> program and <b>Exit</b> from the Support Icon.	
5	Reboot the database server, file server and terminal server to clear any open <b>LEVESYS</b> files. Contact your IT representative and/or IT company for assistance if required.	
6	Click on link supplied by email. Double click on the LEVESYS_3_84.exe file.	
7	A pop up will appearing stating No preview available. Click <b>Download</b> . It will then scan for viruses.	
8	In Chrome a message may appear stating LEVESYS_3_84.exe is not commonly downloaded and may be dangerous. Click the up arrow next to Discard and select <b>Keep</b> . Double click on the LEVESYS_3_84.exe file. A security warning will appear. Click <b>Run</b> . In Firefox you will be asked if you would like to save this file. Click <b>Save File</b> . Locate the file in your Downloads folder. Double click on the LEVESYS_3_84.exe file. A Windows security message will pop up. Click <b>More Info</b> then <b>Run anyway</b> . At this point it is possible your anti-virus software may attempt to block the file. <b>LEVESYS</b> can confirm this file is safe to run. If you are unsure how to allow the update to continue, please consult your IT representative and/or IT company.	
10	When the update program launches it will ask for the program and runtimes directories. Enter the location of the program and runtimes directories as noted in Step 3.	
11	Click on the <b>UPDATE NOW</b> button. Click on <b>YES</b> to continue.	
12	Observe the update process. If an error occurs, please call <b>LEVESYS</b> on 07 3004 6100 before continuing.	
13	When finished a pop-up box will advise: <b>“LEVESYS has been updated to Version 3.84 successfully”</b> . Click <b>OK</b> to exit.	
14	Open the Support Icon, type <b>UPDATE</b> and select <b>Execute</b> . The following information box will appear ONLY if the LEVESYS database is Microsoft SQL: <b>“The LEVESYS Database is MS SQL”</b> Click <b>OK</b> to proceed. If this message does NOT appear for Microsoft SQL databases, please call <b>LEVESYS</b> on 07 3004 6100.	
15	Once the update is complete, an information box will confirm <b>“LEVESYS Update Successful”</b> .	
16	Click <b>OK</b> to return to the Support Icon and click <b>EXIT</b> to close.	
17	Repeat Step 11 for all Companies, excluding Test companies.	
18	Verify the update was successful by opening a Support Icon for one company, type the word <b>ABOUT</b> , select <b>Execute</b> and check the version is now 3.84.001.	
19	Once the update has been completed for each company, run GUT103—Login Restriction from the Support Icon to reset all login expiry dates.	