How to Upgrade MUMS from the Internet

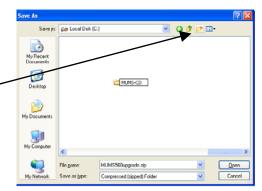
Be sure to do a backup before you start and please see Warning in Step #6.

Step #1: Going to the Web Site to get Image of MUMS Upgrade CD

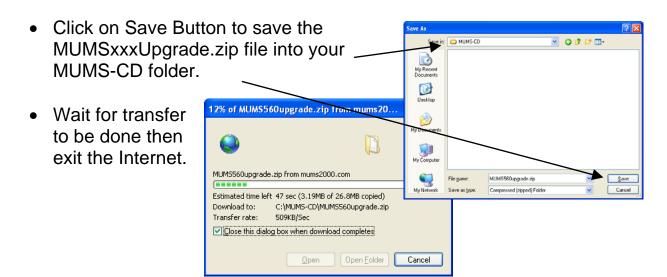
Van Elgort Information Systems 100% Union Shop, serving organized labor since 1984 Using your Internet Browser go to with the Labor Union Membership Software www.MUMS2000.com Van Elgort Information Systems 20244 Lorenzana Drive Woodland Hills, CA 91364 818-227-MUMS (6867) 818-992-1858 Fax Click on the link that says Email Us! "Upgrade to MUMS/2000 Ver x.xx" Upgrade to MUMS/2000 5.60 Do you want to open or save this file? Name: MUMS560upgrade.zip Click on SAVE Type: Compressed (zipped) Folder, 26.8MB From: mums2000.com <u>O</u>pen Save Cancel Always ask before opening this type of file While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Step #2: Saving the CD-IMAGE

- Change "Save-In" to your Local Disk (C) and double click on MUMS-CD folder.
- If you do not have such a folder, click on the "Create New Folder" button and make the folder name "MUMS-CD".
 Then press enter to save new name and double click to open.



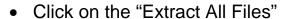
NOTE: If you are a Network you will want to put this folder on server so each station can access it.



Step #3: Unzip the CD-IMAGE

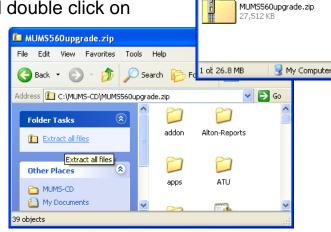
 Using "My Computer" open your C-Drive and then open the MUMS-CD folder and double click on

MUMSxxxupgrade.zip Icon



• Click on NEXT Twice to unzip the CD-Image into a new sub-

folder that is named for the version you are loading.



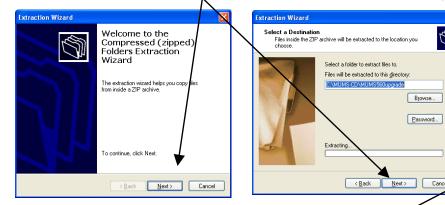
MUMS-CD

File Edit View Favorites

G Back ▼ D ▼ D

Address C:\MUMS-CD

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MUMS560upgrade

Uncheck :Show extracted Files and then

Click on FINISH to view your new folder and close any open screens.

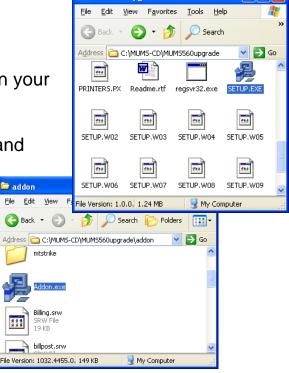
Step #4: Upgrade of MUMS on every computer

 Using "My Computer" open up the new folder on your C-Drive that is called C:\MUMS-CD\MUMSxxxUpgrade (where xxx = version#)

 Double click on SETUP.exe and click on RUN and then all default NEXT to upgrade the computer.

Step #5: Option upgrade of Addon Program

 Using "My Computer" open up the new folder on your C-Drive that is called C:\MUMS-CD\MUMSxxxUpgrade, then open the ADDON folder then double click on Addon.exe.



Step #6: Update of MUMS databases

- When you enter the new MUMS on a workstation for the 1st time, you might get a message to update the database.
- WARNING: If you are upgrading from MUMS 5.xx to 8.xx and have a large number of payment histories, you should run this step overnight since it could take a long, long time.