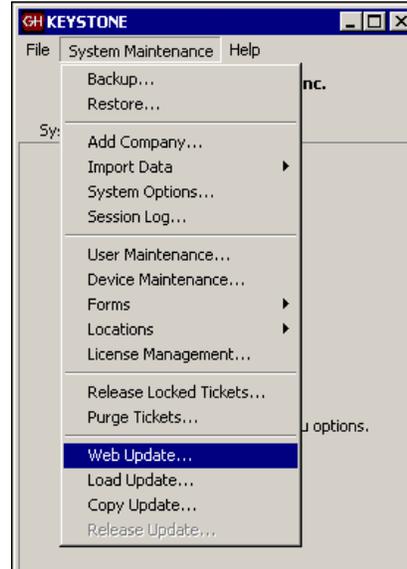
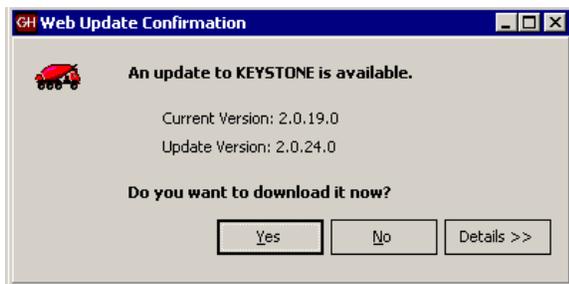


Performing a Web Update

1. Connect to the internet

Note: Some internet services disconnect after 10 or 15 minutes without activity from a web browser. If you are getting disconnected frequently while downloading a web update, open Internet Explorer and do a "Refresh / Reload" of your home page.

2. Login to Keystone as ADMIN.
3. Click on System Maintenance
4. Click on Web
5. When the next box appears, click OK to continue.
6. After a few moments, the computer will determine if a new update is available.



7. Click Yes to download the update.



8. Downloads vary depending on internet connection speed. (If you are disconnected, you must start from the beginning – this ensures the integrity of the downloaded data)
9. When the download is complete, you will be asked if you wish to release the update. This is the process by which programs and data are updated. **WARNING: YOU CANNOT RELEASE AN UPDATE WHILE ANYBODY IS LOGGED INTO KEYSTONE! MAKE SURE ALL USERS ARE COMPLETELY LOGGED OUT**
10. Release the update on the server.
11. When the update is installed on the server, Login to each company. This will start the Database upgrade. It is important that all users stay out of a company until the upgrade is complete.
12. Go to each workstation and login to Keystone. It must be released **ONE WORKSTATION AT A TIME!**

NOTE: Terminal Server Computers: Keystone update must be released from the console of Terminal Server computers before any of the remote sites can regain access.