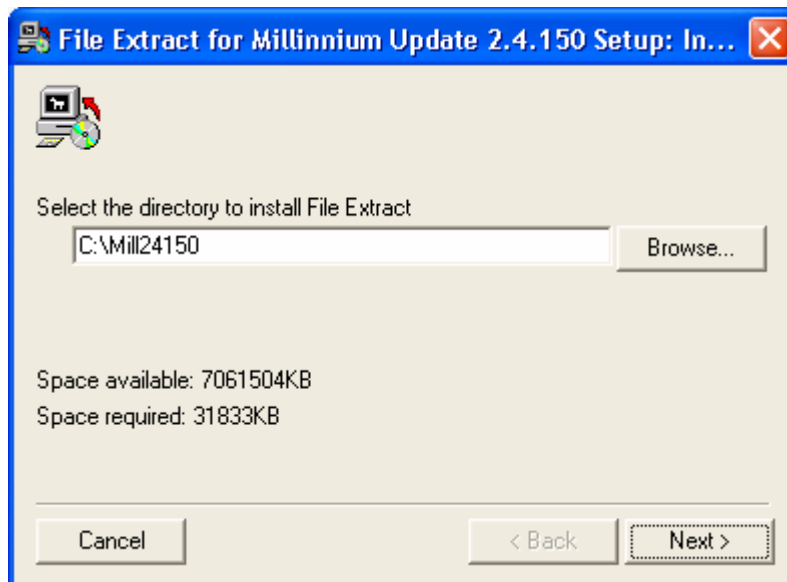


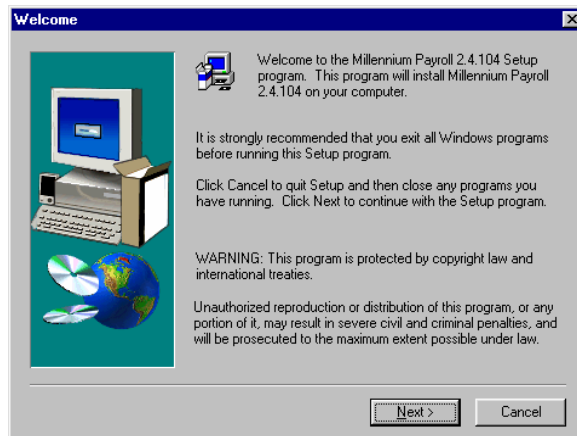
Millennium Update

Please install this update after you have received files from your last payroll, yet before you make changes and or enter your current payroll.

1. Before installing this update all users must exit Millennium. It is recommended that you exit out of all Windows applications before running the install. If IT support is available you may want their assistance when updating. Depending on your security configuration you may need to log into Windows as the Administrator.
2. Download the executable file from our website and save to your desktop.
3. Once the download has completed double click the millenniumupdate.exe file on your desktop.



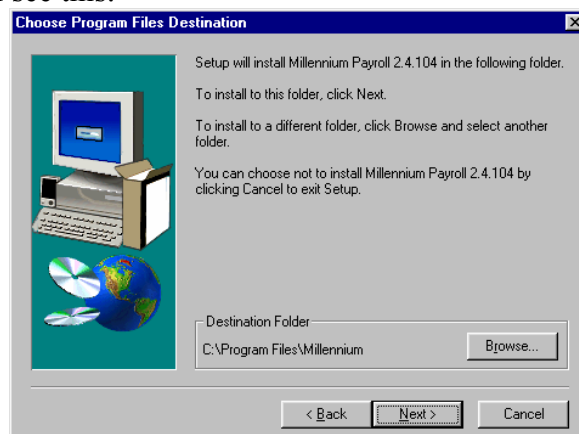
4. Click Next to Extract the files to your C drive. (You can extract the files to a different location, but then you will need to run the Setup.exe manually after the extraction.)
5. The Setup program will walk you through the installation. The first menu that will appear is this.



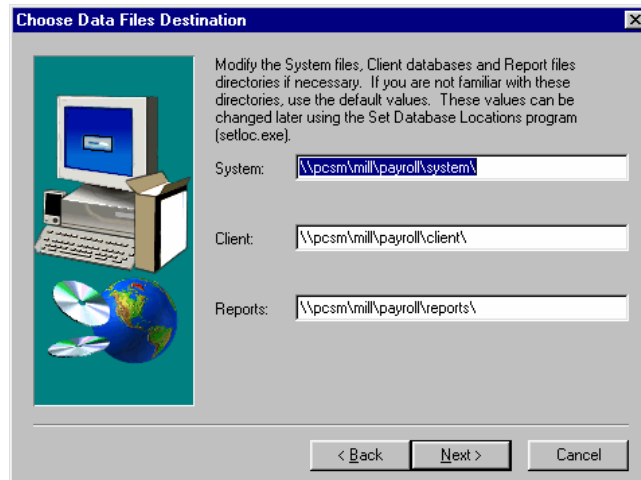
Click **Next** and this screen will appear with your information.



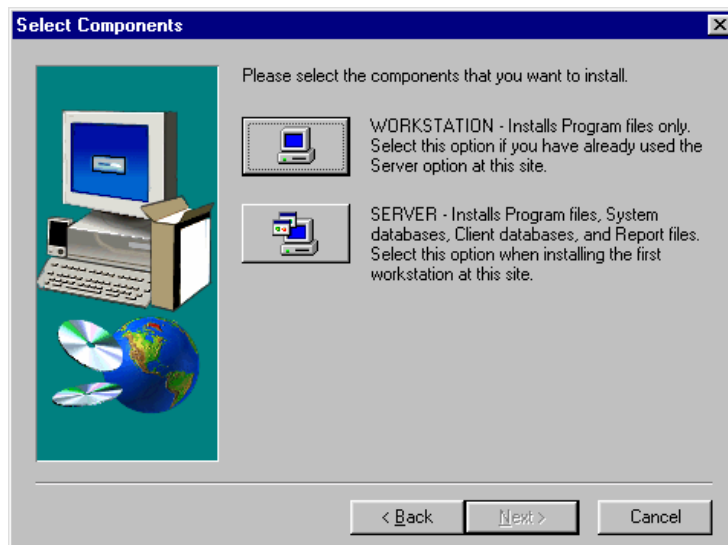
Click **Next** and you'll see this.



Click **Next** and you should see this, however it will have the path of your database location information.

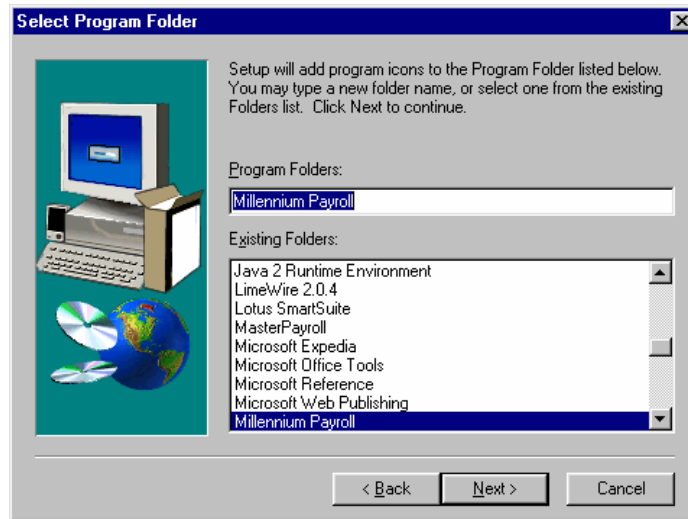


Click **Next** and the most **IMPORTANT** screen of the whole installation process will appear. When you are updating the first or only PC with Millennium installed at your location click on the box next to **SERVER***.

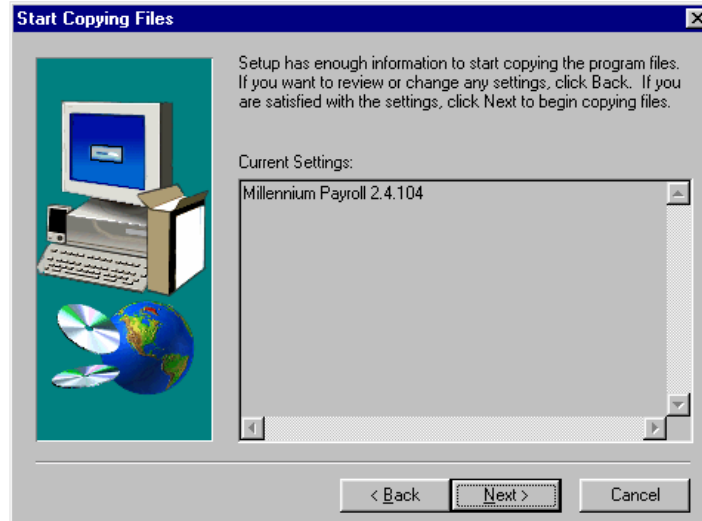


*The “server” update must be run at least once to ensure that the Tax Tables in Millennium are updated.

After making your selection this menu will appear.

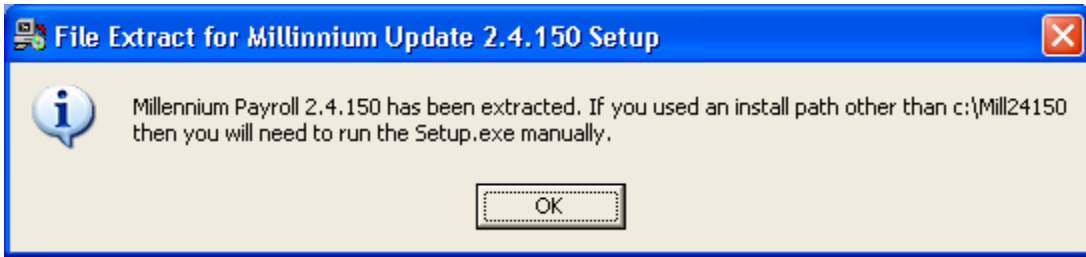


Click **Next** and you should see this menu.



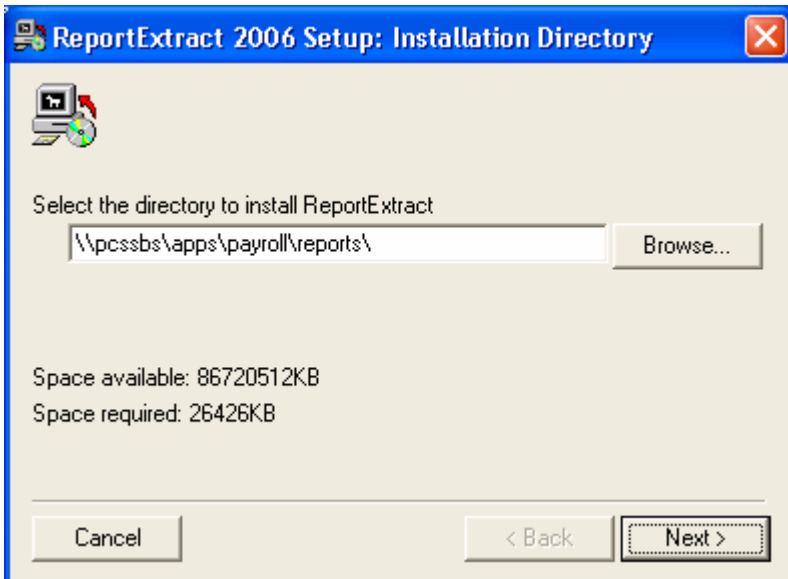
Click **Next** and the installation will begin, once the installation is complete click **Finish** and you will have successfully updated the Millennium client on this PC.

You will see the following message after the Millennium Install is closed:

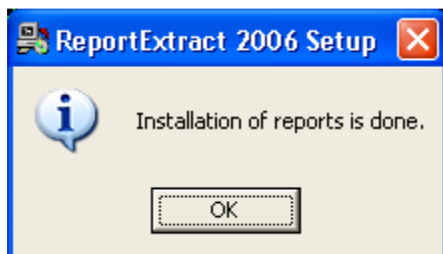


Click OK.

6. You will then see a window to install Millennium Reports:



Click Next. After you see the message



Click OK. You have now completed the Millennium Reports Installation.

7. Now log on to Millennium, prior to updating any additional PC's, so the Millennium application can finish updating its database. This may take several minutes, so **do not end the task** if Millennium takes unusually long to open.

8. If you have Millennium installed on more then one PC you will need to walk through this process on each additional workstation. The key is when installing the update on

each additional PC select **WORKSTATION** as the type of installation instead of **SERVER**, which you selected during the initial install.

It is always recommended you reboot after each Millennium update has completed.

If you have questions or concerns please call and ask for Technical Support at 763-513-5951.

