

PPG Updates Using Internet Explorer



If the Title Bar looks like the one above when you click on the “**PPG Access Internet Site**” button in Dashboard, Microsoft Internet Explorer is the default Internet browser for your system.

If not, the following procedure will not be appropriate.

The PPG web updating procedure requires 2 steps.

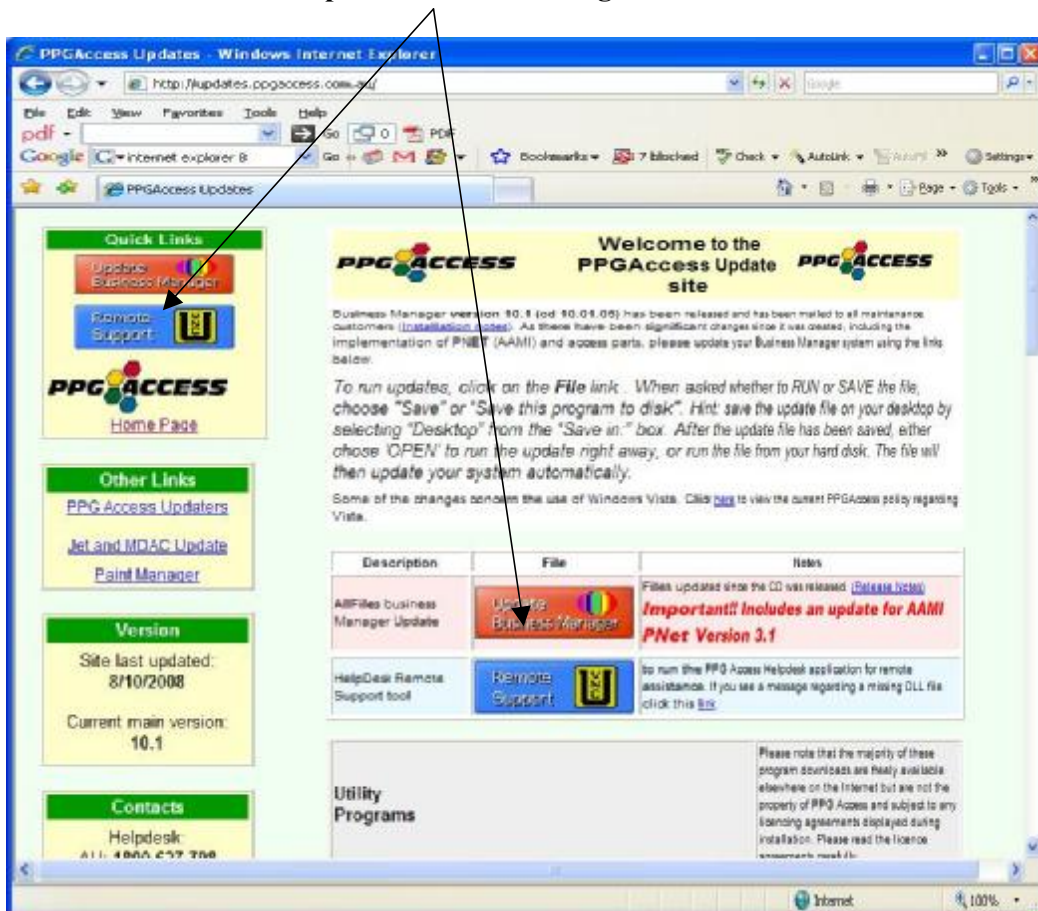
Firstly, the updater must be **downloaded** (ie saved) to the desktop of one of the computers on your network. **Secondly**, it must be **opened** (ie run) to copy the newer versions of the programme modules to your Business Manager working folder.

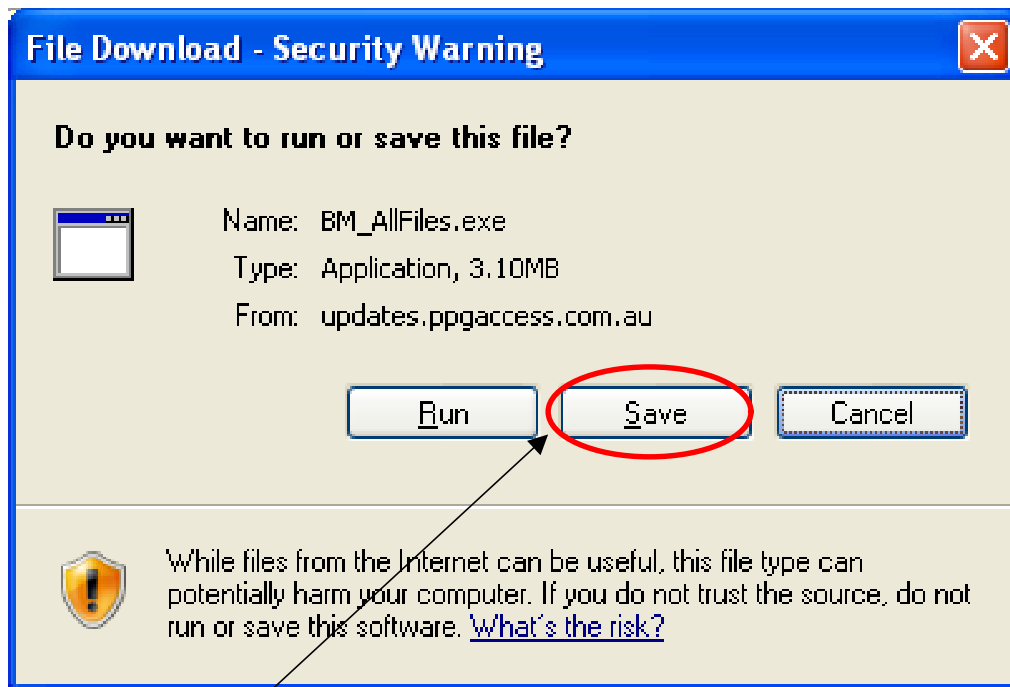
A web update need only be performed once to update the entire network, however the second step requires that none of the computers on the network have the PPG Dashboard open.

Steps 1 and 2 may be performed at different times. (Refer to 2e at the end of this document for instructions on how to do this.

Procedure

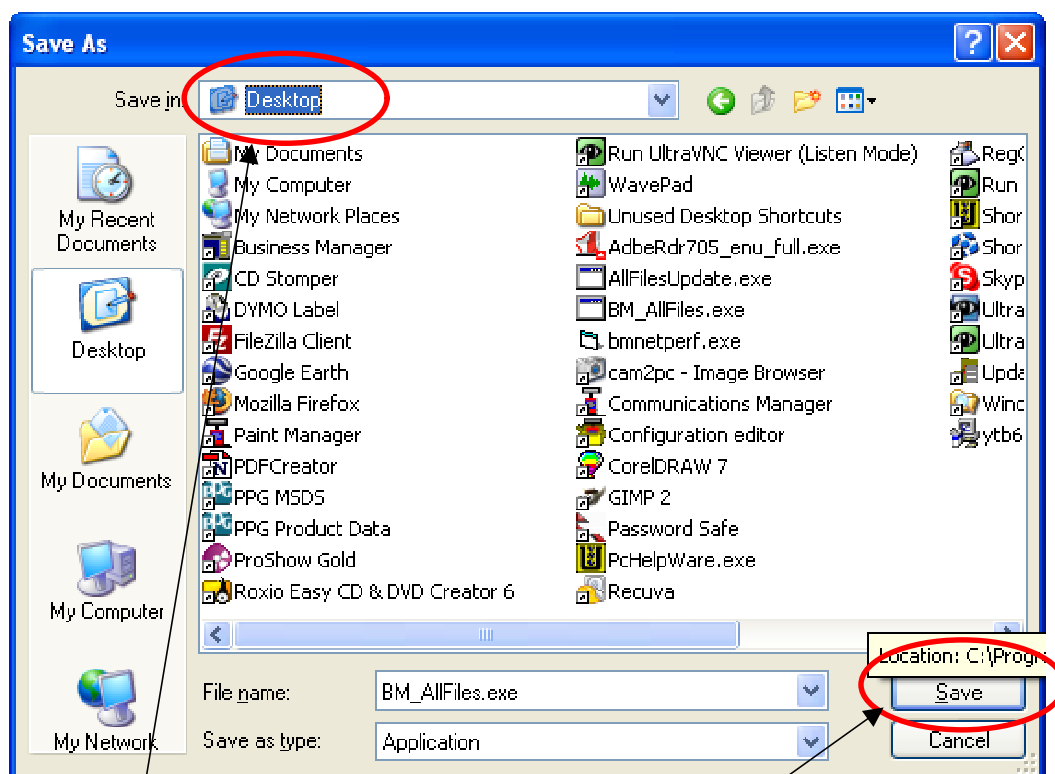
1. Click on either of the **Update Business Manager** Buttons.



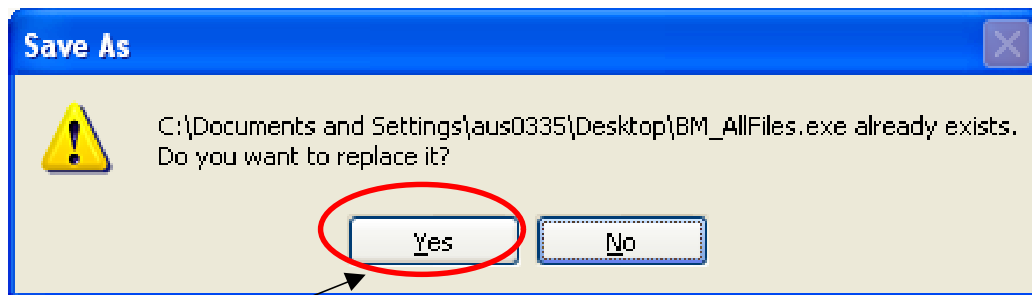


1a. Click on **Save File**.

A **Save As** window will appear..

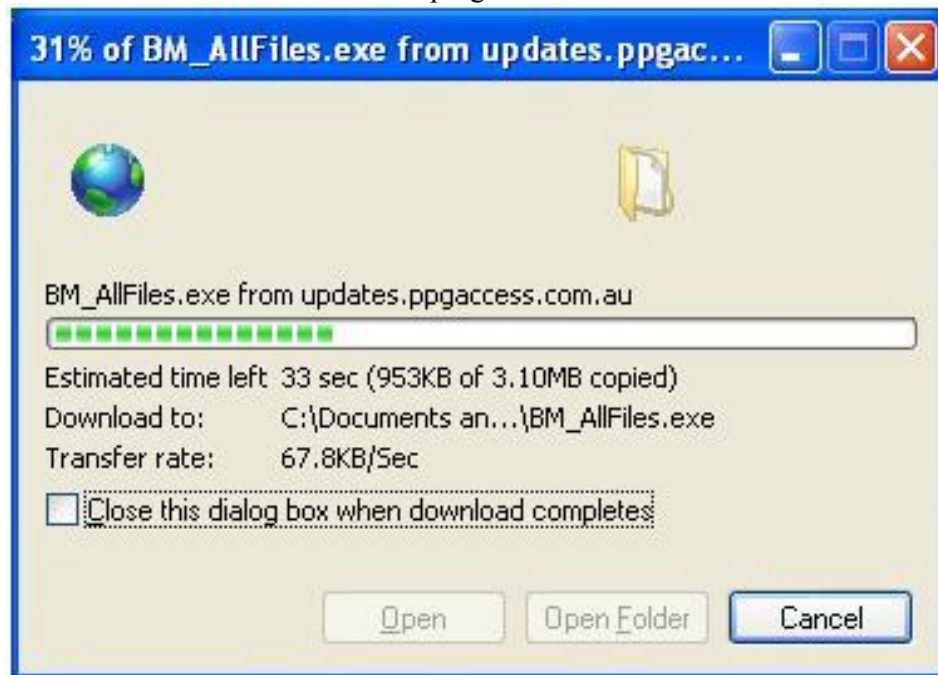


Select **Desktop** in the **Save In** dropdown box, then click **Save**

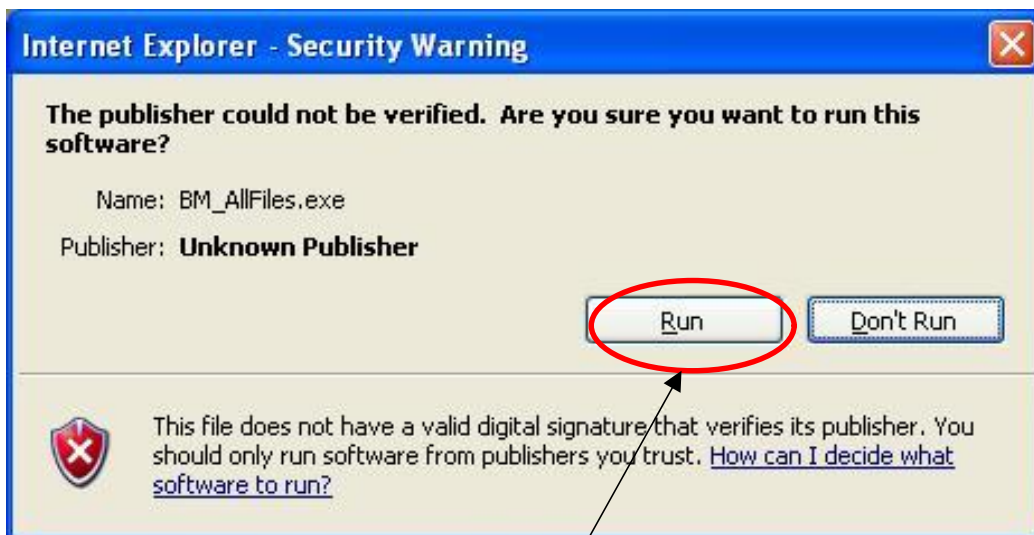
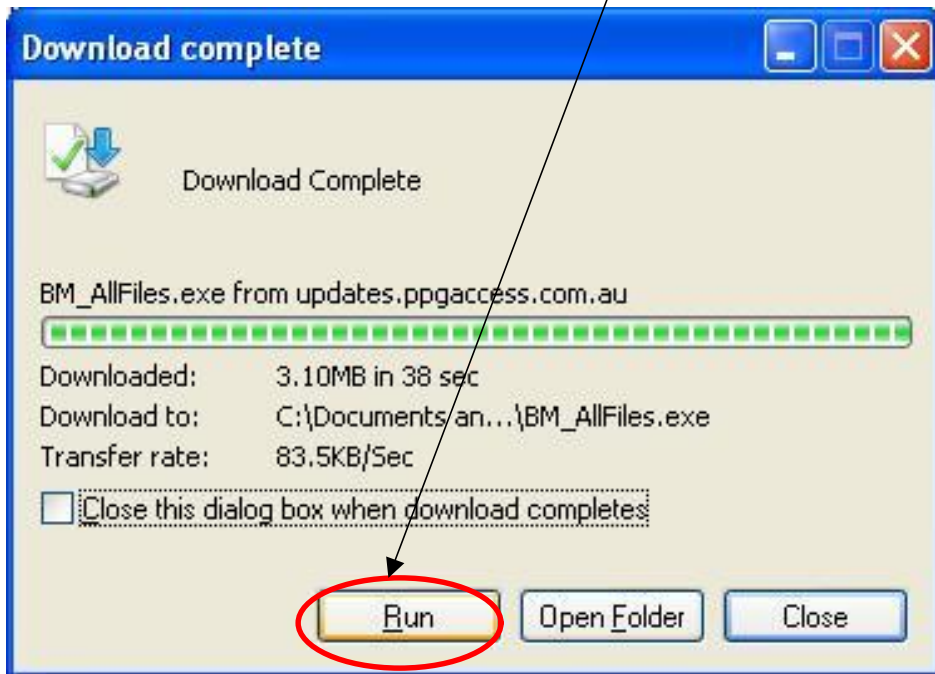


If you have performed this step before, you will see a box similar to the one above. Select **Yes** to continue.

The screen below will indicate the progress of the download:



2a. When the download is complete, click on the **Run** button.

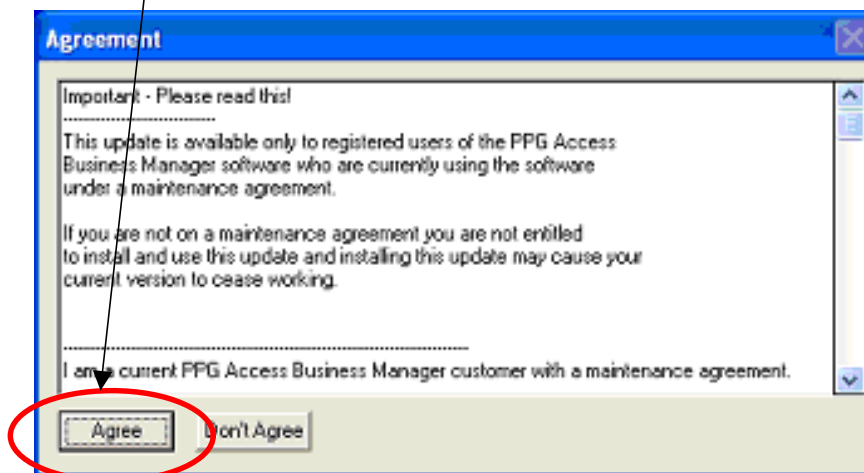


If the above security warning appears, click **Run** to continue.



2b. The above screen should load. **Make sure that Dashboard is closed on all computers on your network**, then click **Install**

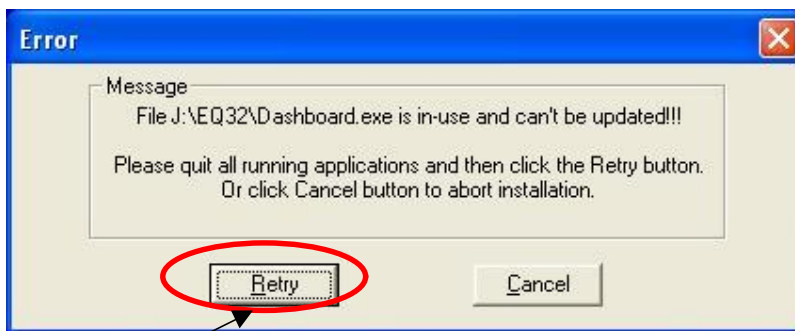
2c. Next, **Agree** to the licence.



2d. The updater will commence replacing old programme modules and will display the following progress screen.

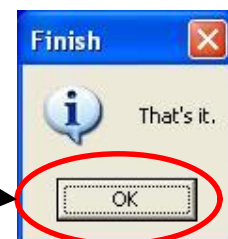


If any modules have not been closed completely (for example, if they have been minimised rather than closed), the updating process will pause and a dialog box similar to the following will appear.

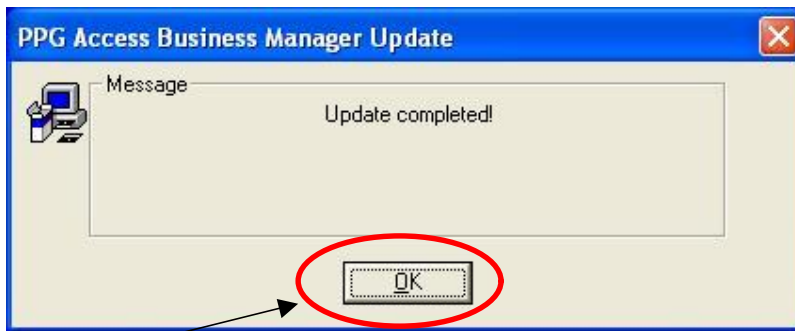


Ensure all modules, **including Dashboard**, are closed on all computers, then click the **Retry** button.

Sometimes, as part of the update process, a small sub-programme will be run. This may require you to acknowledge before the update can continue. Click **OK** to the prompt.



Finally, you will see the following screen



Click **OK**. The Update is now complete.

2e. To run the updater (step 2 of the 2 step process) at a more convenient time, **close all programmes** and, from your desktop, **double click** on the **BM_AllFiles.exe** icon

Resume the procedure above from point 2b.

