

Upgrading MYOB BankLink Notes (desktop)

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Upgrading MYOB BankLink Notes (desktop)

Upgrading BankLink Notes is easy!

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



Note: You need to be connected to the internet to upgrade BankLink Notes using these instructions.

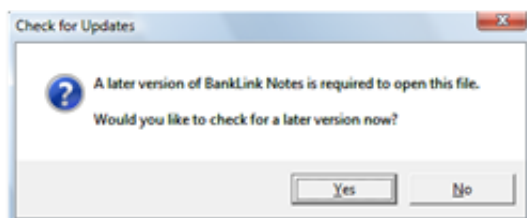
Upgrading MYOB BankLink Notes using the automatic upgrade

An automatic upgrade occurs when your accountant has upgraded their software. The next file they send you will be an upgraded file.

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

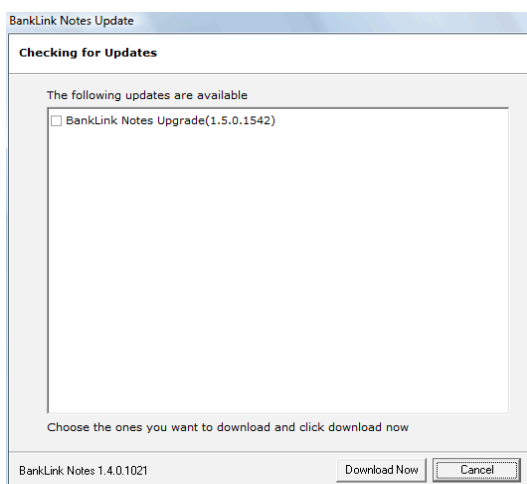
To upgrade MYOB BankLink Notes if you are prompted to upgrade:

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



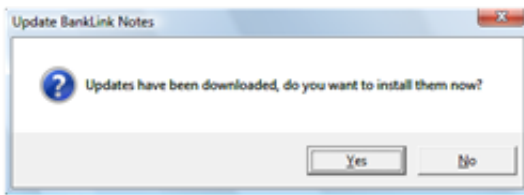
2. Click **Yes**.

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



3. Select 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.

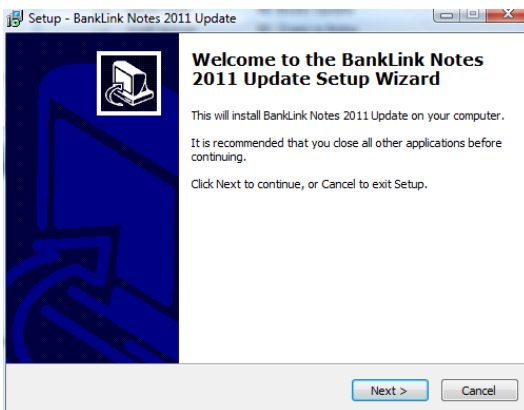


5. Click **Yes** to install the updates.

BankLink Notes displays a confirmation window.

6. Click **Yes**.


BankLink Notes displays the **Welcome to the BankLink Notes <YYYY> Update Setup Wizard** window.



7. Follow the prompts to upgrade MYOB BankLink Notes.

Upgrading MYOB BankLink Notes when asked to upgrade

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

 Note: Only upgrade BankLink Notes if you have been instructed to by your accountant.

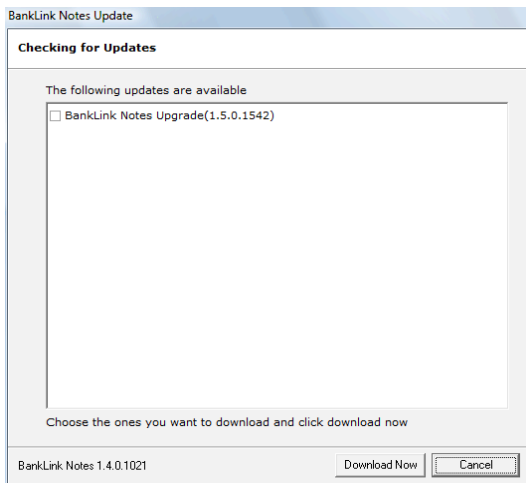
To upgrade MYOB BankLink Notes if you are asked to by your accountant:

1. Open your file.
2. Click **Help | Check for Updates**.

BankLink Notes displays the **Check for Updates** 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 are displayed in the **BankLink Notes Update** window.

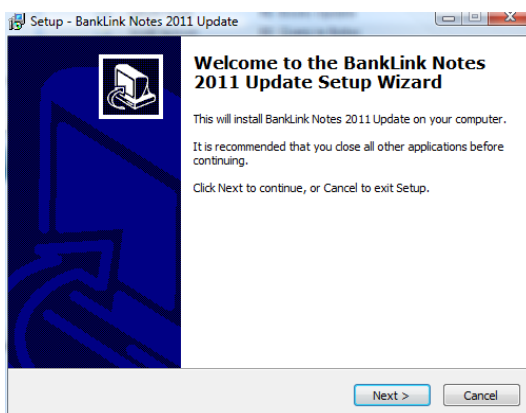


4. Select the check boxes against any updates listed.
5. Click **Download Now**.

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

6. Click **Yes** to install the updates you have downloaded.
7. Click **Yes**.

BankLink Notes displays the **Welcome to the BankLink Notes <YYYY> Update Setup Wizard** window.



8. Follow the prompts to complete your MYOB BankLink Notes upgrade.