

EZSpirits POS Update Instructions

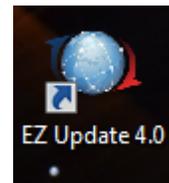
This document will teach you how to use the EZ-Update utility to keep your EZSpirits POS system current.

The updater is also how you will know an update is available, so DO NOT shut it off.

The EZ-Update utility will start each time you start your computer, you can check to see if it is running by looking in the Windows tray. (The group of little icons in the task bar right next to the time)



If you do not see it, expand the tray by clicking on the arrow.



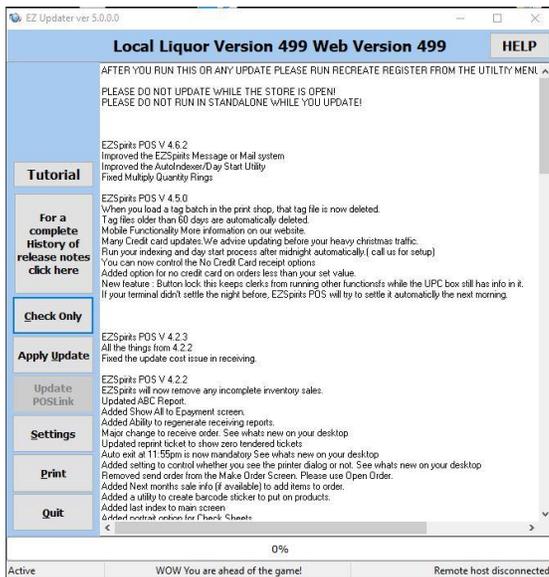
If you still don't see it, find the larger icon on the desktop and double click it. The version number may vary.



When it loads you will only see it briefly, then it will minimize to the Windows tray.

Now that you can see the icon in the Windows tray, double click on it and you will see the main updater screen.

The top of that screen will display your local version and what version is available for download.



General Information

This is the main screen.

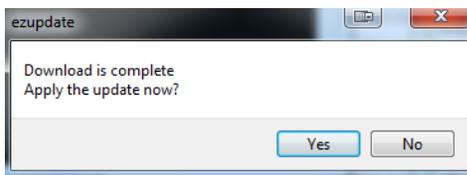
Check Only - Checks for an EZSpirits POS update but does not download or apply the update.

Apply Update - Checks for an EZSpirits POS update, downloads it, and then applies it.

Settings - Probably best to stay out of settings.

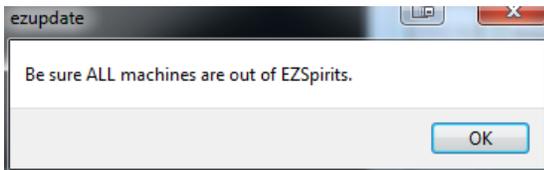
Step-by-step upgrade instructions:

1. Be sure the EZ-Updater is open, if not, double click on the EZ Update icon in the Windows tray.
2. Click on **Check Only** button, to see if an update is available.
3. Wait for the prompt to tell you if an update is available.
4. If an update is available, click on **Apply Update**.
5. Wait while the update downloads. (see the **progress bar** at the bottom of the main screen)
6. When the download is complete you will be asked if you want to apply the upgrade.

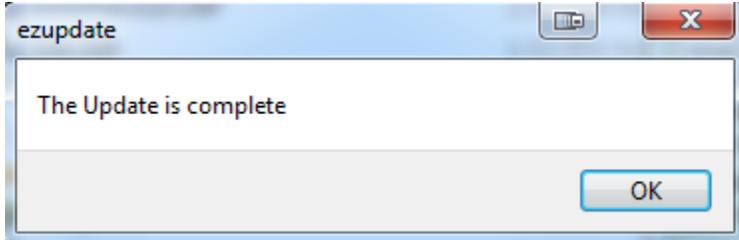


7. You will also be asked to make sure **ALL** machines are out of EZSpirits POS. (**All** machines means all other machines. **Including the one you are doing the update on.**) If **any** machine is in EZSpirits POS the update will **NOT** work. Sometimes you may want to shut all the other machines off.
8. Click **YES** to continue.
9. Typically an upgrade will only take a few minutes. The more systems you have the more time it will take. Figure about 5-10 minutes for the first system then 5-8 minutes for each of the others. **All other systems will need to be completely out of EZSpirits POS during this next portion of the upgrade.**

10. Click **OK** when you are sure all machines are out of EZSpirits POS.



11. Files will be copied; the progress bar will show the activity of the file copy.



12. The above message will indicate the file copy portion of the update is complete. Click **OK**.

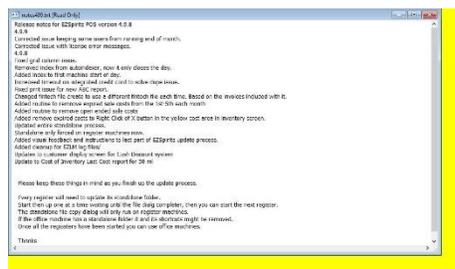
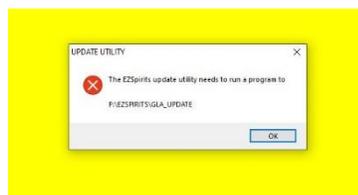
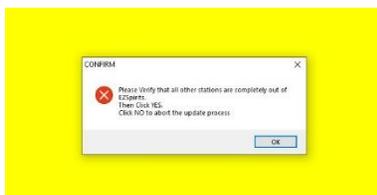
13. It is crucial that **ALL** machines stay out of EZSpirits POS during the following steps.

14. The following steps are done in EZSpirits POS.



15. Next start EZSpirits POS on the machine you ran the update on, and no other machine should be started at this point. **This is important!** You should see this message. **If you do not see this message then the update is not finished. You need to call support.**

16. Click **Yes**. Again, you will be reminded that **all** systems **must** be completely out of EZSpirits POS. **It is crucial that no one start EZSpirits POS until you are finished.** You may also see some of the following screens. Press OK to continue past them.



17. This screen shows you the release notes for this update as well as some instructions for finishing the other machines. It will also print out on your printer.

