

Account Ability Service Pack Installation Instructions

- 1) Make sure that Account Ability is not running on any user's PC.
- 2) Start Account Ability from the same station (or server) on which Account Ability was *originally* installed.
- 3) Select **About Account Ability** from the **HELP** menu.
- 4) Click on the **Check for updates** link.
- 5) If a Service Pack is available, *jot down the newer version* that is displayed and exit Account Ability. Then, from the same station, **DOWNLOAD** and run the latest Service Pack installation script from <http://www.idmsinc.com/Downloads.php>
- 6) When the **File Download** dialog appears, click on the **Run** button.
- 7) When prompted for a password, enter the newer version number you jotted down in step 5. This will ensure that you are installing the correct Service Pack.
- 8) When done, repeat steps (3) and (4) to confirm a successful installation.
- 9) If successful, this will update all concurrent users of Account Ability.