

## Updating BankLink Notes

Updating BankLink Notes is easy!

BankLink Notes will either prompt you to update when you open your file, in which case you complete an automatic update, or your accountant will ask you to update BankLink Notes, where you complete a manual update.



You need to be connected to the Internet to update BankLink Notes using these instructions.

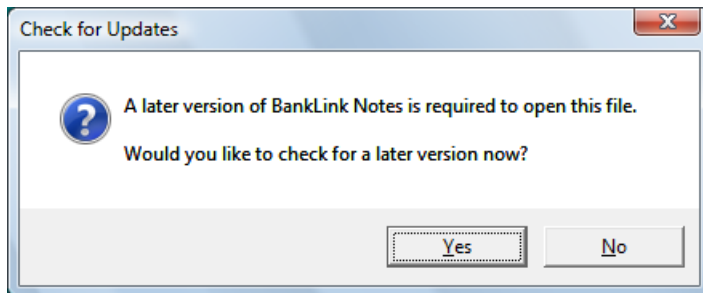
### Updating BankLink Notes using the automatic update

An automatic update occurs when your accountant has updated their BankLink Practice software. The next file they send you will be an updated file.

When you try to open your file you will be prompted to check for a later version of BankLink Notes.

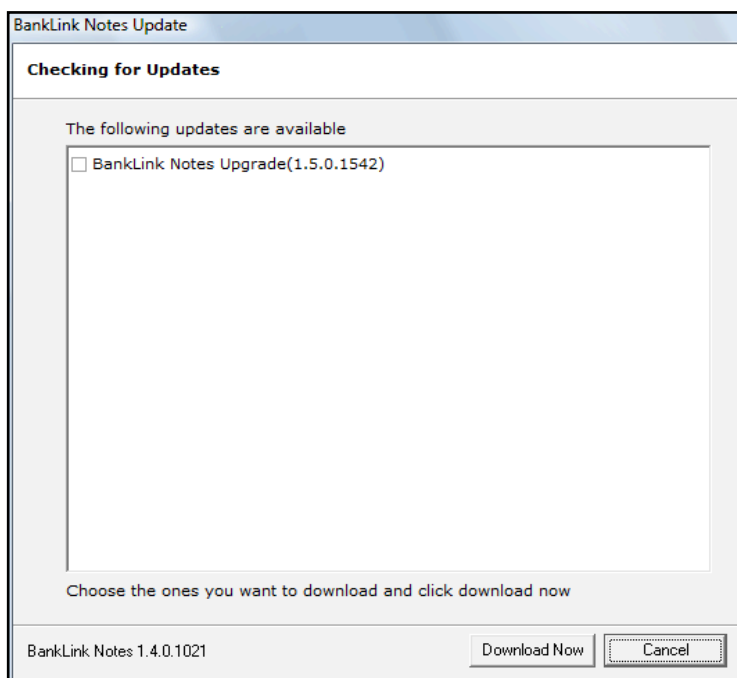
#### To update BankLink Notes if you are prompted to update:

- 1 When you open your file, BankLink Notes displays the **Check for Updates** window



- 2 Click **Yes**

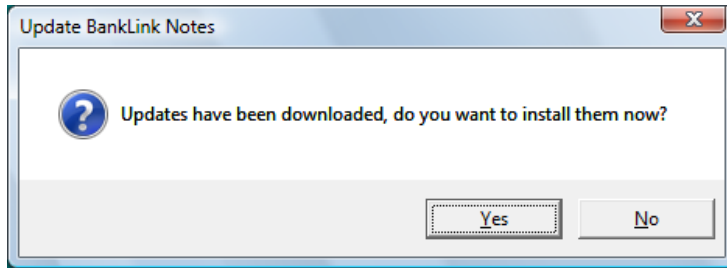
BankLink Notes checks for updates and displays the **BankLink Notes Update** window showing you the list of updates that are available



- 3 Click to enable the check boxes against any updates listed

4 Click **Download Now**

BankLink Notes displays a window showing you the progress of the download and then you see the **Update BankLink Notes** window

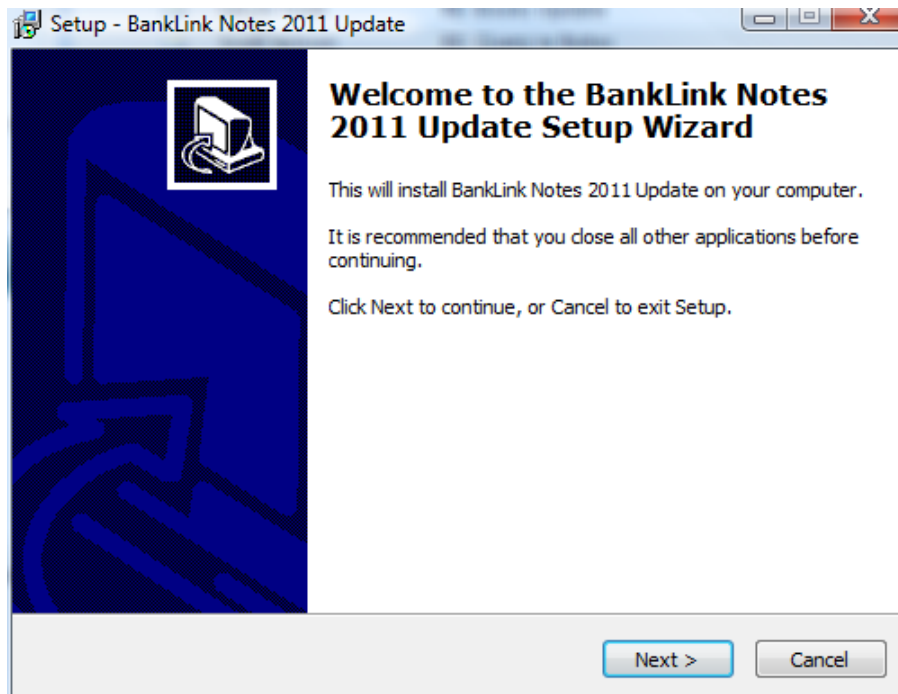


5 Click **Yes** to install the updates

BankLink Notes displays a confirmation window

6 Click **Yes**

BankLink Notes displays the **Welcome** window of the BankLink Notes Update Setup Wizard



7 Follow the prompts to update BankLink Notes

## Updating BankLink Notes when asked to update

Your accountant may ask you to update your BankLink Notes software if, for example there has been a new software release.



Only update BankLink Notes if you have been instructed to by your accountant.

### To update BankLink Notes if you are asked to update by your accountant:

- 1 Open your file
- 2 Click **Help | Check for updates**  
BankLink Notes displays the **Check for updates** confirmation window
- 3 Click **Yes** to continue  
BankLink Notes accesses the Update Website and compares your software version to the latest version. A list of updates available is displayed in the **BankLink Notes Update** window
- 4 Click to enable the check boxes against any updates listed
- 5 Click **Download Now**  
BankLink Notes displays a window showing you the progress of the download and then you see the **Update BankLink Notes** window
- 6 Click **Yes** to install the updates you have downloaded  
BankLink Notes displays a confirmation window
- 7 Click **Yes**  
BankLink Notes displays the **Welcome** window of the BankLink Notes Update Setup Wizard
- 8 Follow the prompts to complete your BankLink Notes update