Updating Facilities 7 Software

Facilities 7 is a continually updated system, as we add new features based on customer feedback and certain special requests. That means you need to connect back frequently to make sure that your desktop interface contains the most recent updates to the system. It's a good idea to do this monthly, or if you're accessing the system less frequently than monthly, then every time you access the system.
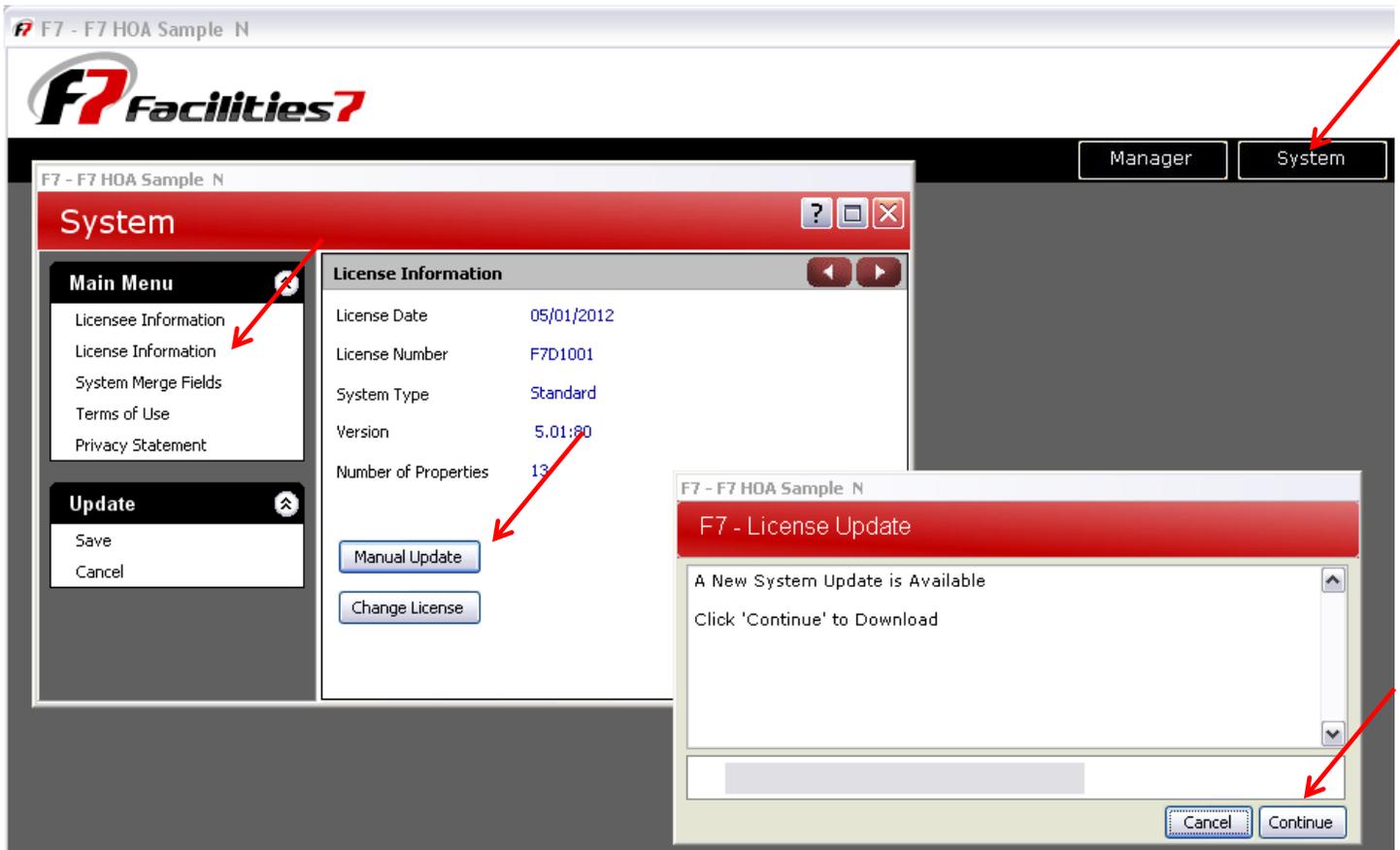
The manual update process essentially installs a complete new version of the system on your desktop. But, this does not affect your data which is stored on an internet server.

Several individuals have asked why the program operates in the manner, and the answer is **speed**. Your local computer can process information more quickly than a remote, internet server operating over a public internet wiring system. It's the connection that slows down the process, not the server. By installing a local interface on your computer, the system works faster. This advantage may disappear over time as fiber optic networks become more prevalent, which is why we're already working on a full browser based system.
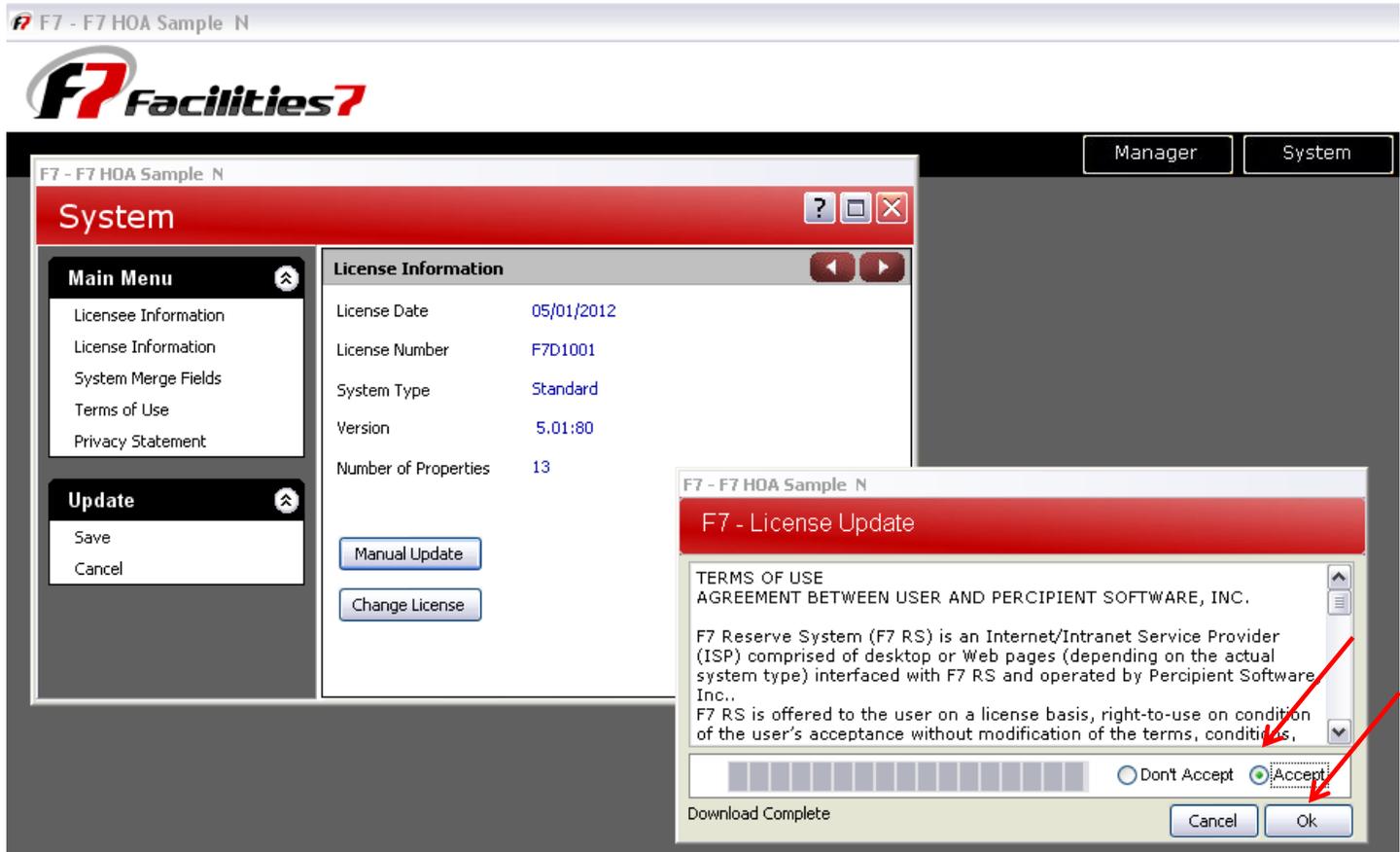
For now, follow the steps below to periodically update your Facilities 7 software.

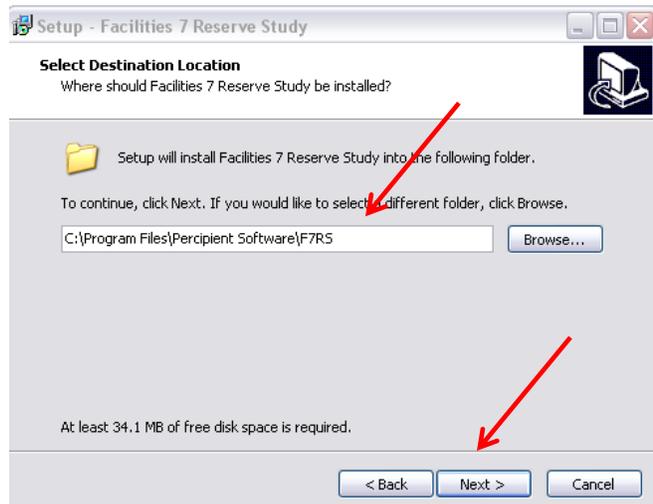Step one is select "System" from the top menu, which opens up the system dialogue window.

Next select "License Information," then "Manual Update" from the License information window. That opens the "F7 – License Update" window. Click on "Continue" to start the update process.
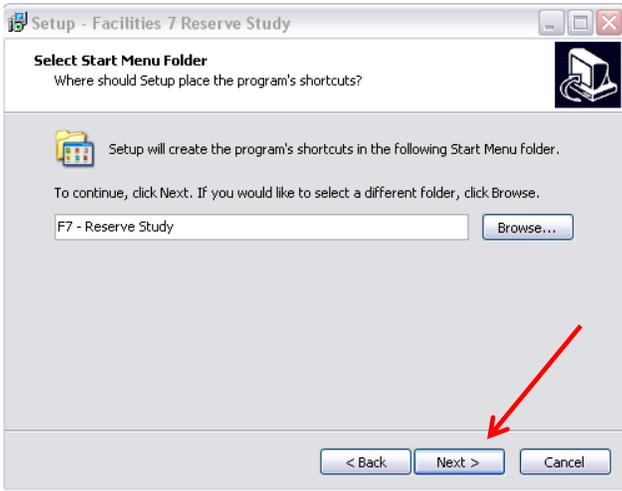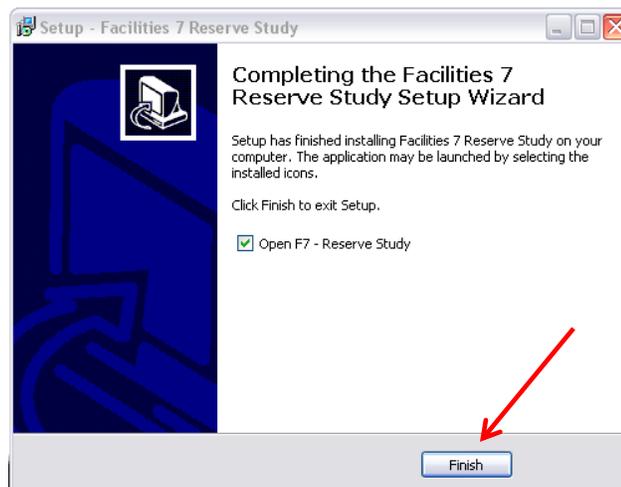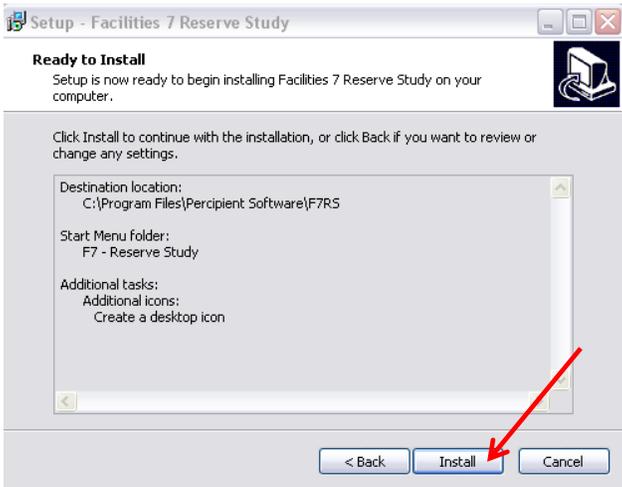
Next, simply click on "Accept" and "OK."

This opens the Setup Wizard window - click on "Next." On the Select Destination Location window use the default and click "Next."

Click "Next" on the <u>Start Menu Folder</u> window and <u>Select Additional Tasks</u> windows to accept the defaults.

Click "Install" on the <u>Ready to Install</u> window, and "Finish" on the <u>Completing the Setup Wizard</u> window to complete the update installation process.

Next, just double click on the Facilities 7 icon to open the software.