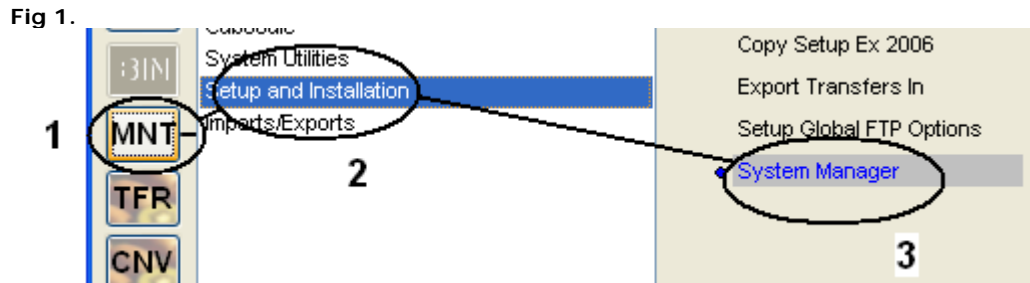


How to Update your Kiwi Plus Application

Downloading from the Internet

The following process will show you how to download the latest version of the Kiwi Plus software from the Radford Software website.

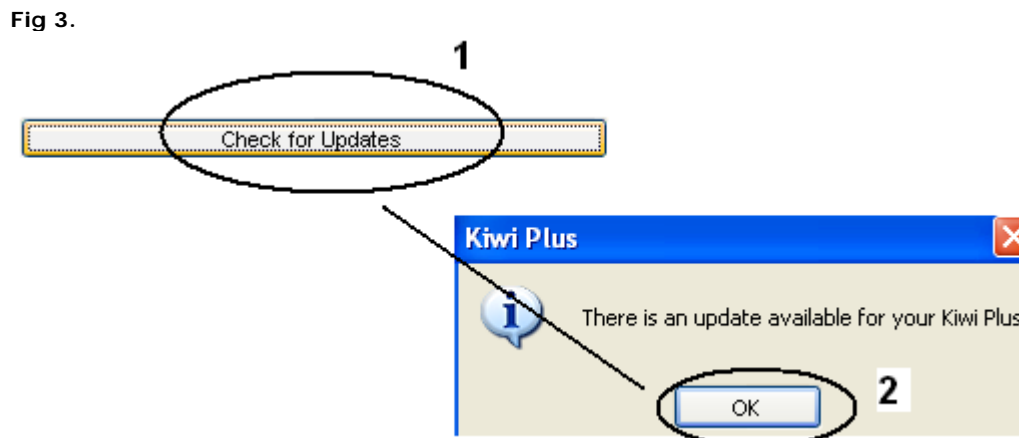
1. From the Kiwi Plus main menu click the **MNT** button (1) followed by the **Setup and Installation** sub menu item (2). Then click on **System Manager** (3) to open the **System Manager** screen (see fig 1).



2. Select the **Apply Program Update** task (1) and click the **Start Wizard** button (2) (see fig 2).



3. Click the **Check for Updates** button (1) to check the Radford Software website for any available updates. If there is an update available a dialogue box will appear to notify you of this (see fig 3). Click **OK** (2) to continue with the download process.



4. Click the **Download Updates** button (see fig 4) to open the **File Download** screen (see fig 5).

Fig 4.

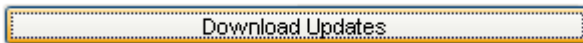
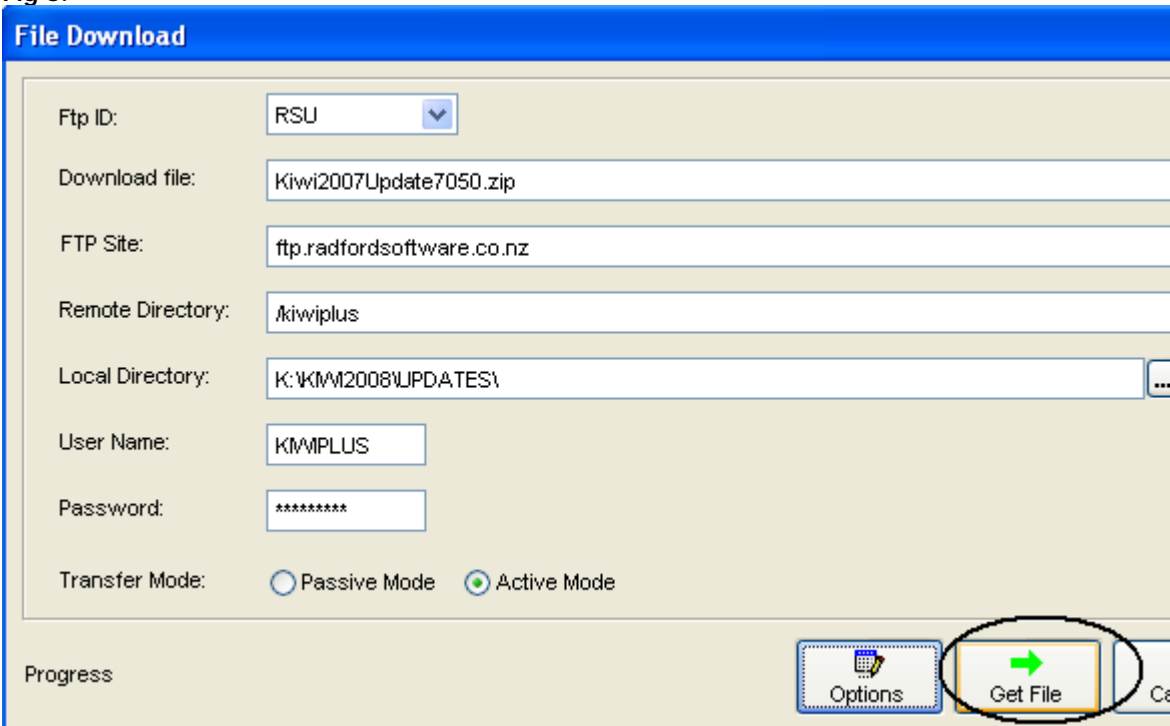


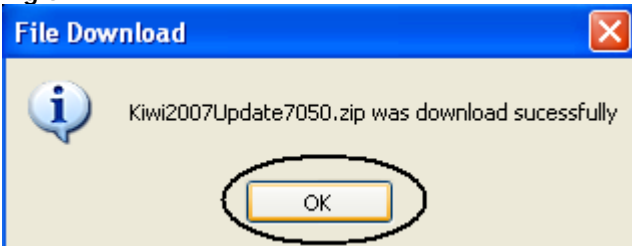
Fig 5.



Refer to Glossary for definition of the terms used in figure 5.

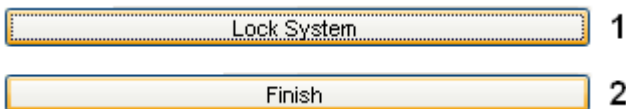
5. Click the **Get File** button to begin the download (see fig 5). When the download is complete a dialogue box will appear to notify you of this (see fig 6). Click **OK** to complete the download process.

Fig 6.



6. **The update is now ready to apply!** If it is to be applied straight away, ensure that all users are out of the system and click the **Lock System** button (1), then click the **Finish** button (2) (see fig 7). This prevents users from logging in until the downloaded update has been applied.

Fig 7.



7. If the update is to be applied at a later time, simply click the **Cancel** button to exit the update wizard.

Updating Kiwi Plus Locally

The following process will show you how to apply the downloaded Kiwi Plus update to the first workstation followed by an explanation of how the remaining workstations will detect the new version on startup and will offer to automatically update to the new version for the user.

IMPORTANT NOTE: All Kiwi Plus workstations must have the Kiwi Plus application closed before proceeding.

Apply the update to the first workstation to run Kiwi Plus:

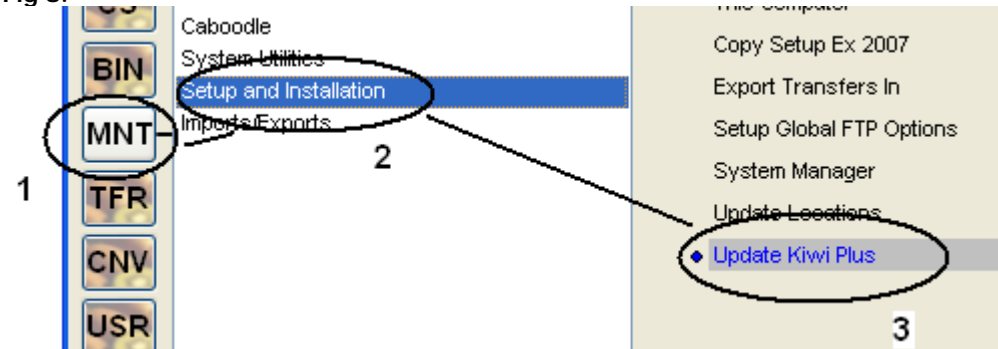
1. From the desktop, double click on the Kiwi Plus icon to run the application (see fig 7).

Fig 7.



2. Click on the **MNT** menu button, and then click on the **Setup and Installation** sub-menu. To apply the downloaded update click the **Update Kiwi Plus** button (see fig 8).

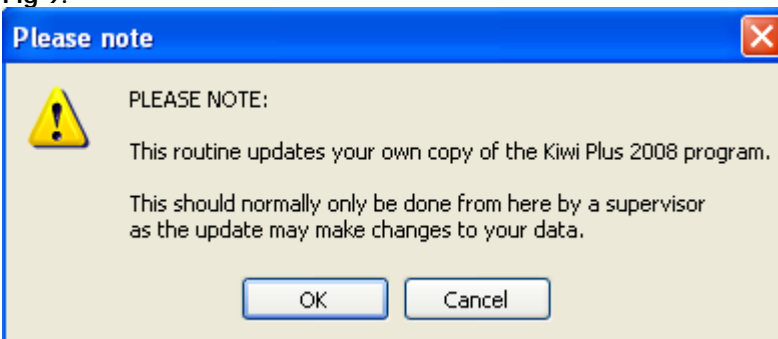
Fig 8.



3. The following confirmation prompt will appear (see fig 9). Here we recommend that only the supervisor user run this initial first update to the new version. If you are not the supervisor user, please seek permission from the supervisor before continuing, otherwise click **Cancel** now.

If you are the supervisor user or have been given permission to run the first update, click **OK**.

Fig 9.



4. The system will now take control and firstly close the Kiwi Plus application and begin the update process, showing a progress meter to indicate what is happening (see fig 10).

Once the update has completed the system will start up Kiwi Plus and the user will be presented with the Kiwi Plus update splash screen showing the current version and the new version that is being applied (see fig 11). Click the **Proceed** button to complete the update to the new version.

Fig 10.

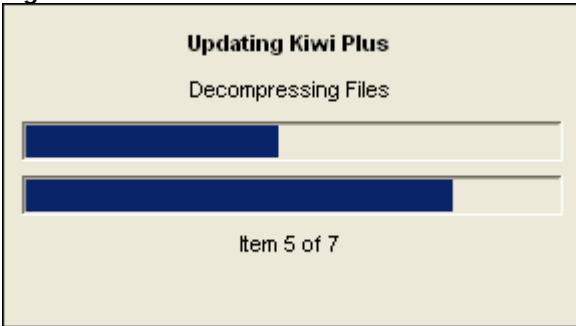
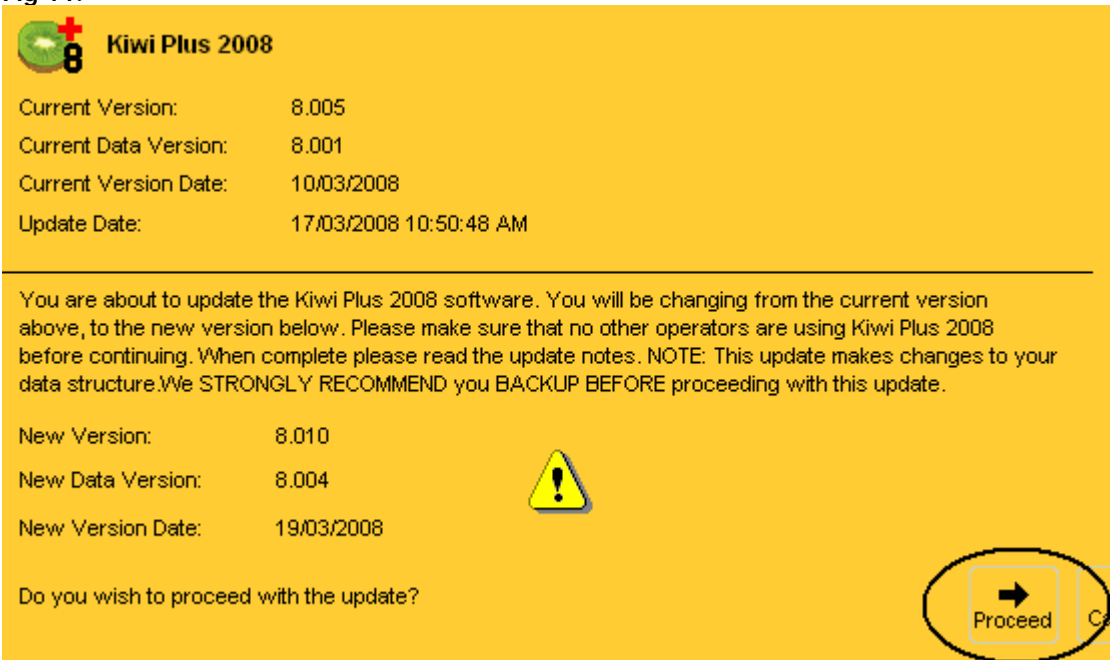


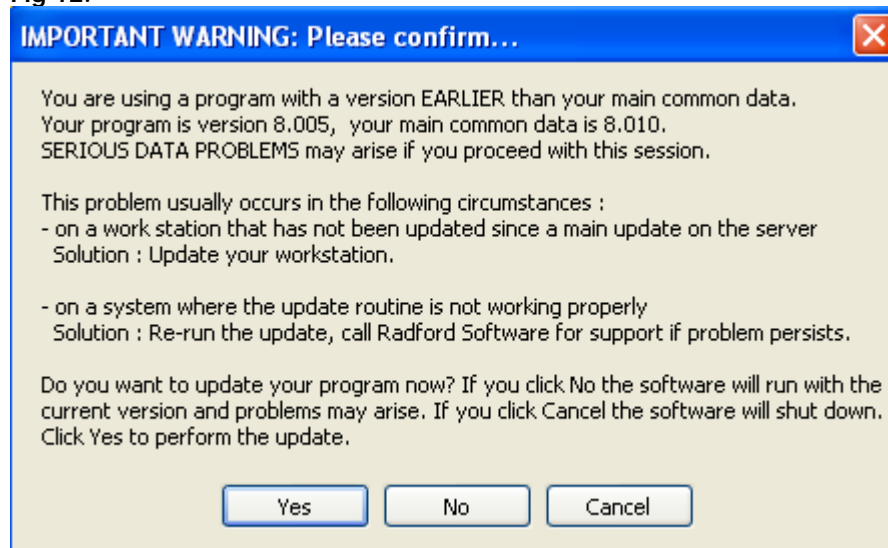
Fig 11.



Apply the update for remaining workstations:

1. From the desktop, double click on the Kiwi Plus icon to run the application (see fig 7).
2. The workstation will detect the new version which has been applied and will immediately display a warning box on screen (see fig 12). Click the **Yes** button to perform the automatic update procedure. Please refer to step 4 at the top of the previous page as to what happens next.

Fig 12.



Glossary

Download File – This is the file name of the latest Kiwi Plus update. This zip file is downloaded directly from our FTP site.

FTP Site – This website is where the Kiwi Plus update file is downloaded from. This should not be changed.

Remote Directory – This is the area within our FTP site where we store the Kiwi Plus update file for download. This should not be changed.

Local Directory – This is the path to the updates folder on your server. This is where the Kiwi Plus update file gets stored once the download is complete. This should not be changed.

User Name – This is the login used to access our FTP site and should not be changed.

Password – This is the protected password used to access our FTP site and should not be changed.

Workstation – This is your PC which runs the Kiwi Plus application from the server.