



NEW YORK CLERK

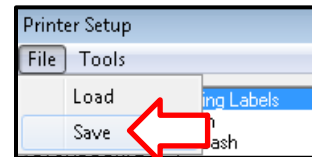
UPDATE INSTRUCTIONS

Prior to Running the Update

**** IMPORTANT- BACKUP DATA USING SQLBAK BEFORE COMPLETING ANY UPDATES ****

To be certain that all present data is protected, a current backup **MUST** exist prior to applying this update. BAS is not responsible for any loss of data that could have been prevented by backing up the system before installation.

- **Export printer settings for each workstation**
 1. Open Clerk software
 2. Enter the System Manager Menu → Printer Settings
 3. File → Save (*Save the file in an easy-to-find location*)

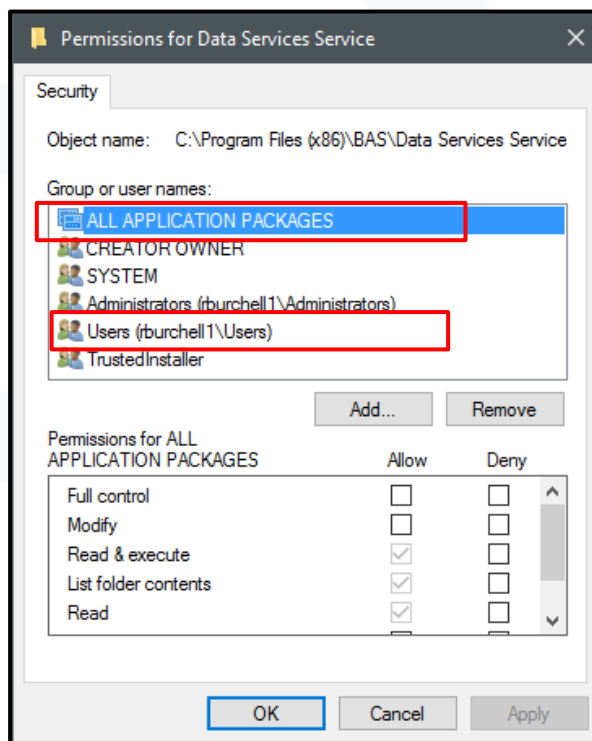


Multiple Workstation Users- Repeat this process for each workstation.

- **All users must exit the Clerk Program.**
- **The profile used for installation must have Local Administrative Rights.**
- **The Desktop icon should be run as administrator for first launch.**
- **An exception should be placed in the anti-virus software for the BAS folder "C:\Program Files (x86)\BAS\"**
- **An internet connection is required to complete updates.**

- Windows 10 users may need to set the Up2d8.exe as 'Run as Admin' within the local NY Clerk Directory.
- Windows 10 users may have to give full control to the BAS folder under programs for ALL APPLICATION PACKAGES, ALL RESTRICTED APPLICATION PACKAGES and USERS. Please contact your System Administrator if you have any questions setting the permissions.

If an error occurs at any point during this process, please leave the error displayed on the screen and immediately, contact us at Support@EdmundsGovTech.com.



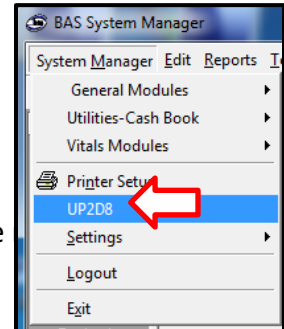
NY Clerk Update Instructions

Multiple Workstation Users – Multiple workstation environments require only a single workstation to “**Check for Updates**”. (All workstations should share the same Update Repository, meaning updates only need to be downloaded once.)

Downloading the Update

To begin updating please log into the Clerk program:

1. Open the **System Manager** menu in the upper left-hand corner of the select **UP2D8**. The program will launch.



Note: This program connects to the BAS Website, checks for the latest Clerk application updates and downloads the newest updates, when available.

2. A prompt will appear on the workstation where UP2D8 has been launched. Select “Yes” to exit Clerk.
3. When the UP2D8 window appears

“Configure Settings” in the bottom left corner of the window.

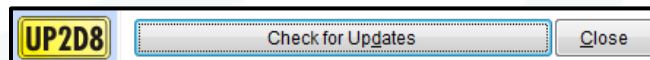
- Check that the “Update Web Address” appears the same as below:

Update Web Address:

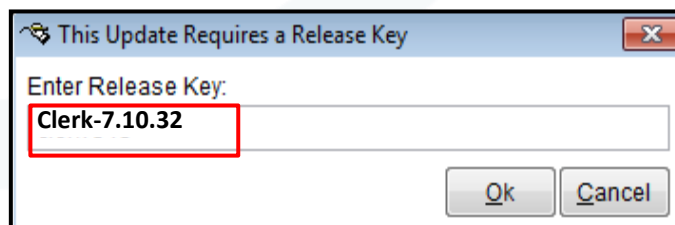


Note: If the web address does not match, please edit it by typing the web address shown above into the field. Hit “Save” to complete the change.

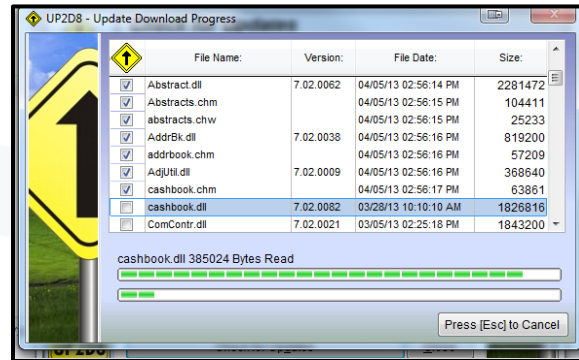
4. Click the “Check for Updates” button in the upper left corner to return to the main screen.
5. Click “Check for Updates”, located at the bottom of the UP2D8 window.



6. Type the following into the release key field (this is case sensitive):
Note: If a Release Key is not required then updates will automatically begin to download.



- UP2D8 will populate your update repository with the latest files. The files will apply to the Clerk application the next time the clerk program is launched.



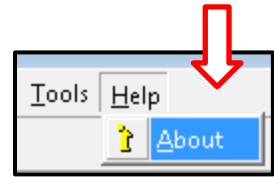
Applying the Update

- Apply the updates by opening the Clerk program, right-click on the SysMgr desktop icon and select the **Run as Administrator** option. Updates will distribute to the system. A SQLUpdater.exe window will appear during this process to apply necessary updates to the Clerk database.



Note: For users with multiple workstations, you will apply updates to each workstation by launching the SysMgr desktop icon. Users will be unable to use an instance of the clerk program that has not updated properly.

Verifying the Update was Successful



- 1 To verify that the update was successful go to Help → About
- 2 Verify the version numbers below to ensure the workstation updated. **For multiple workstations, this must be verified on all workstations. If your version is higher than listed below that is ok.**

Note: Clerk is a module-base application. Therefore, users need only compare versions provided below that coincide with the modules included within their system.

Current versions should be as below (or higher):	
SYSTEM MANAGER	7.10.32
ADDRESSBOOK	7.9.3
CASHBOOK	7.10.8
NYDOGMODULE	7.10.13
NYRACING&WAGERING	7.10.1
GENERALLICENSING	7.9.5
MISCELLANEOUSCASH	7.9.5
LOCAL LICENSING	7.9.13
DECALS	7.9.16
DEPOSITTRACKING	7.9.13
REFUNDS	7.9.1
ABSTRACTS	7.9.8
NYMARRIAGE	7.10.25
NYBIRTH	7.10.11
NYDEATH&BURIALTRANSIT	7.10.4
NYGENEALOGYSEARCH	7.10.14

Click the 'Print Information' button and email a copy of the Version Verification page, for each workstation, along with the Successful Completion Notice to Support@EdmundsGovTech.com