

Downloading a Membership Co-ordinator free update from the Data Developments Website

An update is a small program file which when run on your computer will change your software to the most current version. It will **not** touch your data at all. Updates to the program provide new features and correct problems.

It is also good practice to save the download file to your computer and run it from there. It is good practice to check the website on a regular basis for the most current version. If you want to be told automatically that an update is on the website simply send us an email (support@datadevelopments.co.uk) and request to receive free text alerts.

Note:
Membership Co-ordinator MUST be completely shut down before you install an update.

Where to find the download you want:

Go to our website (www.datadevelopments.co.uk)

Select 'Downloads' from the main menu

How to download the update you want:

Click on the option you want:

'Membership...update'

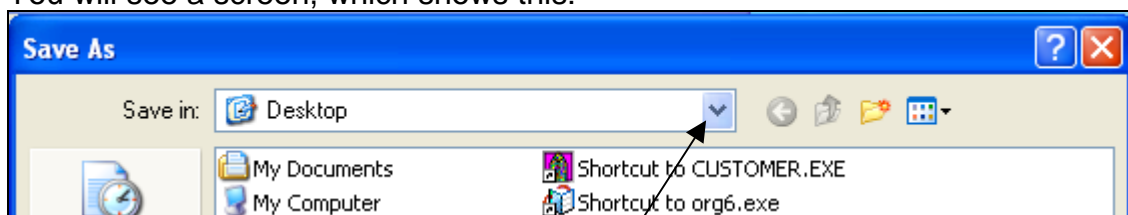
The following window will open asking you to 'Run', 'Save' or 'Cancel' the update:



This tells you the program and version number to which you are updating

Click 'Save'.

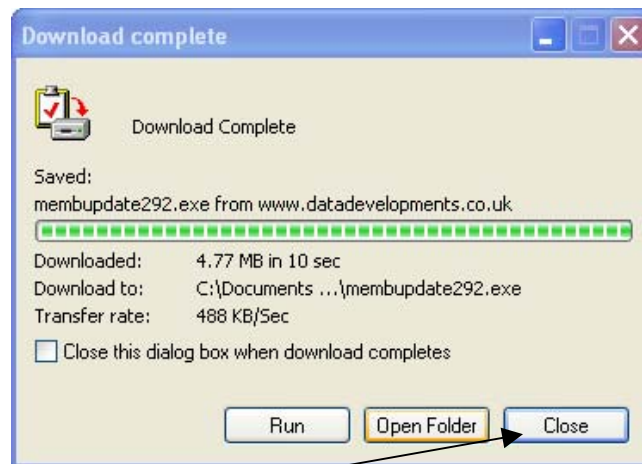
You will see a screen, which shows this:



If it does not say 'Desktop' **click** on the arrow and **select** Desktop.

Click 'Save' at the bottom right of the screen.

Once the saving process is complete you will see the following screen:



Click 'Close'
Close your web browser.

Remember:
Membership Co-ordinator MUST be completely shut down before you install an update.

How to run the update:

Go to your desktop.

Select the update icon entitled 'membupdate....exe'

Double click on the update icon

The following security window will appear:



Click on the 'Run' button.

The next screen that you will see is the 'InstallAware Wizard' screen:



Click the next button.

Accept the terms of the licence agreement on this next screen.

Click each next button, as it appears to complete the steps of the installation.

Click Finished.

How to check that the update has worked:

Load Membership Co-ordinator

Go to 'Help' on the top toolbar

Click 'About'.

The version number is located besides the title 'Membership Co-ordinator', and should coincide with the version number you selected from our website. This screen will also give you a brief overview of what improvements this update contained.

For security the download does not give you permission to see any new reports - you need to give yourself permission to see these reports. To do this:

Go to 'Admin' on the top toolbar.

Click Users and Security

Click Menu Permission Groups and then **click** the 'Permissions' button



Click the option 'Include all' and click 'Yes' to confirm this action

Click the green tick.

This will now have updated your Membership Co-ordinator software to the current version.