integrity Software Instructions for loading Evolution v7.3.1

This guide runs you through the basic steps of how to setup your new version of Evolution.

- 1. Important information prior to install
- 2. How to load Evolution 7.3.1
- **3.** Running Evolution for the first time
- **4.** Setting up Evolution 7.3.1 on all machines

1. Important information prior to install

Before attempting to install Evolution 7.3.1 please ensure you have completed the following tasks:

Ensure a backup of the entire system has been made (programs and data) when people are off the system

If this has already been done, you can leave people logged into Evolution during the initial stage of installation because it updates the Evolution Testing system first (you will need to log everyone out during the "Test to Live" process)

2. How to download Evolution 7.3.1

Step One

Download Evolution 7.3.1 from the webpage provided

Click on Evolution 7.3.1

FTP root at 89.151.124.10

To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site

				\backslash	
03/06/2012	12:00AM	Directory	E-File 2.1	<u>19</u>	
03/16/2012	12:00AM	Directory	Evolution	7.1 1	
11/14/2012	08:50AM	Directory	Evolution	7.3	
12/11/2012	02:19PM	Directory	Evolution	7.3.1 (Irish-only)	>
03/29/2011	12:00AM	Directory	Extras		
03/03/2010	12:00AM	Directory	Integrity	Teamviewer	
03/06/2012	12:00AM	Directory	01d		
05/03/2011	12:00AM	Directory	Patch		
03/19/2012	12:00AM	Directory	USQL		

2. How to download Evolution 7.3.1

Step Two

✓ Download Evolution 7.3.1 from the webpage provided

✓ Click Evo731setup.exe

FTP directory /Evolution%207.3.1%20(Irish-only)/

To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site i

Up to higher level directory

12/11/2012 02:19PM 12/12/2012 04:51PM Directory Documentation 218,098,066 Evo731setup.exe

2. How to download Evolution 7.3.1

Step Three

✓ Download Evolution 7.3.1 from the webpage provided

✓ Click Evo731setup.exe

✓ Select Save to save the file to your desktop

File Dow	rnload - Security Warning 🛛 🛛 🔀
Do you	want to run or save this file?
	Name: Evo731setup.exe Type: Application, 207MB From: 89.151.124.10 <u>R</u> un <u>S</u> ave Cancel
۲	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

2. How to download Evolution 7.3.1

Please note

• Some Internet Browsers may display a different file download message to that shown above. An alternative screen is shown below and you should select to save the file

Do you want to run or save Evo731setup.exe (207 MB) from 89.151.124.10?				×
This type of file could harm your computer.	Run	Save	•	Cancel

- Some Internet Browsers may automatically download the file into your "Downloads" directory rather than asking you to select a location to save the file
- If you receive a message that the file may be malicious, please select the option to "Keep" rather than "Discard"

2. How to install Evolution 7.3.1

Step One

Run the saved Evo731setup.exe file from your Desktop or your 'Downloads' folder and the following screen will be displayed

Evolution Setup		×
Select Program Folder Please select a program folder.		
	Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.	
	Program Folder: Evolution	
	Existing Folders: Accessories Acdimistrative Tools Bronadcom Computer Associates Esker Tun Foundation Games HP Backup & Recovery HP Manageability Mabry Software Microsoft Office Tools ODBC	
InstallShield	< <u>B</u> ack <u>N</u> ext > Cancel	

2. How to install Evolution 7.3.1

Step Two

✓ Click Next to display the following screen

Installing Copying Terminal Setup Files
Cancel

• Once complete click the Finish button

This will load the new programs into your 'Test' system

3. Running Evolution for the first time

Step One

✓ Run your Evolution 'Test' system to check the system is running correctly

Step Two

 Once you are happy your 'Test' system is working correctly, double click the 'Test to Live' icon on your desktop

Step Three

✓ Login to Evolution in the normal way

Note: At this point a data conversion process may occur before displaying the login screen.

See the 'Test to Live Routine' document for extra notes and example screens.

4. Setting up Evolution 7.3.1 on all machines

The next step is to update all computers running Evolution to the latest version.

On each machine run the following steps:

1. Go to 'My Computer' and locate the Evolution Folder

2. Double click the 'TERMINAL' Folder

3. Double click the 'SETUP.exe' icon and follow the on screen instructions (Next and then Finish)

4. Setting up Evolution 7.3.1 on all machines

The Evolution Version will then read '7.3.1' when Evolution Setup is run:

Evolution Setup		
Evolution Version : 7.3.1		
Live Data Directory	C:\ACCOUNTS\DATA	Activate Fileshare Live
Play Data Directory	C:\ACCOUNTS\PLAY	Activate Fileshare Play
Program Directory	C:VACCOUNTS	
		Ok Cancel