

UPDATING YOUR POS SOLUTIONS NEWSAGENCY SYSTEM

The POS SOLUTIONS DOS NEWSAGENCY system is regularly updated to combat bugs that may occur and to add new features to make doing business easier.

These updates are available free to all sites that are currently covered under software support.

The best way to get your update is to download it from our website.

Type <http://www.possolutions.com.au> into the address bar on your Internet explorer and click GO.

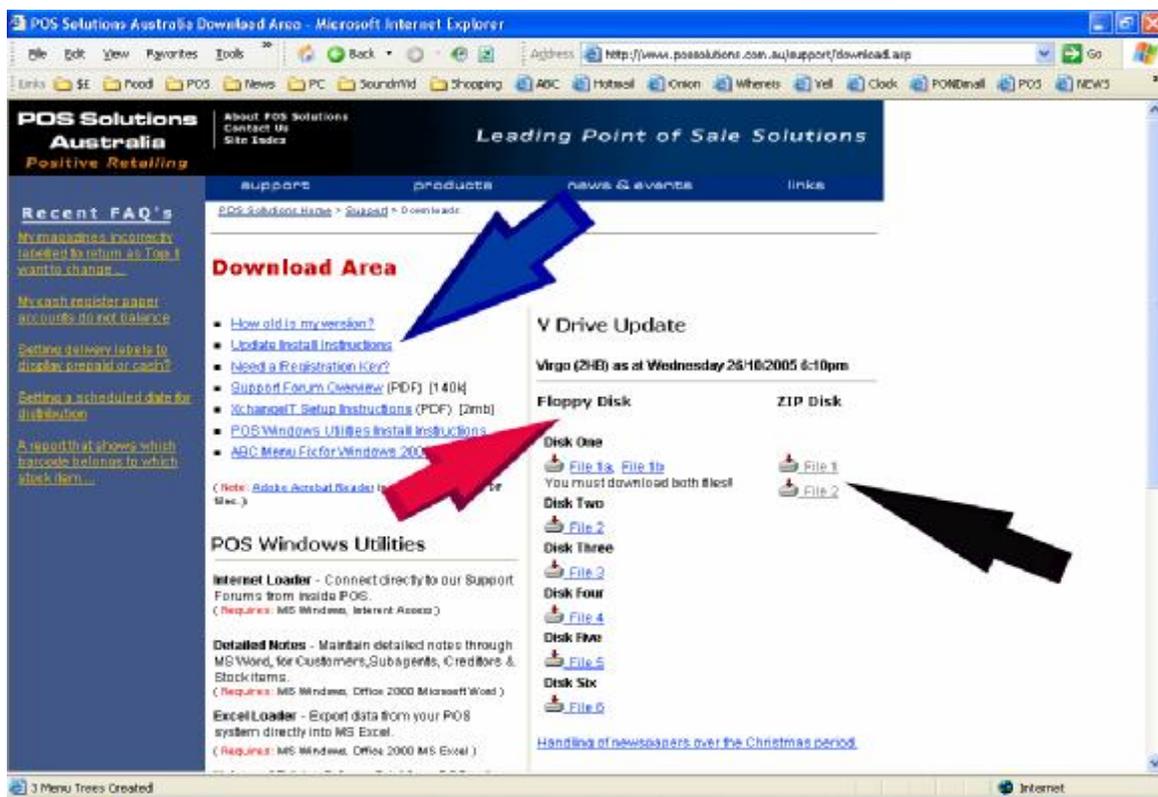
After a few moments you should see our web site that looks something like this page below.



The pink arrow is pointing to the Support section of the website. If you hover your mouse pointer over the title you will see a list drop down with the options for support. Left click on the Downloads link like the picture below.



Now you will be directed to the download section of our website which looks like below.



The instructions for how to install the update once you have downloaded the files are the second option on the headings list written in blue. [Update Install Instructions](#) Click on this link so you can print this out if you need it for installing the files.

You have two choices for downloading the update. You can download the files onto six 3.5 inch floppy disks or a single Zip disk. Neither is the better way to do it but Zip is faster as you only need one Zip disk as opposed to six floppies. The choice is commonly dependent on whether or not your master machine is connected to the Internet. Most POS networks only have a Zip Drive on the master for doing the nightly backups. If you know a little about computers you could save the file to a folder on your hard drive and then use the network to copy the files to a disk but if you are unsure how to do this then we don't recommend it. Floppies would be your best option in that case.

The 6 floppy files are on the left (Red arrow) and the 2 ZIP files are on the right (Black arrow)

We will use the floppies as an example here but the method is the same for the Zip disk option, the only difference being the drive letter you save the files to and the fact you can save both zip files to the one disk. For Zip Drive users, wherever 3.5 inch Floppy (A:) is used in these instructions, replace that with Zip drive (D:) or (E:) or (F:) etc depending on what your drive letter represents the Zip drive on your system.

To find out what your zip drive letter is go to My Computer and check before you start this process.

Ok, so as below click on the file you wish to download and a File Download window will open. Choose the save button. Fig 1 and 2

Fig 1

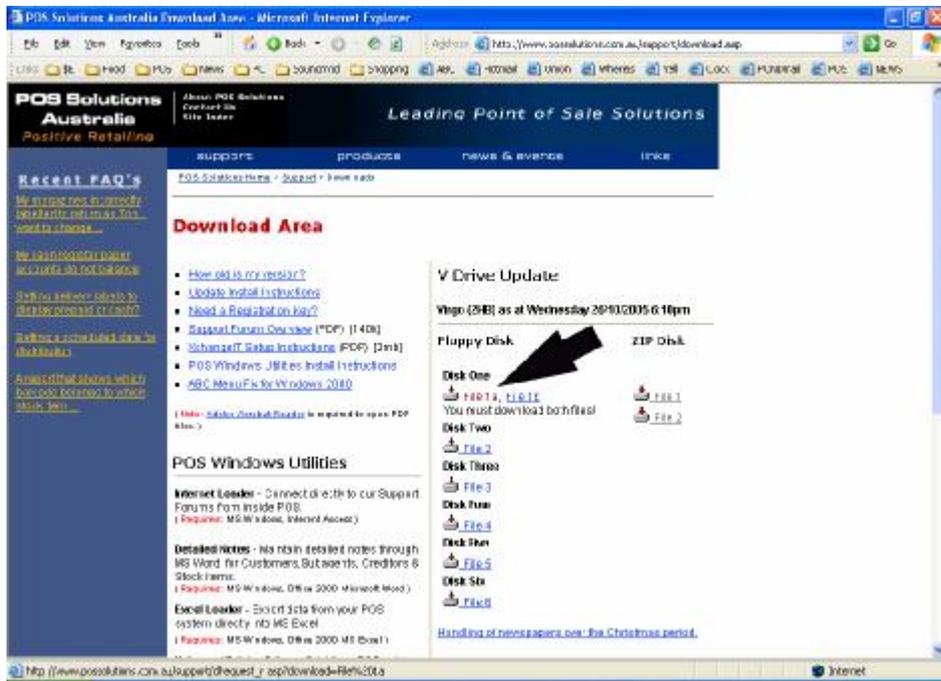
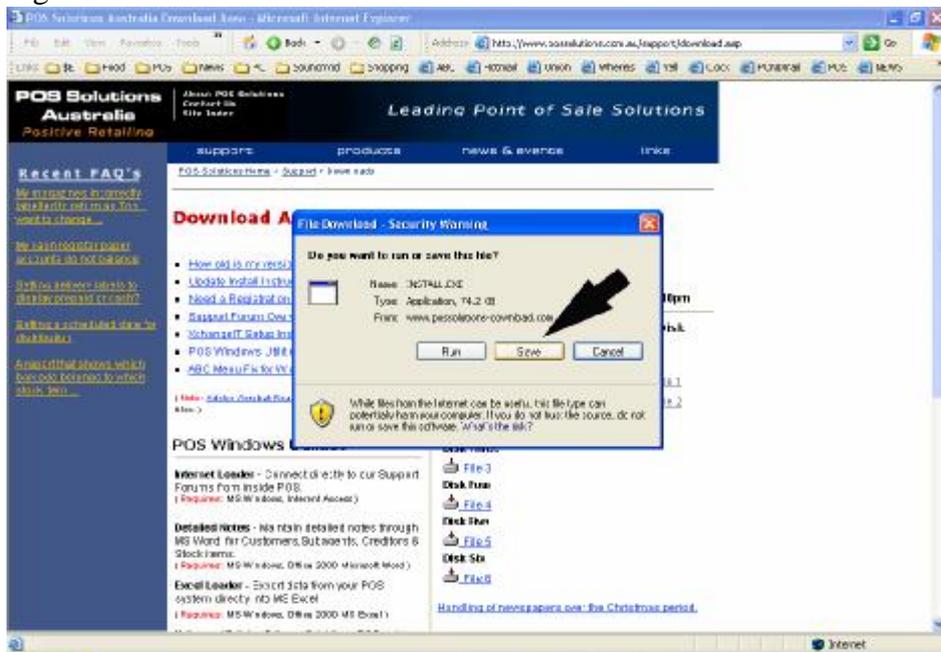
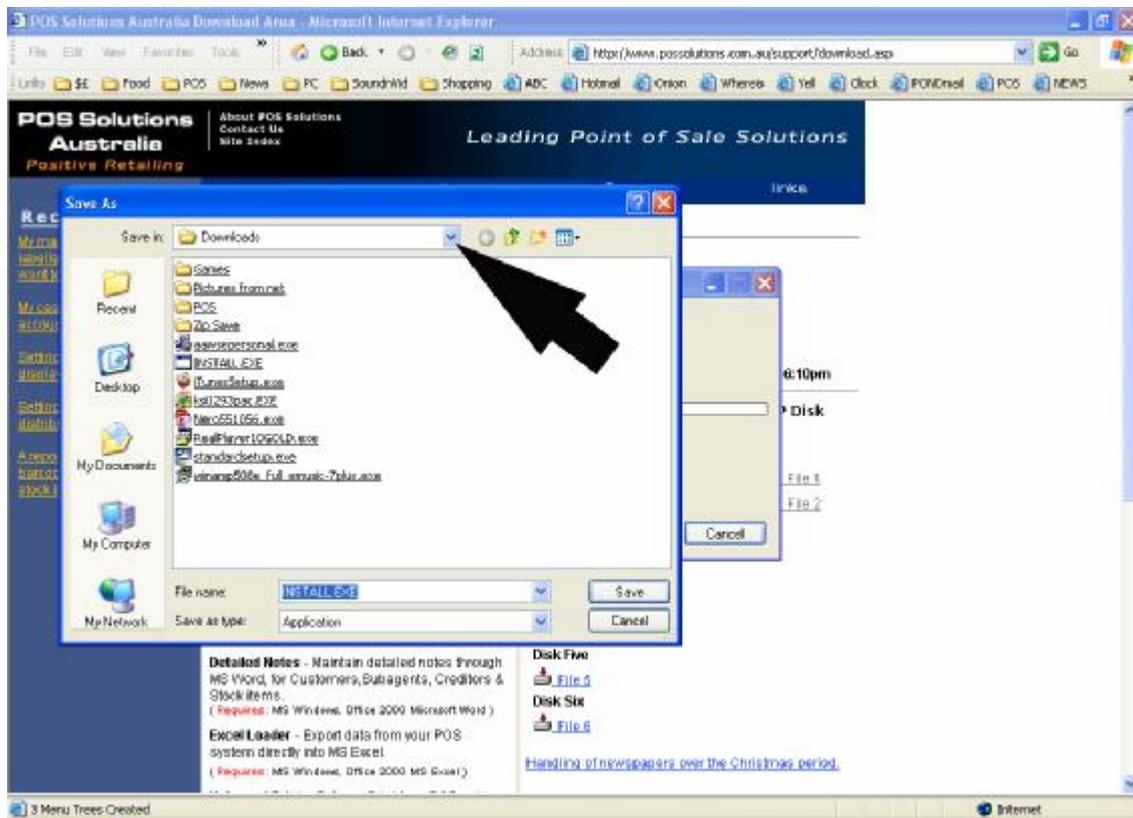


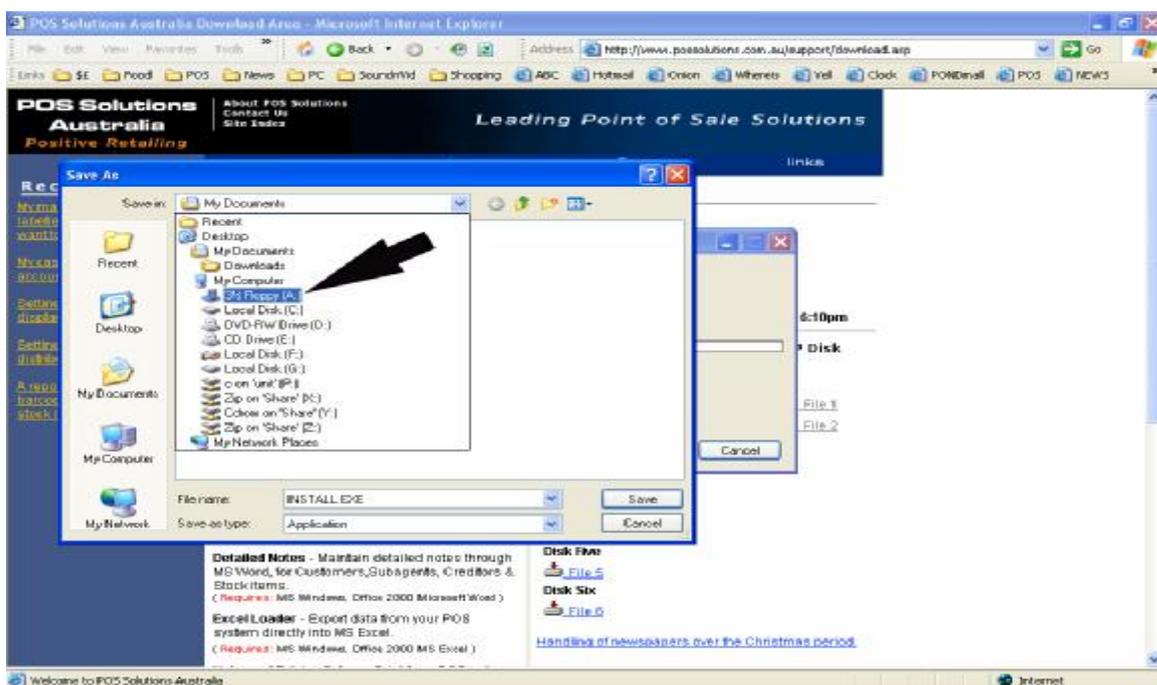
Fig 2



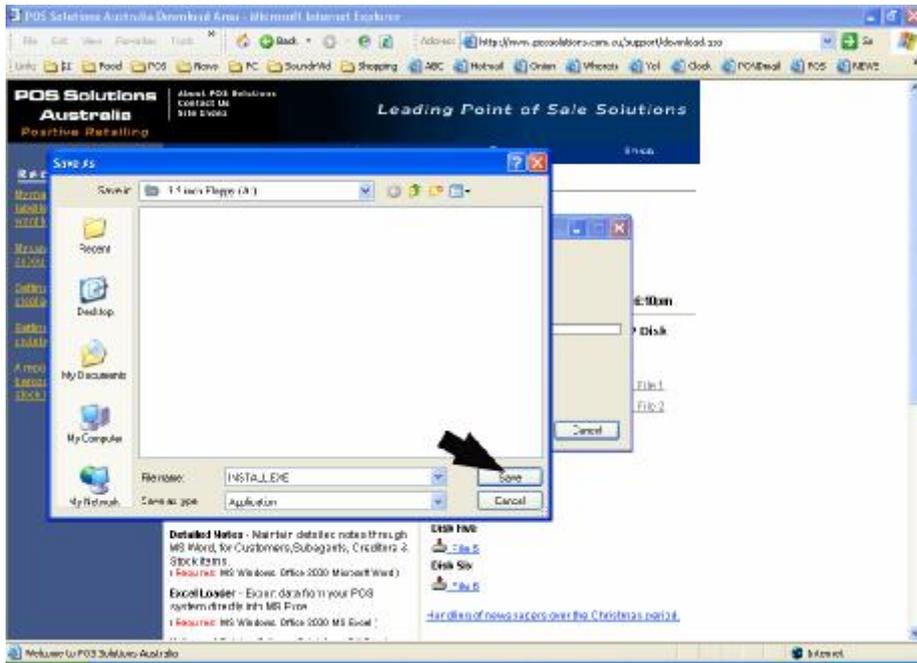
Once you click on, **Save**, the computer will ask you where you wish to save the file with a **Save as** window. The folder in the **Save as** window will be the default folder for downloads or the last folder that you saved a download to. See the picture below. You need to change this folder to the disk drive where you want to save the file. The best way to choose is click on the small, downwards facing, arrow next to the folder name at the top of the **Save as** window. The black pointer in the picture below is on that arrow.



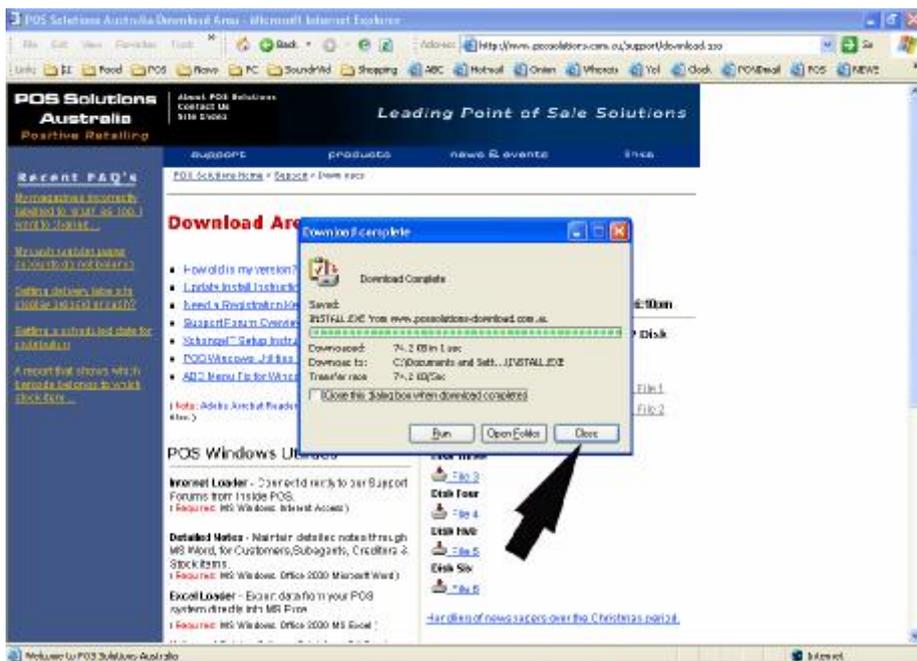
When you click on the downward arrow a list of folders and disk drives will drop down. See below. Hover your mouse over the 3.5 inch Floppy (A:) name so it is highlighted in blue and then left click on it. It may take a moment to load but you should end up with the **Save to** line reading 3.5 inch Floppy (A:). There may be other files in the folder window if the disk is not empty. You should try to use an empty disk but if the update file fits and it does not have the same name as the files already on the disk it should be ok.



Once you see the Save As window is like the one below click on SAVE and the download process will begin. These are small files so the download should not take too long.



Once it is complete you will see a **Download complete** message on screen, which asks you to answer one of three options. Either **Run** which will attempt to open the download straight away. **Open the folder**, which will open the folder where you have just saved the file. Or **Cancel** which ends the download process. Left click on Cancel as these files are not installed through windows and there is another five files to download if using floppies or one if you are using a Zip disk. Go back to the beginning of the process and repeat until all the files have been downloaded.



Once you have all the files on their respective disks please follow the instructions [Update Install Instructions](#) that we mentioned at the start of this document on how to install the update once you have saved it to disk.