



Cooperative Extension Service 4HPlus! Computer Tip

UNIVERSITY
OF WYOMING
New Thinking

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Upgrading 4HPlus!

4HPlus! upgrades will be provided from time to time to implement new features or to provide bug fixes. It is **imperative** that **all computers** that have 4HPlus! installed be upgraded to the same version. When an upgrade is provided to the state supporter (Barb Farmer), some preliminary testing will be done to test that the upgrade is working and is doing what it is supposed to do. Once it has been determined that the upgrade is working properly, it will be placed on our tech support page www.uwyo.edu/cessupport. An e-mail message is sent indicating the version number available and that it must be downloaded and implemented on your systems **as soon as possible**. **Not installing upgrades causes considerable problems and confusion in the future, and rather than saving time will cost you time!**

Download the Upgrade Installer

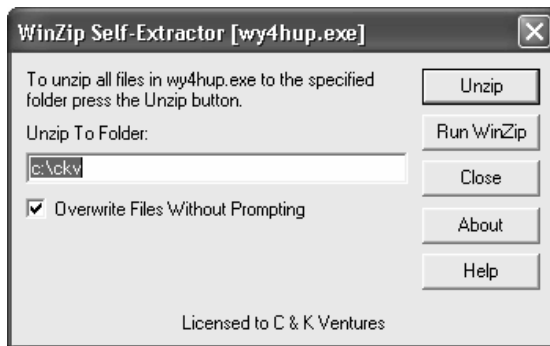
1. Open Internet Explorer.
2. Navigate to this web page:
<http://www.uwyo.edu/cessupport/upgrades.asp>.
3. Select Download Upgrades.
4. You will be directed to the Download Version ##-### link.
5. Click on the download link. The version number will be indicated on the link. If you miss a version number, you can safely skip that version; but, please make **all** attempts to keep up with the current versions.
6. This will begin the download process.
7. You will be prompted to save or open your file as shown in the File Download dialog box.



8. Select the **Save** button to continue the download process.
9. I recommend saving your file to the desktop for easy access.

Run the Upgrade Installer

1. Locate the downloaded file (located on your desktop or wherever you saved it).
2. Double-click the **wy4hup.exe** file to run the installer program.



3. Click the **Unzip** button in the WinZip extractor window.
4. Click the **OK** button when the screen reports that the files have been unzipped successfully.
5. Click the **Close** button to dismiss the WinZip extractor window.

Open 4HPLUS!

Check to see that the version number shown in the title bar matches the version number you just downloaded. If it does – great! If it doesn't, you missed something and need to try again.

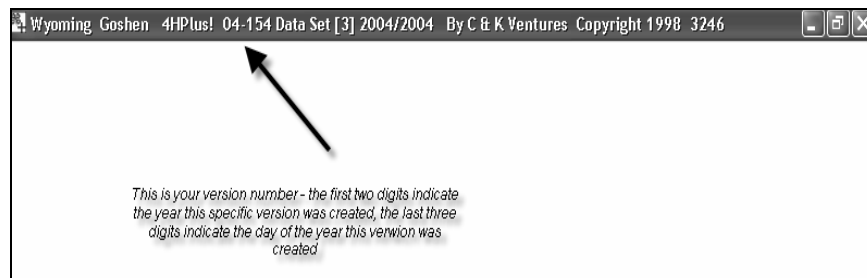


Table Upgrades

Sometimes you will only see a version number change and nothing particular “seems to happen”. That’s fine; however, occasionally table changes will be a part of the upgrade if tables have been added or expanded. If this occurs, some options will be presented to you. You need to follow the steps as shown below. You **must not break out of a table upgrade procedure. Sometimes they will take longer than others depending on the table and the data in your system. If it is still processing after 15 minutes, give me a call.**

Note: Generally table changes will process much faster than 15 minutes. I just want to be sure you wait prior to deciding that it is locked up and boot out of the process. If you **ever** have to boot out, it will be important for us to know which table upgrade you were processing.

When the 4HPlus Table Upgrades display, continue as listed below.

1. Click the **Perform Table Upgrade Now** button.

The table change code and table change information changes with each table being updated.

2. Click **Table Upgrade Complete! Continue** button.

The Table Upgrade Progress will read 100% before the Table Upgrade Complete! Continue button becomes active.

1. 3. Continue this process until complete

The Perform Table Upgrade Now and Continue buttons will change to Perform Table Fix Now and Table Fix Completed! Continue until the entire process finishes.

2. 4. Exit the 4HPlus! program, or continue working.

