

# HRtrax – Application Update Procedure

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## Downloading and Installing the Update Package:

The HRtrax Application Update package contains the programs and files necessary to update your system to the most recent HRtrax version. Please remember to make a complete backup of the HRtrax folder including all sub-folders and files contained in those folders before you start this procedure.

### Before you Begin:

Make sure all users Log-off HRtrax. No users should be working in the application during this update process. Many core components of the system will be modified as the application is updated and these components can become corrupted by active users.

### Backup HRtrax:

Make a complete backup of the HRtrax folder including all sub-folders and files within those folders before you start the update. This will provide an easy way to restore the system in the event that there is a problem at some point during the process.

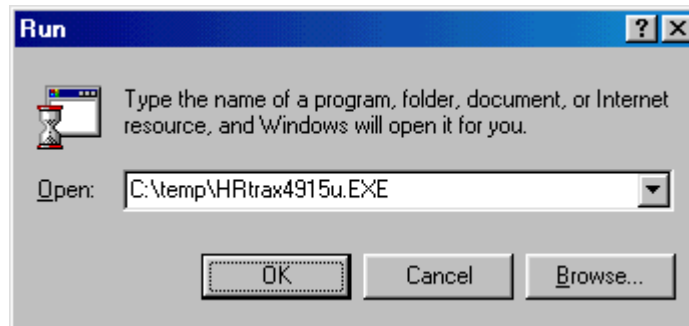
### Download the HRtrax Update Package:

Locate the HRtrax Application Update Package and download it to a temporary folder on the workstation (for example C:\temp\). The update package can be found at:

<http://Michaelsoft-HRtrax.com/Updates/Updates.htm>

### Start the HRtrax Application Update Program:

Use the Windows Start > Run dialog box to execute the application update program that was downloaded in the previous step. To find this program click on the Browse.. button, navigate to the temporary folder, highlight the update program (for example HRtrax4915u.exe), then click on the Open button. The Run dialog box should look similar to the following sample:



Click on the OK button to extract the update package and start the HRtrax Setup Wizard.

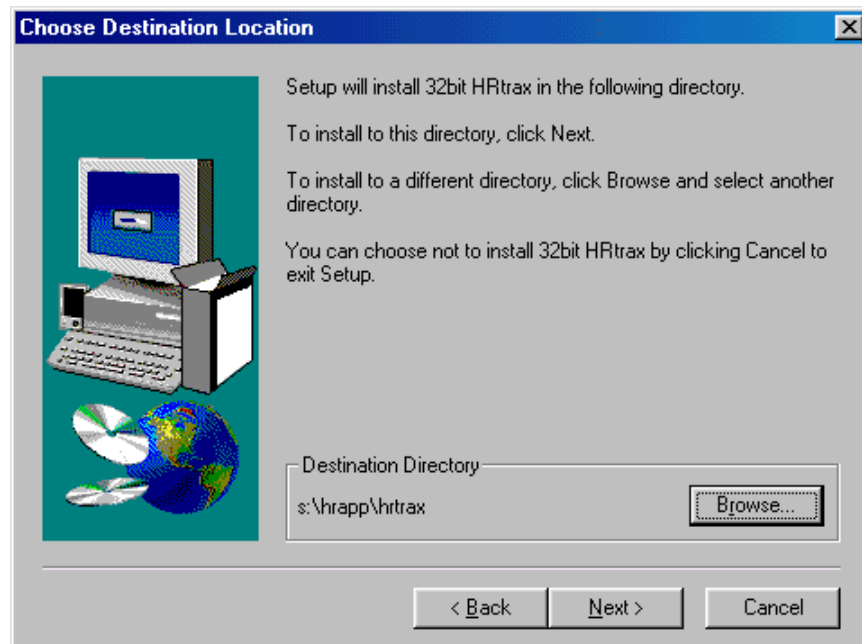
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### Set the Destination Location:

At the Welcome dialog box, click on the Next button to move to the Choose Destination Location dialog box. At the Choose Destination Location dialog box, click on the Browse.. button and navigate to the HRtrax folder on the system that contains the HRtrax application. This is the location where we want to install the HRtrax update. Highlight the HRtrax folder and click on the OK button. The Choose Destination Location dialog box should now look similar to the following sample:



Verify that the correct path is shown in the Destination Directory then click on the Next button and continue to follow the prompts until the update is finished.

**Note:** If HRtrax is located in the root directory on the local drive, simply select the HRtrax directory on the local drive. If HRtrax is located in a subdirectory on a local drive or network, select the HRtrax subdirectory. For example, if HRtrax is located on the C: drive and root directory simply select C:\HRtrax. Or, if HRtrax is located at S:\HRDept\Apps\HRtrax on the network, then select the S:\HRDept\Apps\HRtrax subdirectory.

### Update Finished:

Your HRtrax application should now be ready for sign-on and normal operation.