Dear Customer,

Enclosed is a CD containing Business Manager Version 10.1

Please see the procedure below for details. The installation software will recognise the version currently running on your machine and proceed accordingly.

**Network users should run the upgrade on all workstations as well as the server.**

**PPG Access also recommends that users check our website for possible updates immediately after upgrading.** Please note that web updates need only be run on one computer.

Regards,
PPG Business Management Services Group

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**Installation Procedure**

1. Insert CD and close the CD-ROM drawer. The following screen will appear. Select **Install/Upgrade Business Manager**.
2. Read and accept the license agreement by clicking Yes.

3. Click Yes or Next> until the installation reaches this screen, Click OK and allow the process to run its course.

4. Complete the upgrade by clicking Finish.

5. Update Times Styles by selecting Update NRMA Repair Times from the menu.

Note that step 5 need only be carried out once, usually on the server machine.