

# EZSpirits POS Update Instructions

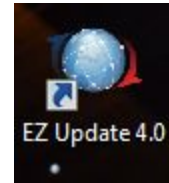
This document will teach you how to use the EZ-Update utility to keep your EZSpirits POS system current.

The EZ-Update utility will start each time you start your computer, you can check to see if it is running by looking in the windows tray. (The group of little icons in the task bar right next to the time)



If you do not see it, expand the tray by clicking on the arrow.

If you still don't see it, find the larger icon on the desktop and double click it.



When it loads you will only see it briefly, then it will minimize to the windows tray.

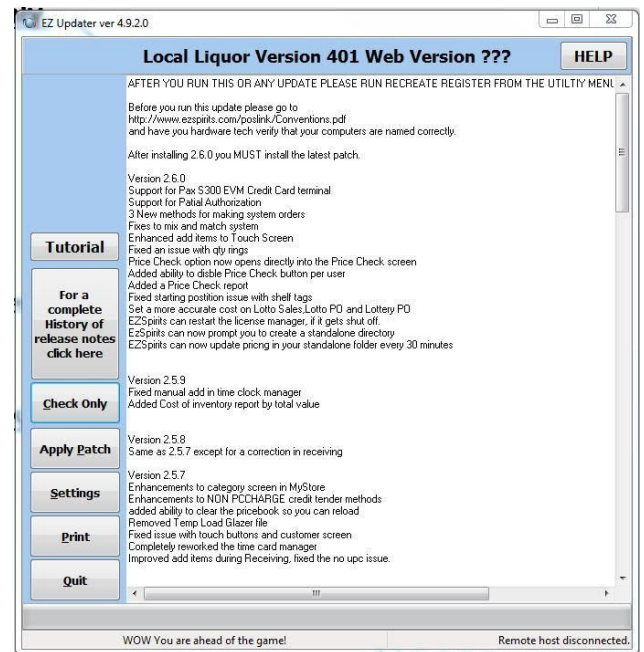
## General Information

This is the main screen.

**Check Only** Checks for an EZSpirits POS update but does not download or apply the update.

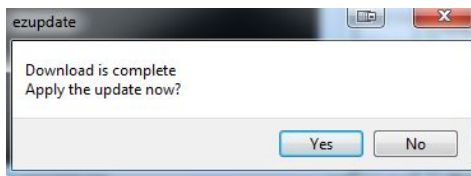
**Apply Patch** Checks for an EZSpirits POS update, downloads it, and then applies it.

**Settings** Gives access to all the settings and logon information necessary for the Updater to run.

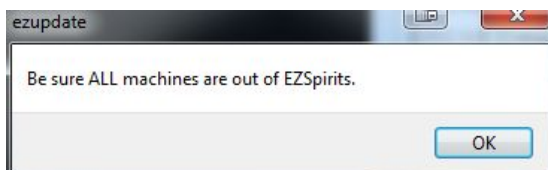


## Step by step upgrade instructions.

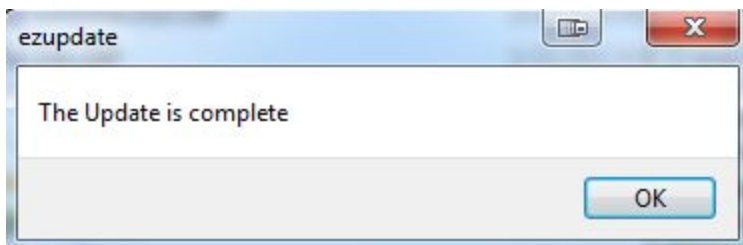
1. Double click on the EZ Update icon in the windows tray.
2. Click on **Check Only** button, to see if an update is available.
3. Wait for the prompt to tell you if an update is available.
4. If an update is available,click on **Apply Patch**.
5. Wait while the update downloads. (see the progress bar at the bottom of the main screen)
6. While you wait you may want to read the release notes to see what fixes and/or changes you can expect.
7. When the download is complete you will be asked if you want to apply the upgrade.



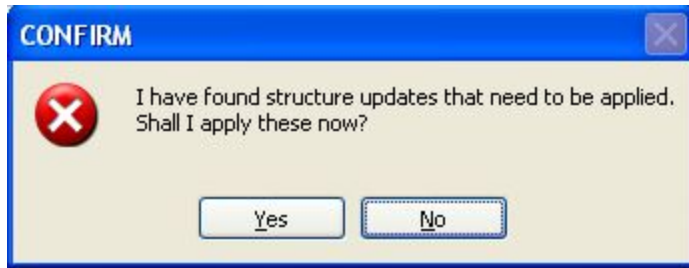
8. At this point **all** other machines **and** the one you are doing the update on need to be completely out of EZSpirits POS. If **any** machine is in EZSpirits POS the update will NOT work. Sometimes you may want to shut all the other machines off.
9. Click **YES** to continue.
10. Typically an upgrade will only take a few minutes. The more systems you have the more time it will take. Figure about 5-10 minutes for the first system then 1-3 minutes for each of the others. **All other systems will need to be completely out of EZSpirits POS during this next portion of the upgrade.**
11. Click **OK** when you are sure all machines are out of EZSpirits POS.



12. Files will be copied; the progress bar will show the activity of the file copy.



13. A message will indicate the file copy portion of the update is complete. Click **OK**.
14. Next we will start EZSpirits POS on one machine, usually the one you ran the update on, and no other machine should be started at this point. **This is important!** You should see this message. **If you do not see it then the update is not finished. You need to call support.**



15. Click **Yes**. Again you will be reminded that **all systems must** be completely out of EZSpirits POS. **It is crucial that no one start EZSpirits POS until you are finished.**
  
16. After applying an update you need to run the **recreate register** utility on this machine now. It is located in the utility menu. **We will run recreate register on all the other machines at the end of this process.**
  
17. Your update is nearly complete; the last step is to index all files. Log into EZSpirits POS, then click on the **Utilities** button, then the **Index Files** button and then click the **Full** button. When the index procedure is complete your upgrade is complete. **Remember to index files all other systems need to be completely out of EZSpirits POS.**
  
18. You can now start EZSpirits POS on other machines. Run recreate register on each of them. Each one of them will need to update the standalone folder. It is advisable to stagger this process, rather than start all the others all at once. Start one and wait until you get to the logon screen, then start another. **It is also advisable after applying an update to start ALL machines.** This will ensure that all machine have been completely updated.

**Congratulations you have just updated your system! Through the EZ Update program we can assure that your system is always up to date and you have the benefit of any fixes and/or additional functionality.**