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Instructions for installing Updates

**PLEASE DISABLE ANY ANTI-VIRUS SOFTWARE
BEFORE PERFORMING THIS UPDATE**

Step 1 - Update all computers used for tax collection

Perform this group of steps on EACH computer workstation used for tax collection.

1. Quit the Tax Program
2. Download the latest version of the program by going to our website at <http://www.townsoft.com> and clicking on the Software Updates line near the top center of the screen.
3. Click on Download the current version of the Tax Collection Program
4. "Save the program to disk", click on "OK"
5. Click on "Save"
6. If the program says that the file already exists, click on "YES"
7. Click on "OPEN"
8. The "Unzip to Folder" should say "C:\wintax".

Click on Unzip. It should say between 20 to 30 files extracted. Click on OK

Perform the above steps on each computer workstation used for Tax Collection

Step 2 - Update the databases on each computer workstation

Perform this step on each computer workstation used for Tax Collection, one at a time, with the others being out of the program

- A. Start the tax program on this workstation. Do not be alarmed if you get a red screen telling you that the databases must be updated. The databases will be updated as part of this step.
- B. Goto "Administration", "Special Updates", click on "The Update Button"...this may take a minute or two.
- C. Goto "Administration", "Reindex files", and reindex the local files...Put a "Y" in for the first item, "Y" for the 2nd, "Y" for the 3rd.

Step 3 - Update Previous Years databases

Perform this step on the workstation at your desk. It is not necessary to do this at other workstations

- A. Start the program, select 1999.
- B. Goto "Administration", "Special Updates", click on "The Update Button"...this may take a minute or two.
- C. Goto "Administration", "Reindex files", and reindex the local files...Put a "Y" in for the first item, "Y" for the 2nd, "Y" for the 3rd.

Do this for each of the previous years. It is not necessary to do this on any other workstations if you have more than one single workstation.

Step 4 - Update other Collections

You need to do this step ONLY if you have more than one collection, for example, if you collect for School, Town/County, and/or Village, you need to do this step.

- A. Start the other collection district, perform steps 1,2,3 for that district.