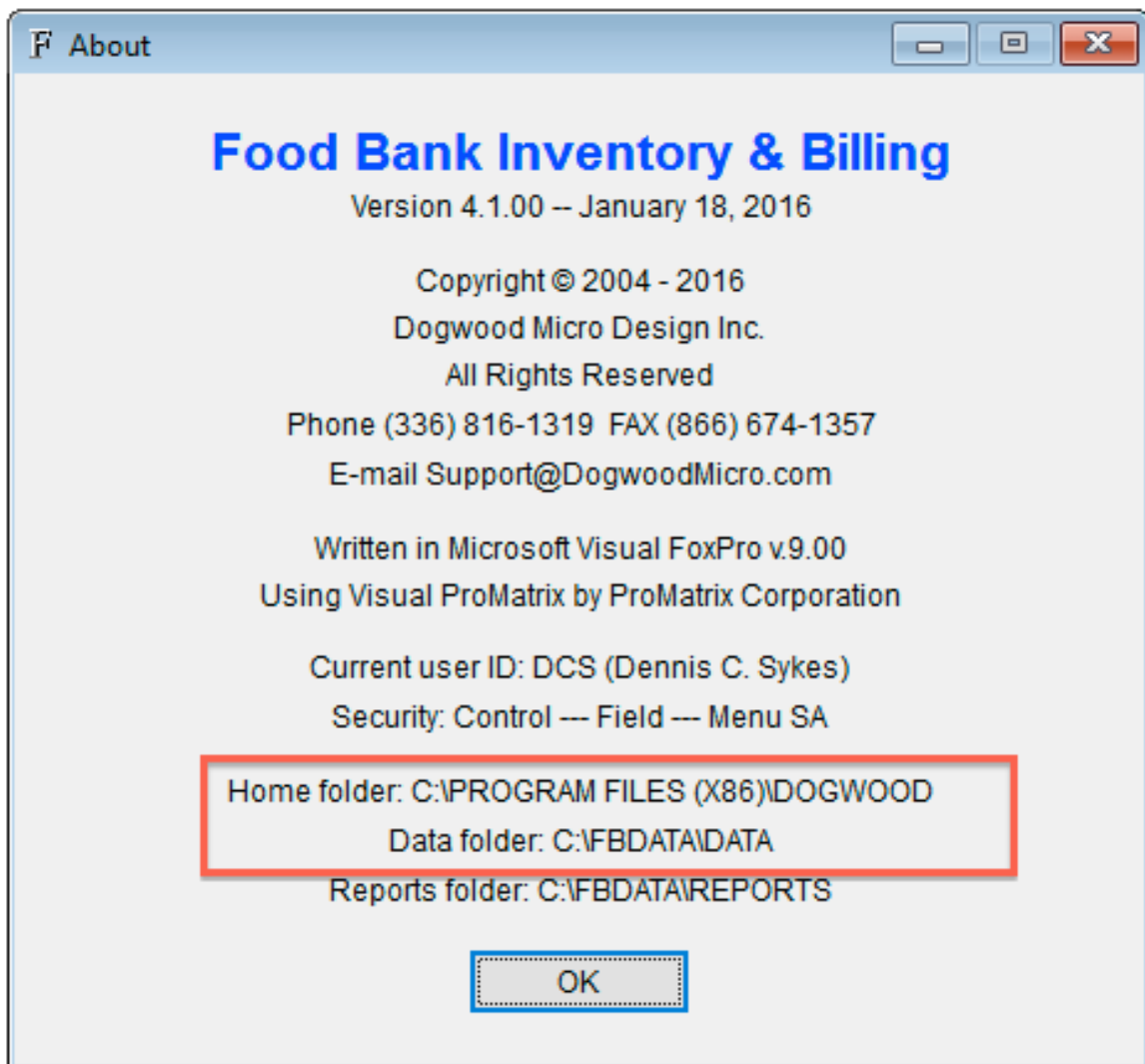


Installing Food Bank Inventory & Billing v4.1.00 Update

Updating your software to the latest version requires two steps:

1. Updating the data files (this is done one time)
2. Updating the program (this is done once on each PC where the program is installed)

Before you begin, you will need to know the folder name where the program is installed on your PC, and the folder name where the data is installed (whether it is on your standalone PC or on a network server). You can determine both of these folder names from inside the program. Go to the "Help" menu and select "About." The folder name listed by the "Home folder" heading is where the program is installed. The folder name next to the "Data folder" heading is the location of the data files.



Installing Food Bank Inventory & Billing v4.1.00 Update

The first step is to update your data. This needs to be done only once, no matter how many workstations you may have accessing the data. On the same web page where you downloaded this document, under the “Existing customers” section, click the “Update the data files” button.

Existing Customers - the current version is 4.1.0

If you need to update, start with the Read me first button below.

Read me first

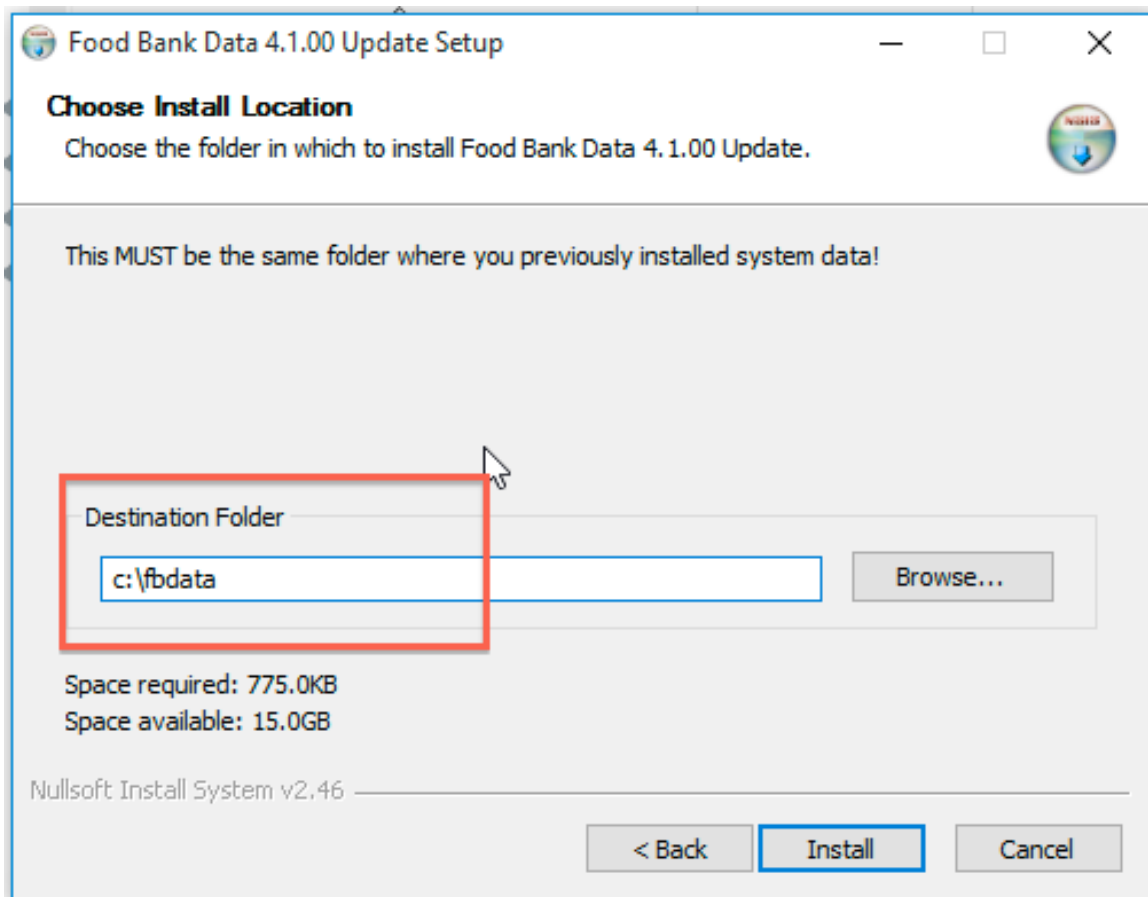
Update the data files

Update the program



Installing Food Bank Inventory & Billing v4.1.00 Update

Run the downloaded application. When you get to the “Choose install location” step, enter the data folder name you determined above, then click “Install.”



Installing Food Bank Inventory & Billing v4.1.00 Update

When the data update is finished, you are ready to update the program. On the same web page where you downloaded this document, under the “Existing customers” section, click the “Update the program” button.

Existing Customers - the current version is 4.1.0

If you need to update, start with the Read me first button below.

Read me first

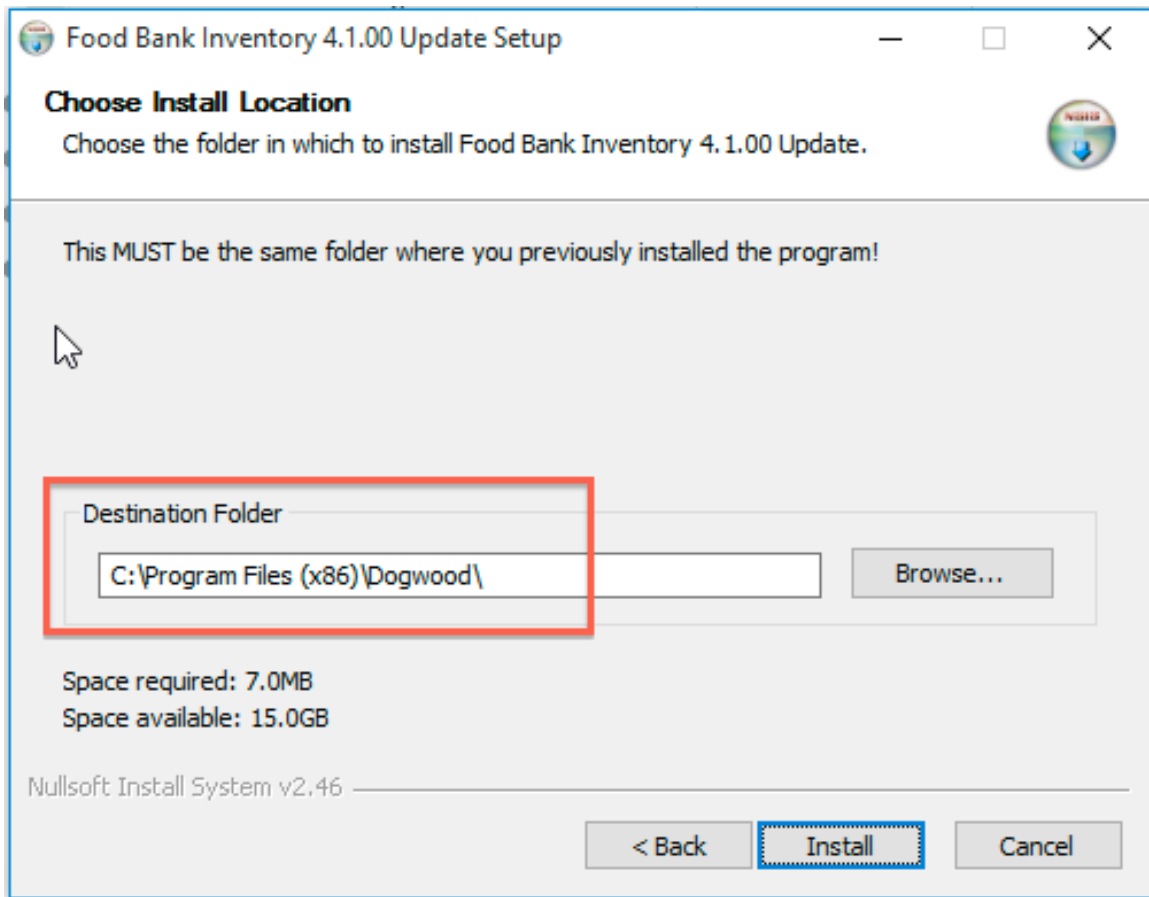
Update the data files

Update the program



Installing Food Bank Inventory & Billing v4.1.00 Update

Run the downloaded application. When you get to the “Choose install location” step, enter the home folder name you determined above.

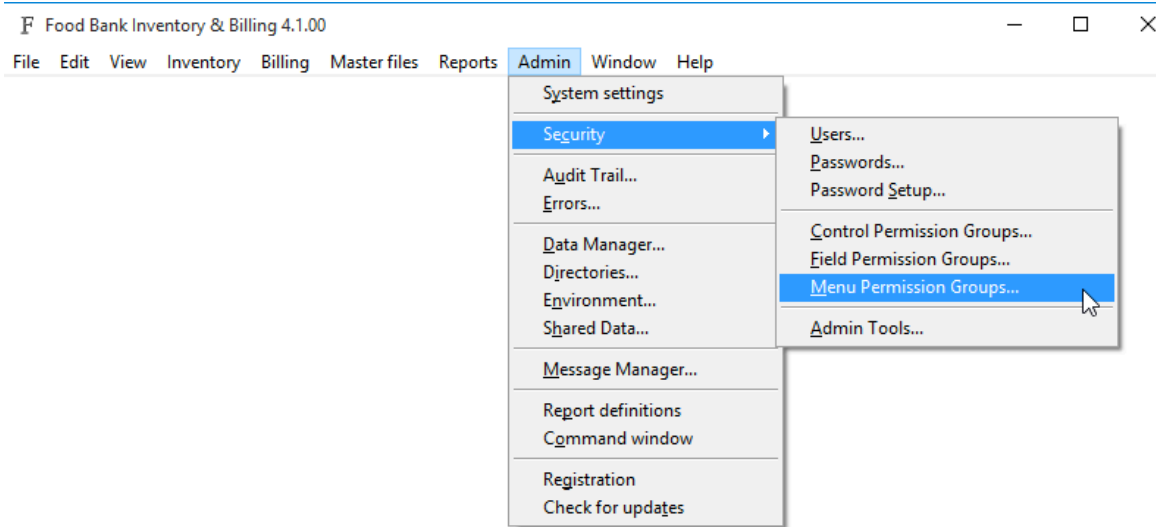


NOTE: If you have multiple workstations on the network using the program, repeat the “Update the program” step on each workstation.

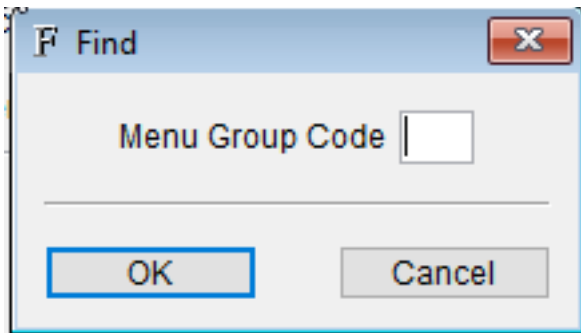
Installing Food Bank Inventory & Billing v4.1.00 Update

Once the program is installed, you will need to update the security settings to allow users to run the new “Distribution by product category” report. This setup can be done from any workstation after the update is installed.

Go to the “Admin” menu. Choose “Security” and “Menu permission groups.”



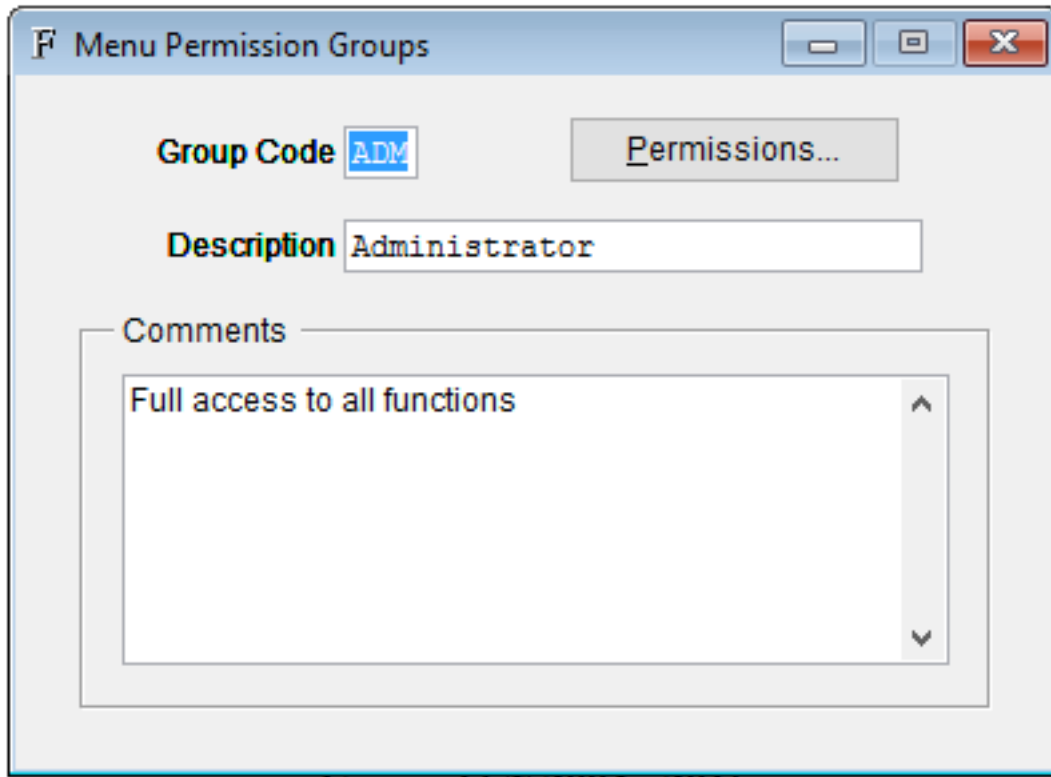
Press enter or click “OK” on the next screen to select all menu groups.



If you accepted the default security setup, you will want to change the “ADM” group (administrators) and the DLY (daily user) group.

Installing Food Bank Inventory & Billing v4.1.00 Update

From the screen below, click the “Permissions” button.



The screenshot shows a window titled "Menu Permission Groups" with standard Windows window controls (minimize, maximize, close). The window contains the following fields and controls:

- Group Code:** A text box containing "ADM". To its right is a button labeled "Permissions...".
- Description:** A text box containing "Administrator".
- Comments:** A text area containing "Full access to all functions".

At the bottom of the window, there is a copyright notice: "Copyright © 2011-2016".

Installing Food Bank Inventory & Billing v4.1.00 Update

Scroll down the list until you find the “Distribution by product category” option shown below. Double-click the option, or click once to highlight and click the “Include” radio button. Click “OK” to save when finished. Repeat these steps for any other menu permission groups needed.

These changes take effect the next time the user logs in to the system.

