



DeskBank 5.3 upgrade instructions.

Summary

This upgrade will just include the new tax code. No new functionality is introduced.

Step one: Download the upgrade.

The DeskBank 5.3 upgrade can be downloaded from westpac.co.nz/deskbank-software.

Step two: Backup.

Before starting the upgrade, take a backup of your current DeskBank database using the DeskBank Backup Utility. Follow the instructions below if you are unsure how to take a backup.

1. **Log on** to DeskBank in the usual manner.
2. **Minimise DeskBank** by clicking the button in the top right corner. **Double click** on the **DeskBank Backup icon** on your Desktop while still logged on. A black screen showing 'Copying in progress' will display confirming that the Backup has been initiated.
3. If you are not certain that you have a valid backup, please contact the DeskBank Helpdesk on 0800 433 752 BEFORE proceeding any further.
4. Please do not run another Backup of DeskBank until you are satisfied that the upgrade has been completed and DeskBank is working correctly.

Step three: Installing the upgrade.

1. Before installing the upgrade, **Re-start** your PC. This will help to ensure that any files that need to be updated are available to be overwritten.
2. A **DeskBank Administrator** will be asked to log on during the upgrade process. Please ensure a DeskBank Administrator is available before starting the upgrade. To identify who your DeskBank Administrators are, start DeskBank and click on 'Help', then 'Helpdesk' and the Administrators will be displayed on screen.
3. Double click the downloaded file to start the upgrade.
4. Follow the on-screen instructions, finally clicking '**Finish**' to complete the upgrade.
5. If you have more than one PC running DeskBank you will need to repeat **the above 2 steps** for each PC. Please Re-start each PC before installation. A DeskBank Administrator is not required for subsequent PC upgrades.