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.

GH Web Up	date Confirmation
	An update to KEYSTONE is available.
	Current Version: 2.0.19.0
	Update Version: 2.0.24.0
	Do you want to download it now?
	Yes No Details >>



7. Click Yes to download the update.

This option will check for the	latest version	of KEYSTONE o	ver the Internet.
Please verify that	your Interne	t connection	is active!
atus:	ick ok to pro		
Receiving update version Checking update version Receiving 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.