

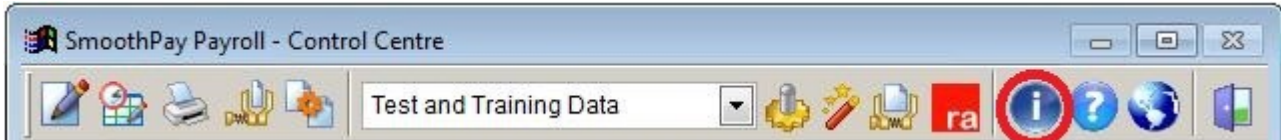
# SmoothPay Installing the Latest Update

This Factsheet will guide you step by step through installing the latest **SmoothPay** Payroll *Update*.

## Procedure

### Check Installation Folder

Start **SmoothPay** and click on the *About* Icon on the **SmoothPay** Toolbar displayed at the top right hand side of the Control Centre.



Note the *Program Folder location* - this is where the *Update* will be installed to

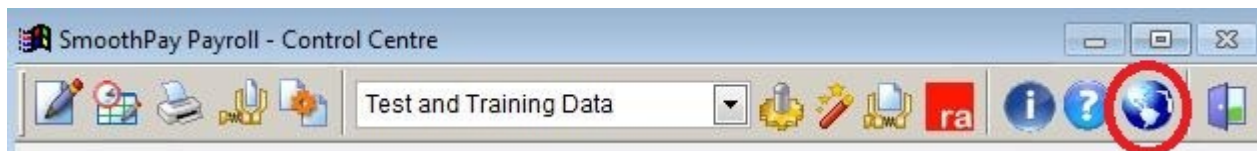


Exit from **SmoothPay** - **SmoothPay** *must not* be running when the *Update* is applied.

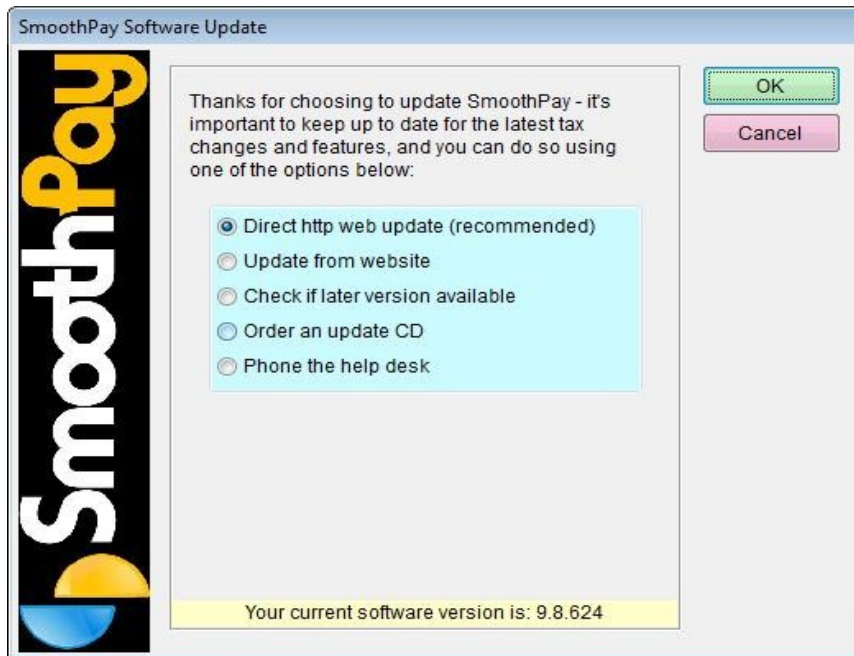
### Download through SmoothPay directly

The preferred method for obtaining *Updates* is by downloading through SmoothPay directly.

Click the *Planet* Icon on the **SmoothPay** Toolbar displayed at the top right hand side of the *Control Centre*.



This has the advantage of displaying the current version so you can check this against the version available on the website, then downloading and automatically running the update



## Download via SmoothPay website

If the preferred method is blocked by your Firewall or fails for any other reason, then trying using the update option available directly from our website [www.smoothpay.co.nz](http://www.smoothpay.co.nz).

From the *Quick Links* list, choose *Latest SmoothPay Update*.



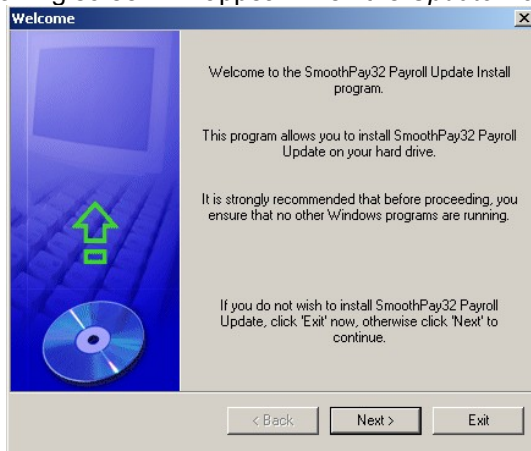
## Whichever Update version is used -

A dialog *similar* to the one displayed below will be displayed asking if you wish to Download (Save) or Open (Run) the file.



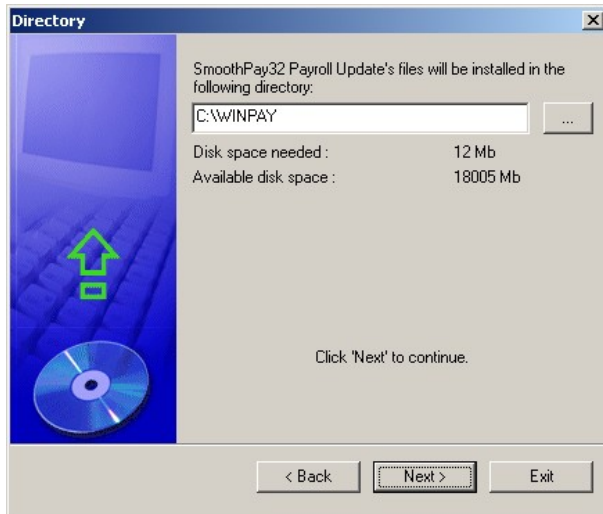
Choose Open (or Run). The dialog varies between versions of Windows. This will cause the *Update* to start automatically when the Download completes (10-20 minutes via modem, about 1 minute via JetStream).

The following screen will appear when the *Update file* has been downloaded to your computer:



Choose *Next* twice.

The following dialog will be displayed:



Make certain that the *Directory Name* displayed is **EXACTLY** the same as that displayed when you checked **SmoothPay's** Program Directory. This is normally set automatically when the *Program* and *Updates* are installed.

Continue with the Installation Wizard until the **SmoothPay Update** has been applied successfully.

## Note

If **SmoothPay** is in use during the *Update* procedure, the *Update* will not be applied correctly!

When you next start **SmoothPay**, the *Data Files* will be checked and any new Fields added.

Your Employee data will be checked for any issues and setup problems. You **should** print the Issues and Setup Problems Report and attend to correcting any issues identified as soon as possible.

Please contact the **HelpDesk** if you require further assistance.

**\* END \***