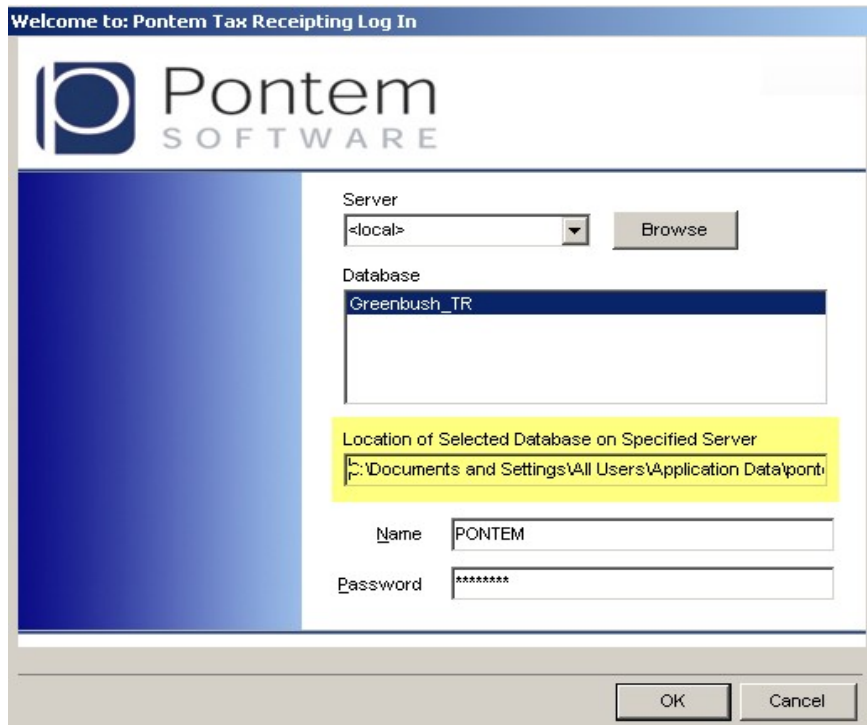


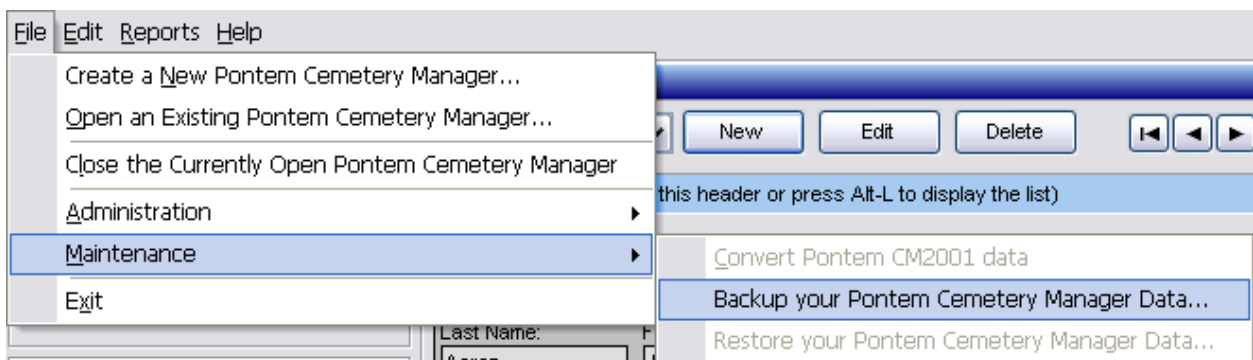


## **Back-Up your Data!!!**

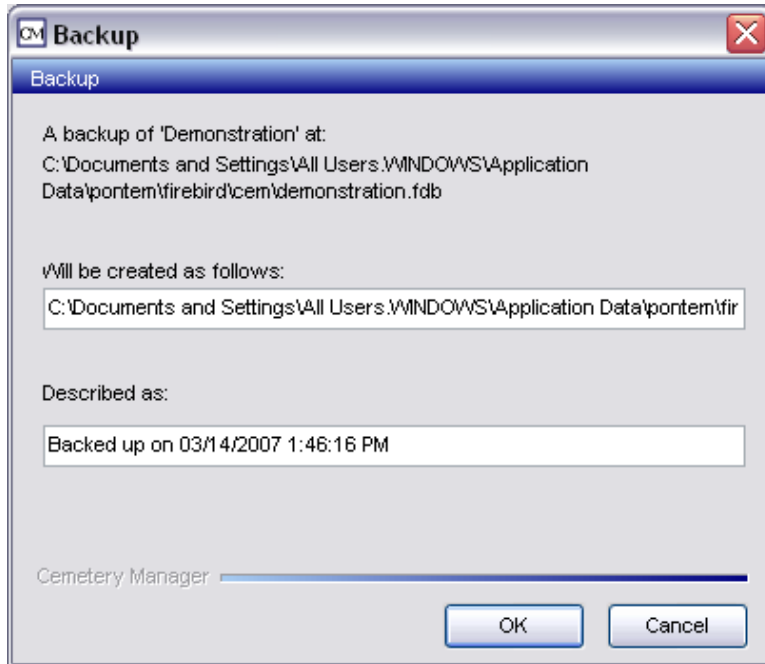
1. Log into your data as normal.



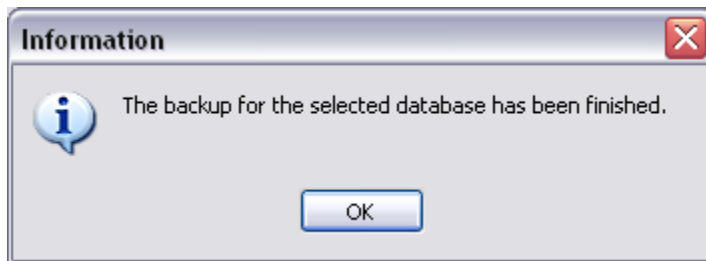
2. Click on **File|Maintenance|Backup your Pontem (the name of your Pontem application)** from the Menu.



3. A Backup window will appear displaying to the User the path for the created file, and a description of the Backup file. All backup files will be saved to the Archives Folder location as defined in the Pontem Metadata. The User may change the "Described as" information if desired. Click **OK** to continue.



4. When the backup is finished a message saying the backup is complete will appear. Click **OK** to continue upgrading the software.

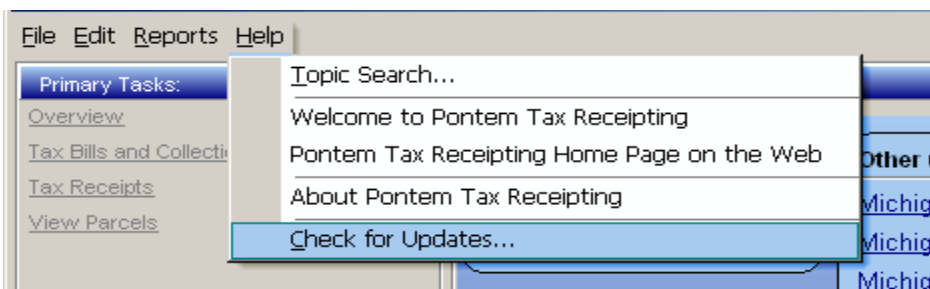


### **Upgrading to the latest build**

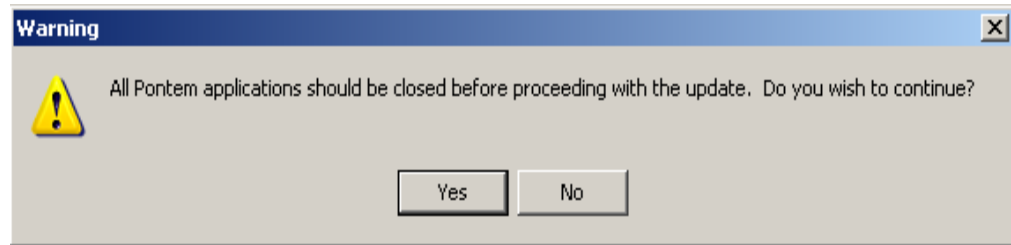
You have to have a connection the Internet to download the free software upgrade. Follow these easy instructions to check for updates. You cannot be logged into a database to check for updates.

**Please Note:** You must have Microsoft Internet Explorer 5.5 or newer.

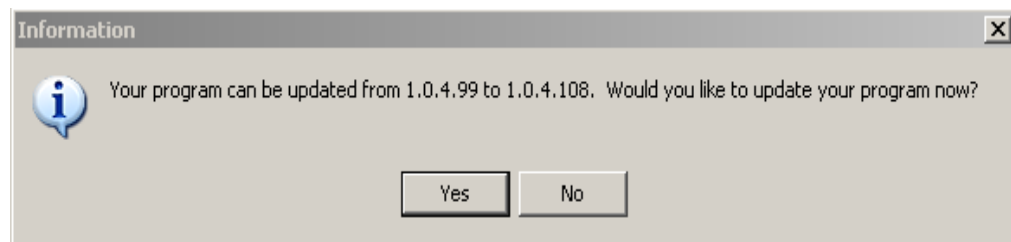
1. From the **'Help'** menu, choose **'Check for Updates...'**.



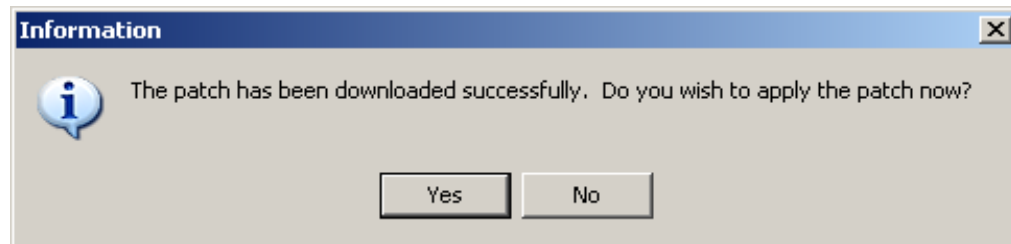
2. Please heed this warning!



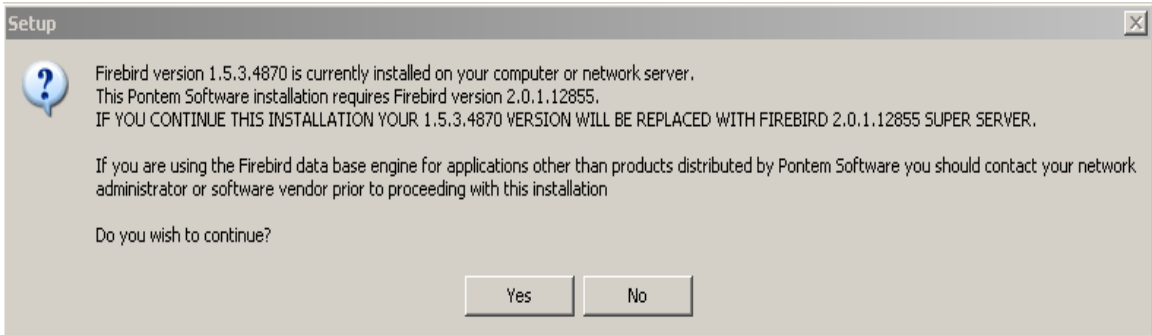
3. The software will automatically locate the proper patch for your program. When the patch is located, the Update dialog box will appear. Click 'Yes' to continue.



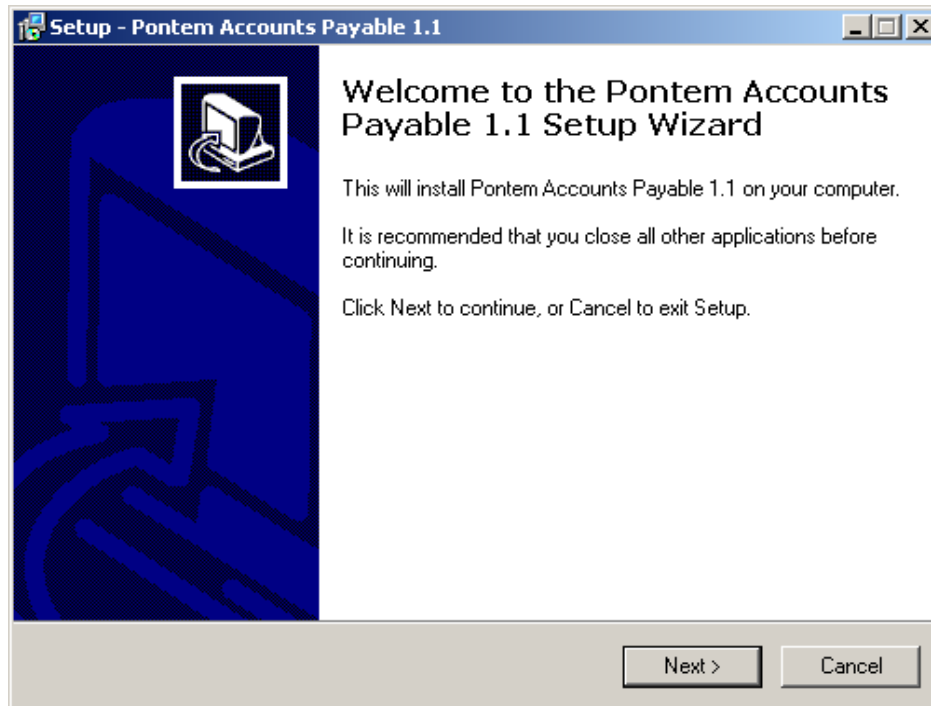
4. The program will begin to download the patch file. When this is finished, click 'Yes' to apply the patch now.



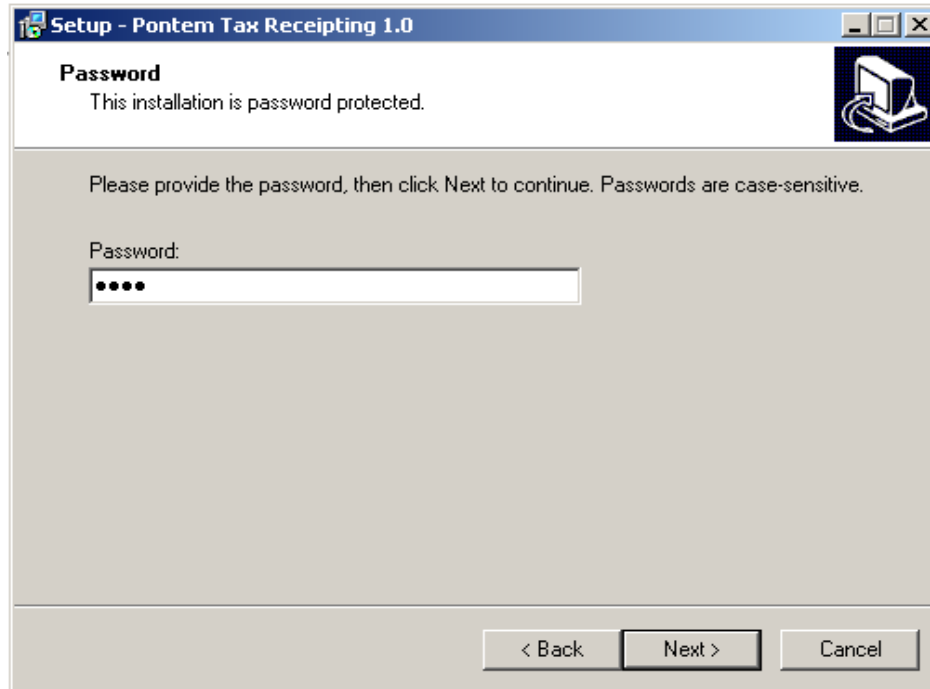
5. If you have a different version of Firebird installed on your computer, you will see this warning. As of June 2007 Pontem products install Firebird 2.0.1.12855. If you are running other Pontem products that have not been updated to use this Firebird version, call Pontem software for an upgrade. If you have software from other vendors that use Firebird, you will want to consult with them about upgrading Firebird to a newer version before you proceed. If you select **No** at this warning, the installation for Pontem will discontinue. If you select **Yes** Firebird 2.0.1.12855 will install.



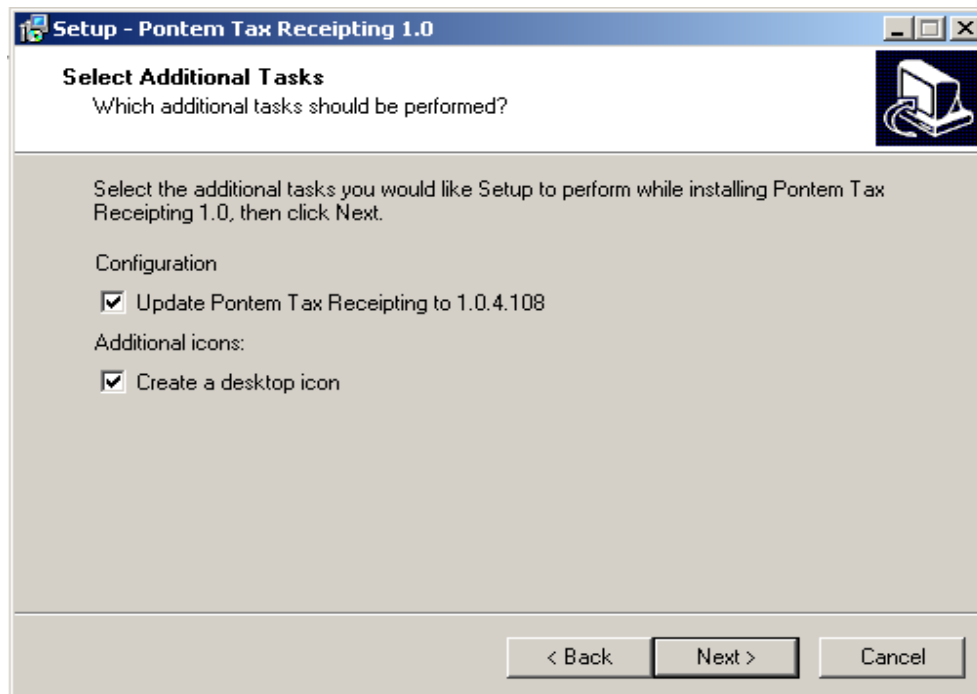
- The setup dialog box will appear. Click '**Next**' to continue.



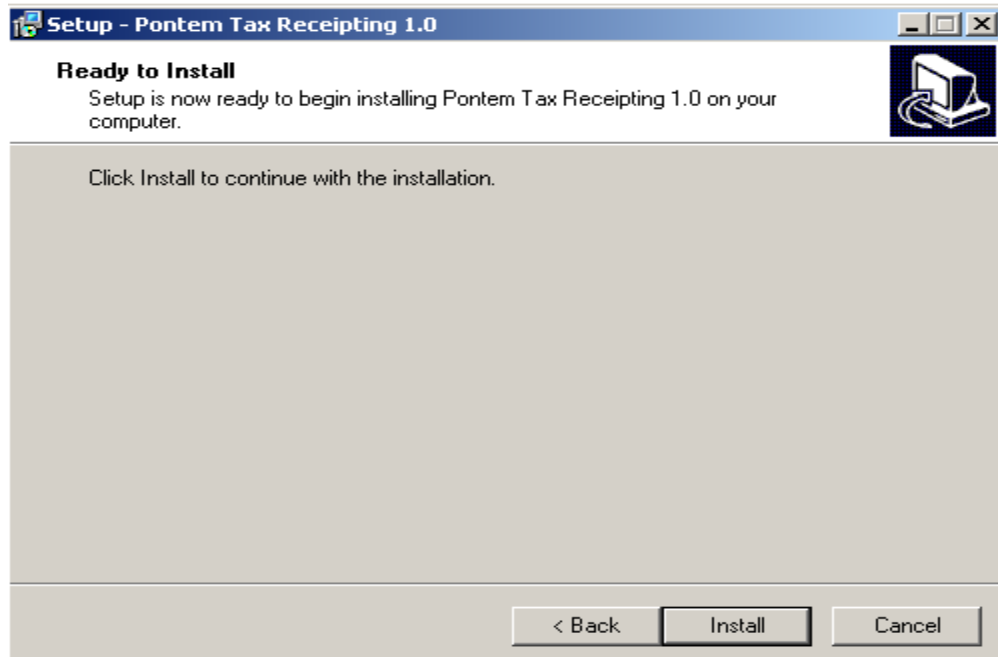
- The **Password** dialog box will appear. Enter the password. The current password for Tax Receipting is **receipt**. Click '**Next**'.



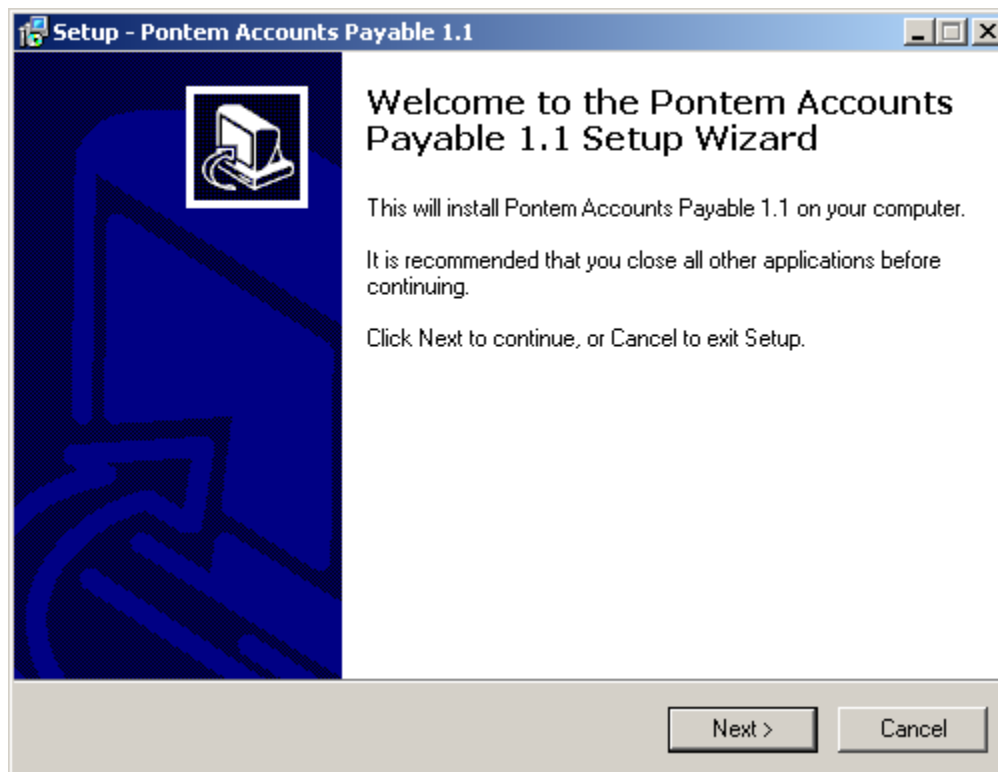
8. The next screen that appears allows you to select the tasks you wish to perform. Click **'Next'**.



9. The Ready to Install dialog box will appear. Click **'Install'** to continue.

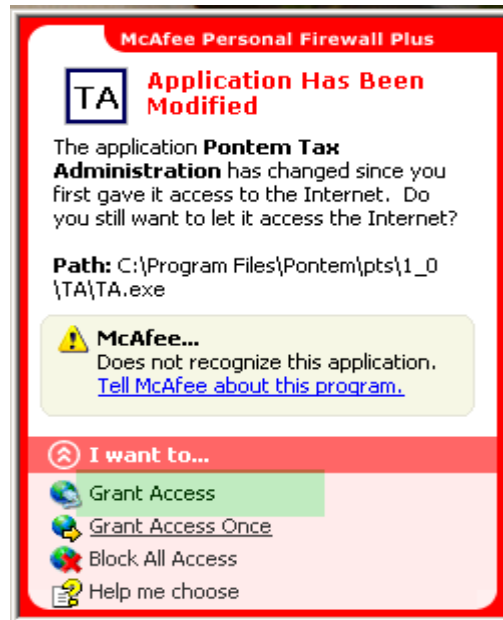


10. The Installing dialog box will appear, showing a progress bar. When the install is finished, the Setup dialog box will appear. Click **'Finish'** to launch the program.



When the Pontem software launches, if your firewall activates to warn you that Pontem or Firebird are attempting to access the Internet or a port, you must instruct the firewall to grant access to

these applications. Failure to do so may disable the Firebird database manager which will prevent your data from opening.



At the end of the installation process log into your database with the user name of **SYSDBA** and the password **masterkey**. You will be asked if you want to update the database, respond by clicking on **Yes**. When the update process has completed, log in to your database with your normal user name and password.

If you have problems at any point with the update process, call our Support Department at 888-237-8531.