

LEVESYS SOFTWARE VERSION 3.85 YEAR END UPDATE CHECKLIST



IMPORTANT INFORMATION

- The update takes approximately 15 minutes to run per company.
- 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 LEVESYS .	
2	To check the current LEVESYS version, open the Support Icon, type ABOUT , then select Execute and check that the version is 3.84.001. If the version number differs from 3.84.001 please call LEVESYS on 07 3004 6100.	
3	To determine where the program and runtime paths are located, in the ABOUT program, note the following: Program Path (e.g. J:\JEX): _____ Runtime Path (e.g. J:\JEX\DF): _____	
4	Escape out of the ABOUT program and Exit from the Support Icon.	
5	Reboot the database server, file server and terminal server to clear any open LEVESYS 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_85.exe file.	
7	A pop up will appearing stating No preview available. Click Download . It will then scan for viruses.	
8	In Chrome a message may appear stating LEVESYS_3_85.exe is not commonly downloaded and may be dangerous. Click the up arrow next to Discard and select Keep . Double click on the LEVESYS_3_85.exe file. A security warning will appear. Click Run . In Firefox you will be asked if you would like to save this file. Click Save File . Locate the file in your Downloads folder. Double click on the LEVESYS_3_85.exe file. A Windows security message will pop up. Click More Info then Run anyway . At this point it is possible your anti-virus software may attempt to block the file. LEVESYS 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 UPDATE NOW button. Click on YES to continue.	
12	Observe the update process. If an error occurs, please call LEVESYS on 07 3004 6100 before continuing.	
13	When finished a pop-up box will advise: “LEVESYS has been updated to Version 3.85 successfully” . Click OK to exit.	
14	Open the Support Icon, type UPDATE and select Execute . The following information box will appear ONLY if the LEVESYS database is Microsoft SQL: “The LEVESYS Database is MS SQL” Click OK to proceed. If this message does NOT appear for Microsoft SQL databases, please call LEVESYS on 07 3004 6100.	
15	Once the update is complete, an information box will confirm “LEVESYS Update Successful” .	
16	Click OK to return to the Support Icon and click EXIT to close.	
17	Repeat Step 14 for all Companies, excluding Test companies.	
18	Verify the update was successful by opening a Support Icon for one company, type the word ABOUT , select Execute and check the version is now 3.85.001.	
19	Once the update has been completed for each company, run GUT103—Login Restriction from the Support Icon to reset all login expiry dates.	