



## Procure Software®

# Version 10.2 Update CD

Procure is designed to run on the Windows® family of operating systems including Windows 7, Vista and XP.  
For details search for *system requirements* at ProcureSoftware.com.

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### **Purpose**

- This CD will update an existing Procure computer from version 10.0 or 10.1 to new version 10.2.
- It may also be used for a first time installation on a new computer; one that has never had Procure v10 on it.

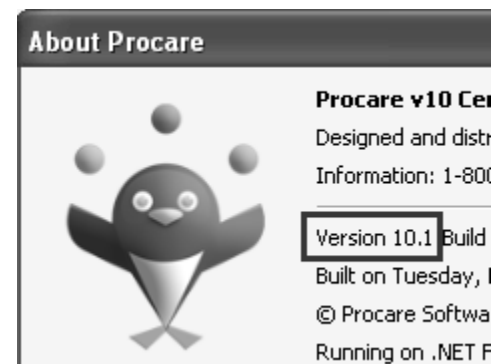
**Important!** If 10.2 has already been installed this CD will uninstall Procure.

### **Do You Need this CD?**

- You were sent this CD because you renewed your annual update subscription. If you have already installed version 10.2 through an *Online Update* DO NOT install this CD. Keep it for future use in case you need to install on a new computer.
- Please throw away any old Procure CD's. This is the only CD you will need.

### **Check Your Version Number**

- Check your version to see if you need to install this CD. From the Procure Home screen click *Help > About Procure*. Just to the right of the penguin's wing the version number will be displayed.
- If it says **10.0** then **STOP**. Call Procure Support for additional instructions at: 1 (800) 964-1729.
- If it says **10.1** then **CONTINUE** with the steps below.
- If it says **10.2** then **STOP**. Your computer is already current.



### **Install on a New Computer**

- To install on a new computer, that has never had Procure v10 installed before, see page 2 of your Getting Started Guide or go to ProcureSupport.com and search for article KB0901.

### **Update an Existing Computer**

If you use any Procure computers for checking in (either as a Check In computer or with a connected Time Clock) those computers must be updated separately. Until the full update process is complete people will not be able to check in/out.

1. As a precaution you are strongly encouraged to make a backup and save it to an offline device such as a USB flash drive. See article KB0018 at ProcureSupport.com.
2. Begin at your main computer (server) and log on to Windows as a Local Administrator.
3. Insert the CD. The update should start automatically. If not, go to *Start > Computer* (or *My Computer*) > dbl-click the *Procure CD* > dbl-click **setup** (or *setup.exe*) to begin the update.
4. Follow the on screen prompts until the update is complete.

All computers on your network will now be updated as soon as you open Procure. You do not need to install the CD on these individual computers (client computers) unless they are used for checking in and out – see next page (reverse side).

## **Update a Check In (or Time Clock) Computer**

You MUST install the CD (or download an online *Client Patch*) on each computer that runs the *Check In* or *Time Clock* software. Until doing so, those devices will not work.

1. If you haven't already done so you must first install the update on your main computer (server). See previous page.
2. Then go to the computer that runs the Check In or Time Clock software. Log on to the computer as a Local Administrator.
3. If you haven't already done so you must open the Check In program, Time Clock software, or Procure itself. This will update the client files to version 10.2 and prompt you to download a *Client Patch*.
  - a. Choose to download the patch from our website. Just click "YES" and follow the instructions online.
  - b. Or, you may say "NO" and install from the CD. If so, keep reading.

### **If you choose to Install from CD:**

4. Insert the CD. The update should start automatically. If not, go to *Start > Computer* (or *My Computer*) > dbl-click the *Procure* CD > dbl-click **setup** (or *setup.exe*) to begin the update.
5. Follow the on screen prompts until the update is complete.

Note 1: During the client patch update you will be prompted to RESTART YOUR COMPUTER. When the computer has restarted you'll automatically return to the installation screen to complete the process

Note 2: If a fingerprint reader is connected to this computer the Windows *Add New Hardware Wizard* may come up at the end of the patch install. If so, just click *Cancel* to close the wizard.

6. Repeat these steps for any other computers that run the *Check In* or *Time Clock* software.

Once the client patch update has been installed you may open the *Check In* or *Time Clock* software and are ready to check in/out again.