

Upgrading M3

It is EXTREMELY important that ALL Millennium 3 machines on your network be running the SAME VERSION.

1. **Download the latest version** from our web site updates.pcspayroll.com, then find the latest download file and save it to your Windows Desktop.
2. **Update one workstation** by installing the new version you downloaded in Step 1. (Double-click the file and follow through the installation/upgrade wizard)
3. **Update the database** by launching the Millennium application on this workstation. This should start Server Setup automatically and update your database (schema update). This operation may take some time depending on your current installed version and the version you are upgrading to.
4. **Sync with PCS** to ensure you have the latest tax and schema updates.
5. **Update ALL the remaining workstations** by installing the new version you downloaded in Step 1. Again, it is important that ALL machine be running the current version.