

VISION PAYROLL & HRM UPGRADE PROCEDURES

Introduction

Exact Software LTD keeps improving its Vision 8 software modules to offer more and better customer experience and thus after all the changes have been made, an upgrade version is provided to all our Licensed existing customers for FREE as part of their Yearly License Agreement.

Upgrade process

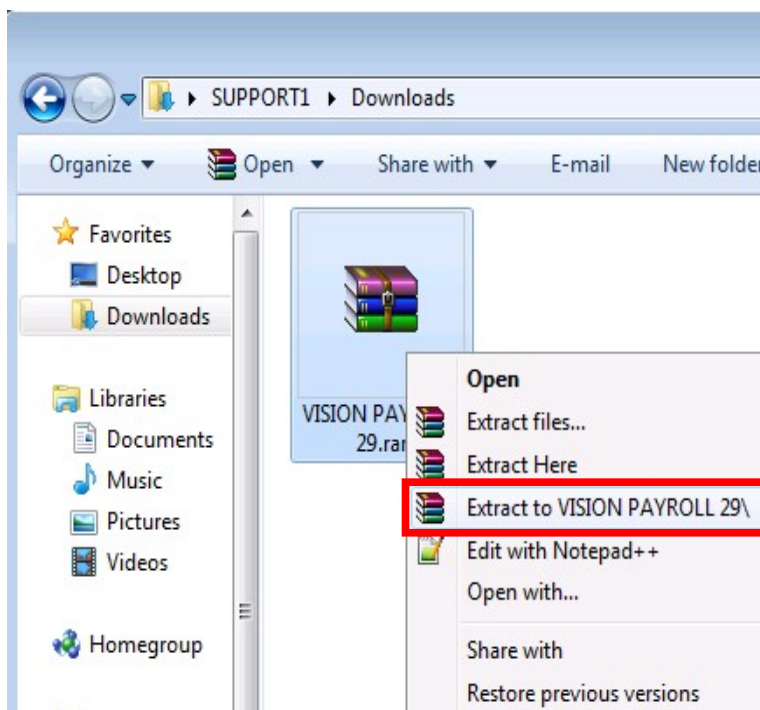
This is a step by step guide on how to upgrade Vision Payroll from lower version to the upgraded version.

It is strongly recommended that you take a backup of your database and copy your original Vision8 Folder as backup precautions.

Also Note that these updates must be done on all the computers running Vision Software preferable starting with the Server Computer.

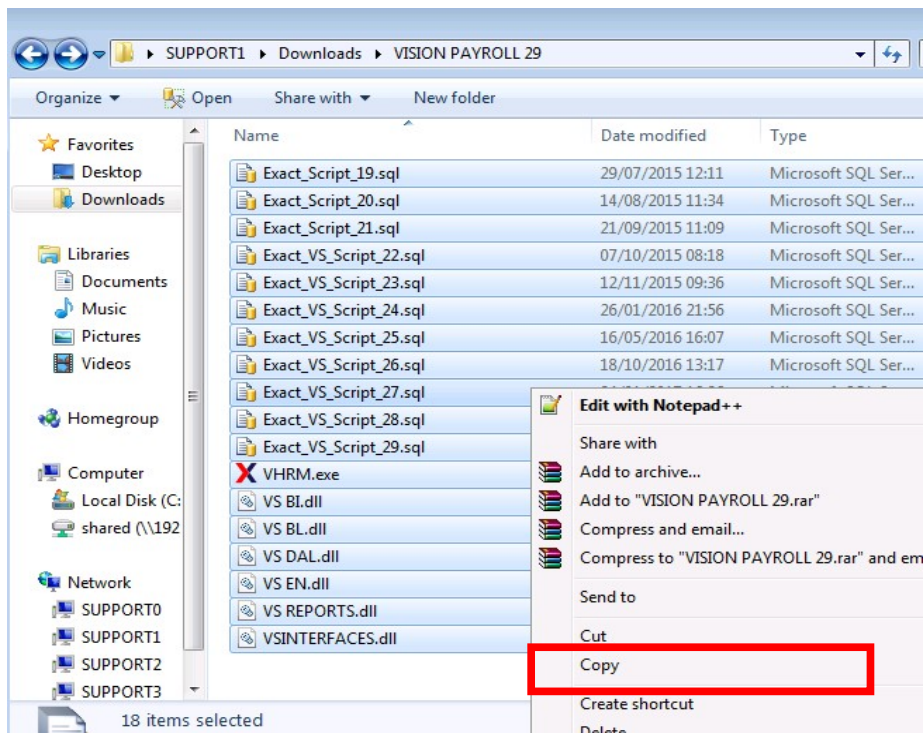
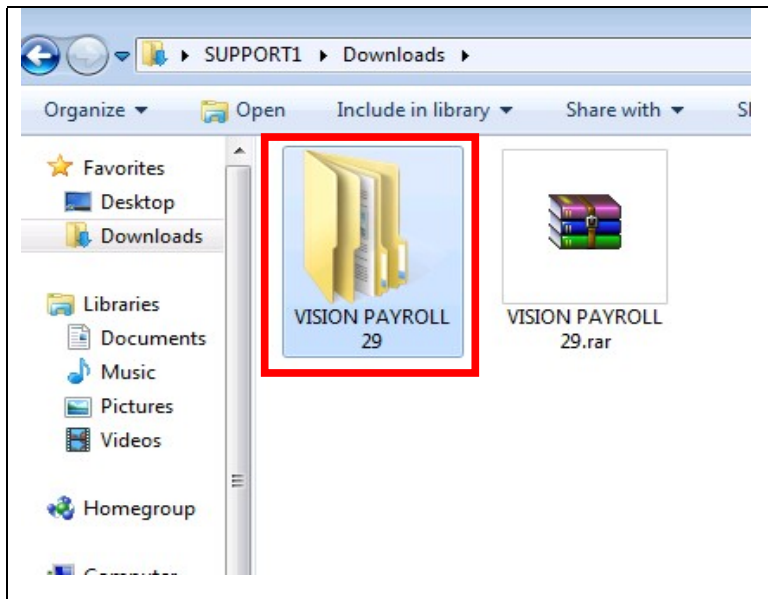
Ensure that Vision Software is closed in all the other computers before starting the upgrade.

The processes below have been done with an example of how to upgrade to the 8.29 version.

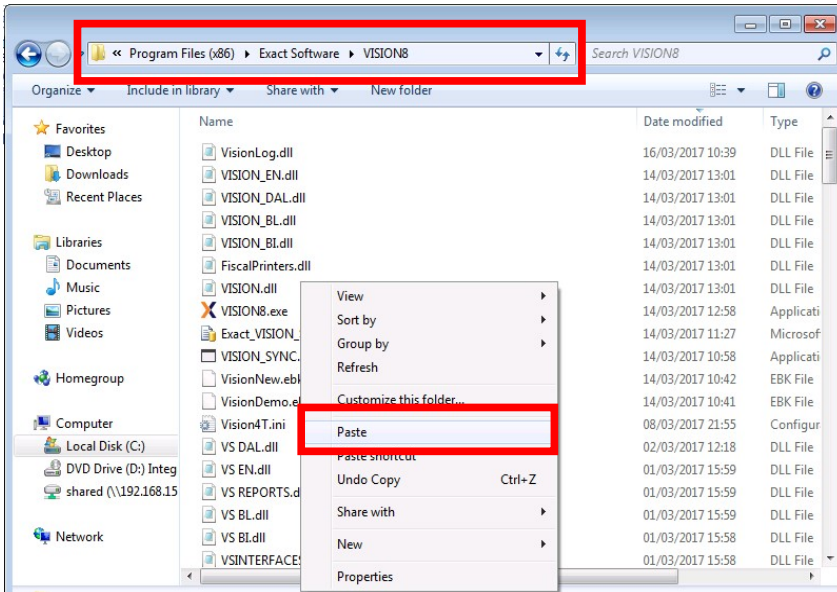


1. Make sure you have "winrar" or any un-zip utility software in order to unzip the Vision Payroll 29 file.
2. Download the update file (Vision Payroll 29.rar) from our website or use the one provided to you by Exact Software Support Team.
3. Right click on the Vision Payroll 29.rar and select Extract to Vision Payroll 29\

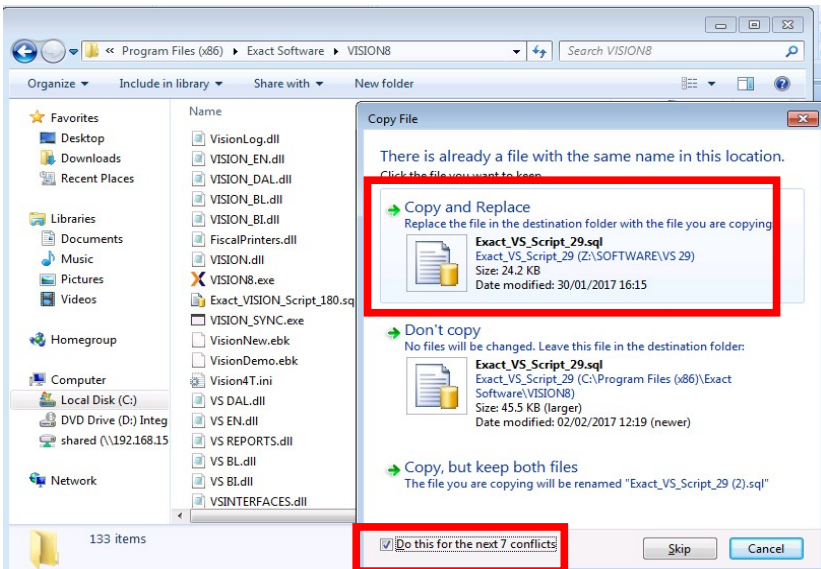
This will unzip the files to the folder named Vision Payroll 29



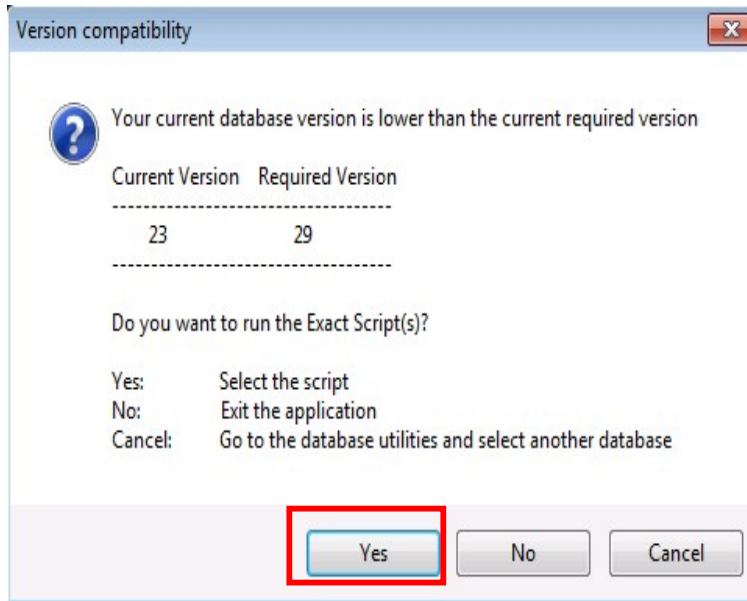
4. Open the Vision Payroll 29 folder that has been created after unzipping the zipped file
5. Select and Copy all the files inside the Vision Payroll 29 Folder



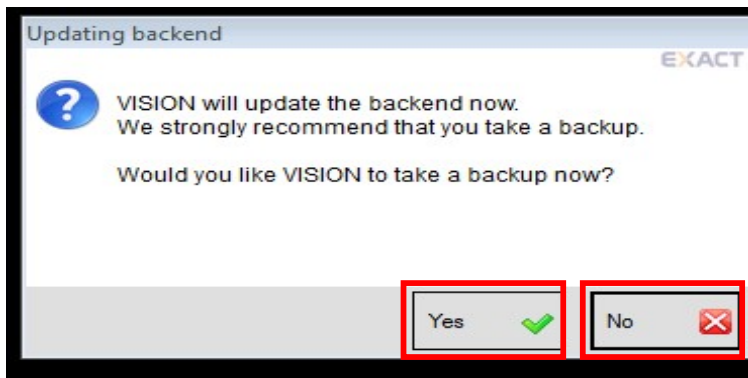
6. Open Local Disk C:\Program Files (x86)\Exact Software\VISION8
7. Right click and paste the files that you copied on step 4 above.



8. After pasting the files you will be prompted whether to copy and replace the files,
9. Check the option "Do this for the next conflicts" and then select Copy and Replace.
10. Run Vision Payroll on the desktop screen as an Administrator



11. Vision compatibility screen will pop up which will ask you to upgrade from the current version to the required version
12. Click YES to run the upgrade.



13. You will then be prompted to either take a backup before you proceed with the upgrade.
14. Click YES to either take a backup or Click NO to ignore the backup and continue with the upgrade process.
15. While you click NO assumingly you already taken a backup before the upgrade process started



16. The upgrade will be completed after a short while.
17. Once the Upgrade is finished you will be prompted to enter your user name and password.

Please note that the upgrade doesn't interfere with any existing data or user login information.

For some security reasons to ensure that the dll files sent are well protected & harmless, The internet system tweaks and flags off the permission of these files
For a side-note once the dll files/ Updates have been replaced in the Vision8 Folder the next step is to give access rights to the VS_REPORTS.dll
This can be done by following these steps

- Open the Vision8 Folder
- Within the Vision8 Folder find VS_REPORTS.dll
- Right click on VS_REPORTS.dll and go to properties
- In the properties window click on the **unblock** checkbox
- Click OK to save changes and restart Vision Payroll