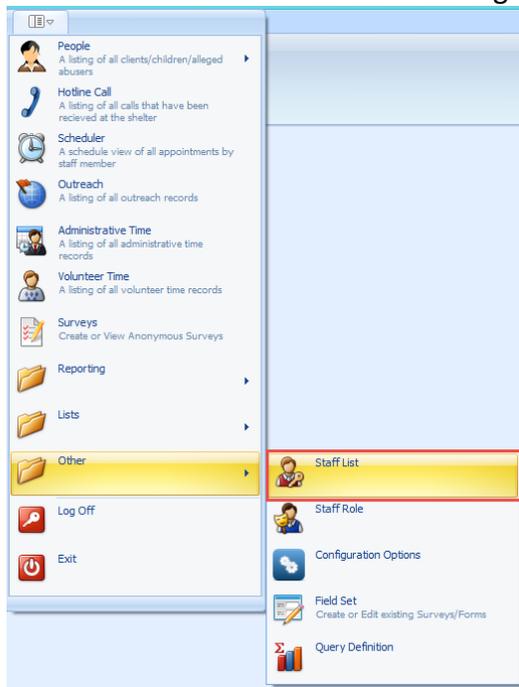# Instructions

Setting up Users with Upgrade Permissions

Osnium will push out releases to you as they become available. In order to install the upgrade, at least one user requires Upgrade Permissions. Once an upgrade is completed by that user, automatic upgrades will occur for all other users that login, regardless of their permissions.

Please follow the instructions below to set Upgrade Permissions for your users/staff.
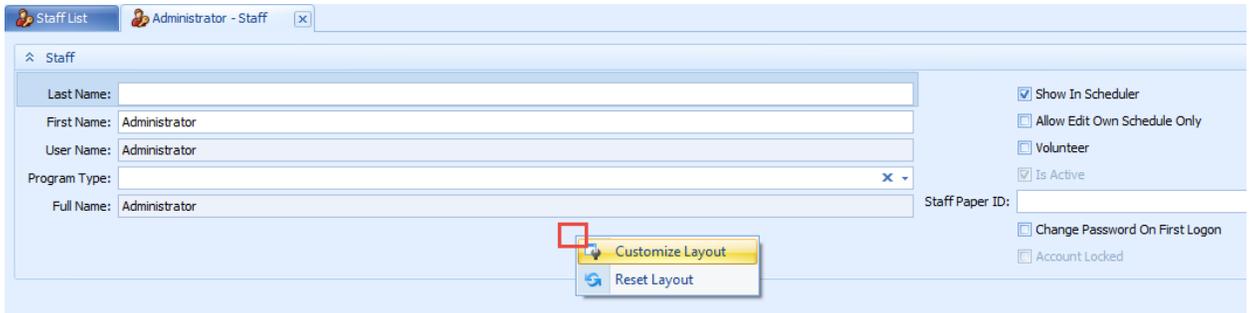
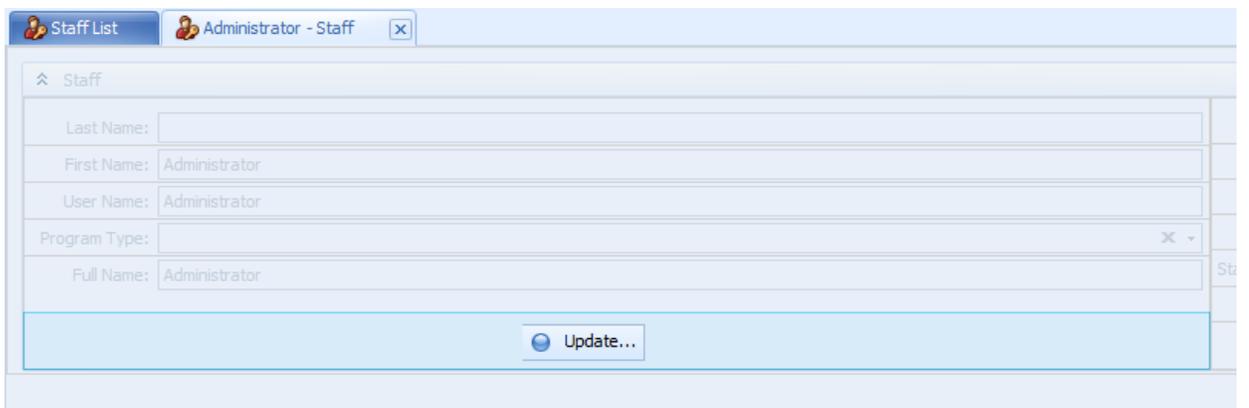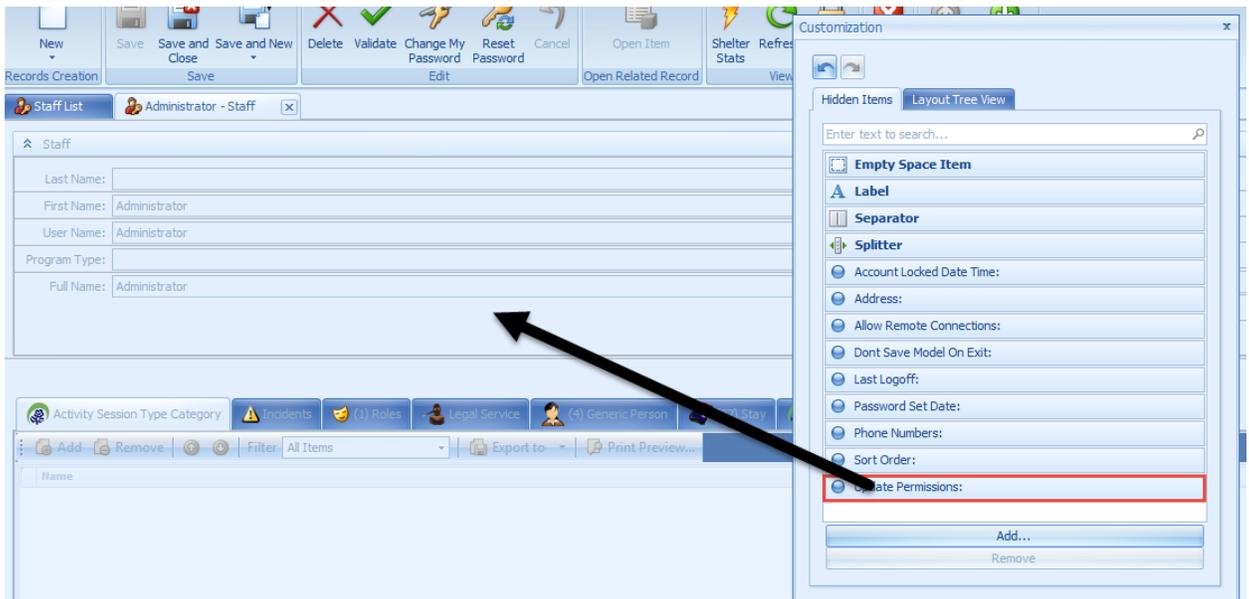1. Select Other > Staff List from the Navigation Menu

2. Double click on the Staff to open their profile

3. Right click and select Customize Layout

4. In the customization window, select Update Permissions and drag and drop it onto the screen.

5. Exit the Customization Window

6. From the Drop Down, select Allow check and install

7. Save and Close

8. This user can now complete the upgrade.

Note: You can set the initial field for the Update Permission field as "None" to ensure any new users do not have permission to complete the upgrade.

Automatic Update Feature

Users with the appropriate privileges will see an upgrade tab in the ribbon after closing and re-opening the software. Please select the upgrade tab and perform the software upgrade.

Before upgrading, please ensure the following:

- All users have closed the software prior to performing the update
- A backup is performed of the database by either using the button in the software upgrade, using the Local Backup button, or having IT do a manual backup
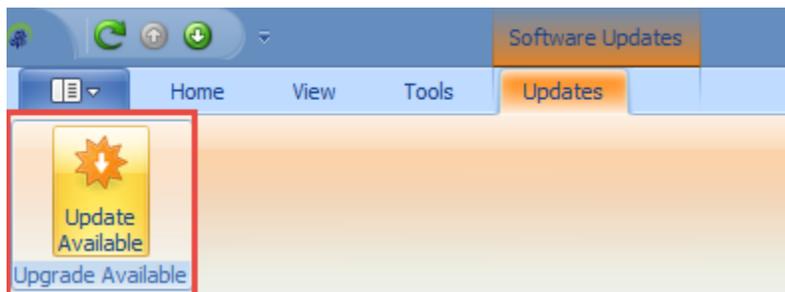- You have enough time to complete the upgrade

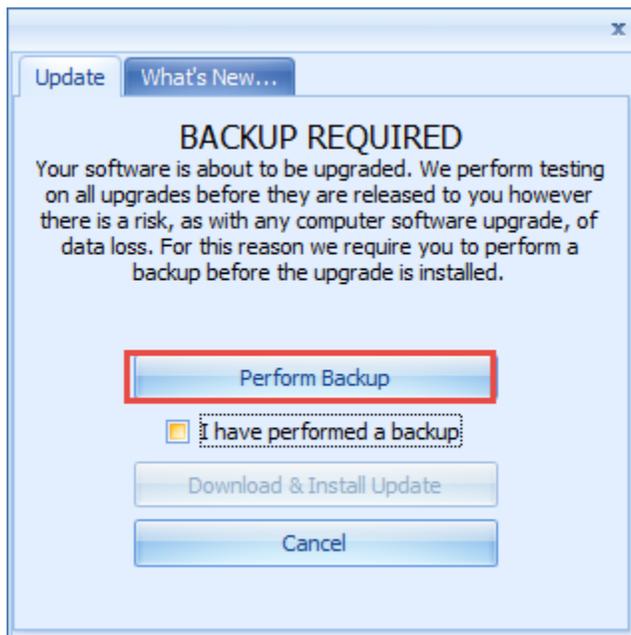1. Upon logging into WS you will see Software Updates in orange in the Ribbon.
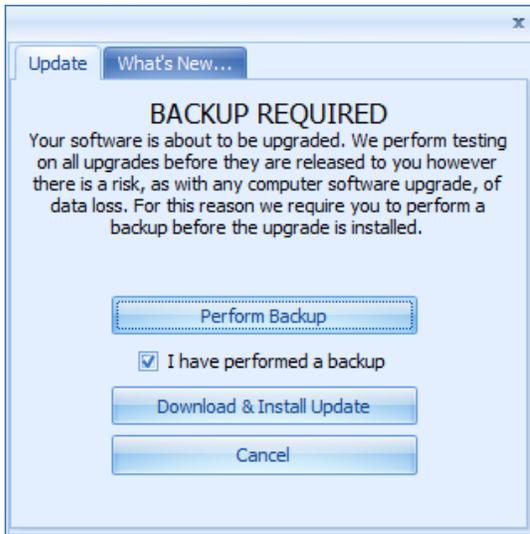
2. Select the Updates tab
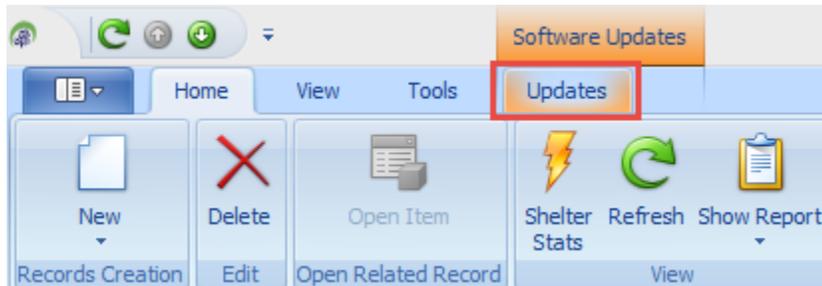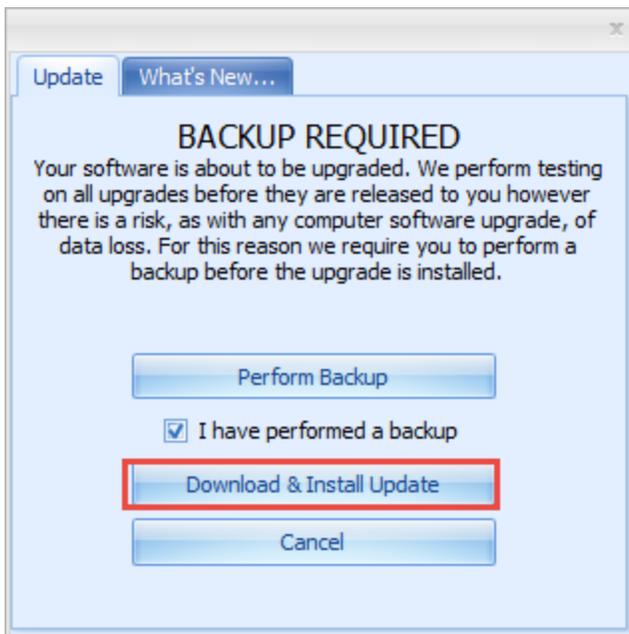

3. Select Upgrade Available
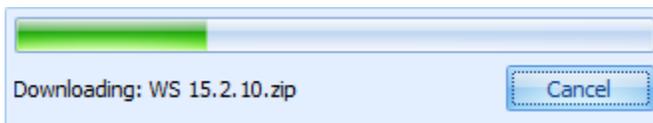

4. Click Perform Backup

5. Upon Backup completion the checkbox "I have performed a backup" will check
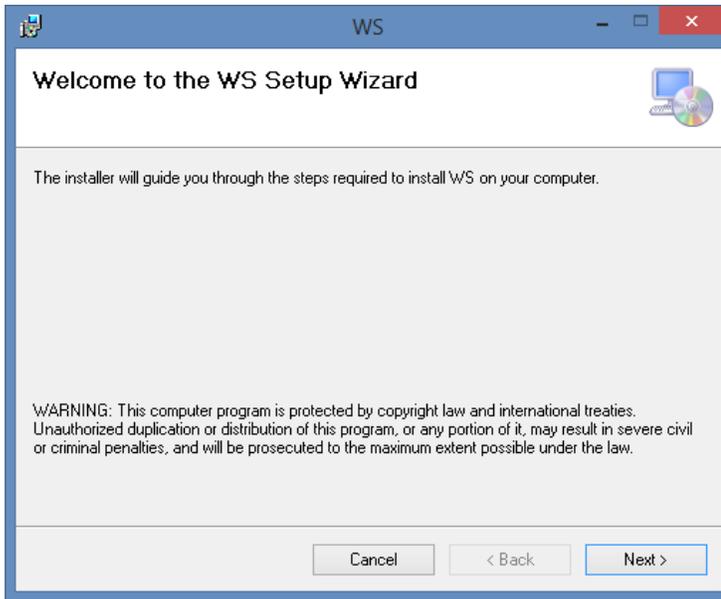

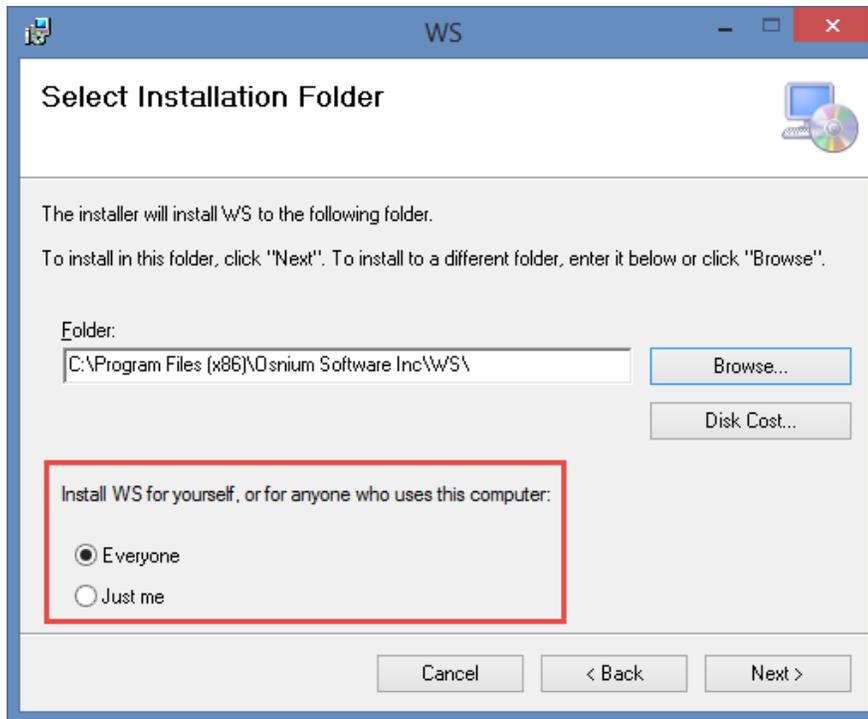6. Select Download & Install Update

7. The download will occur, this could take a few minutes.
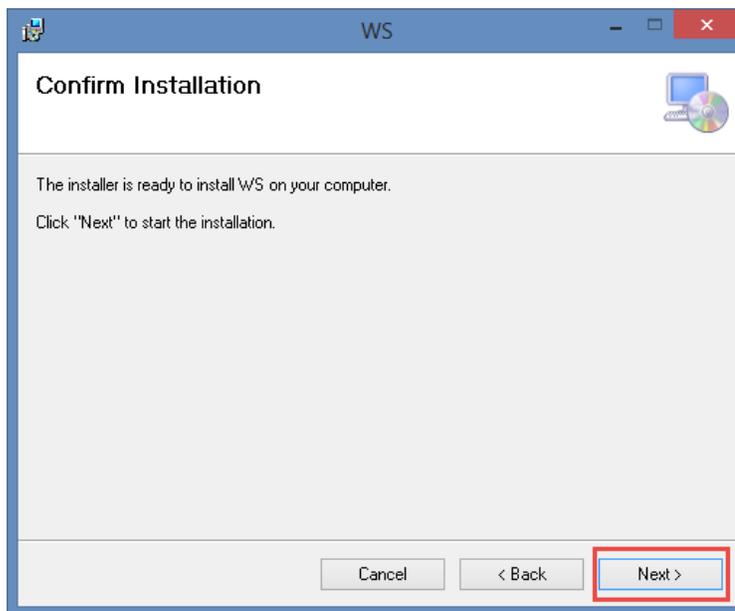
8. The WS Setup Wizard will open, click Next

9. Select whether the Install is for **Everyone**, or for **Just Me** and click **Next**
Selecting **Everyone** will allow any User logging into this physical PC to run WS. Selecting **Just Me** will only install WS for the User currently logged into Windows.

10. Click **Next** to start the Installation

11. Click Close to complete the installation

WS

Installation Complete

WS has been successfully installed.

Click "Close" to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.

Cancel < Back Close