

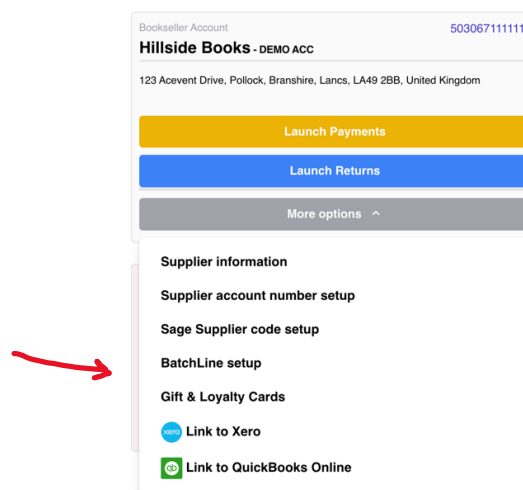


Download & Installation Instructions – Applicable to all updates  
Please read thoroughly before starting

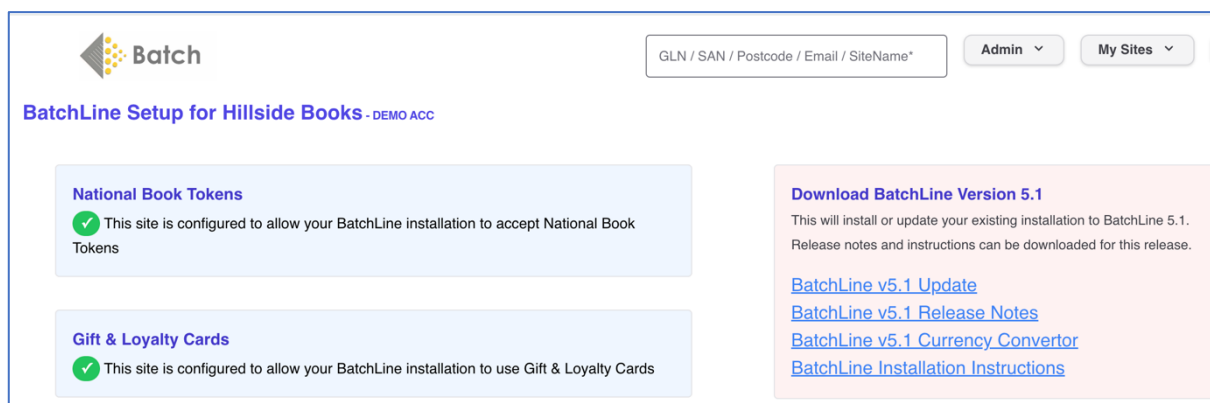
To install any new version of BatchLine, the file needs to be downloaded, and run from, your server machine. Client machines will update themselves to the new version when Batchline is started on them once the server install has been completed.

**Before commencing, make sure no PCs are currently running BatchLine or Open Bravo.**

To access the download file, log on to <https://www.batch.co.uk/batchone>. Once logged in you will see the following. Click on the **BatchLine Setup** button under the grey **More options** bar.



You will see now see the following screen:

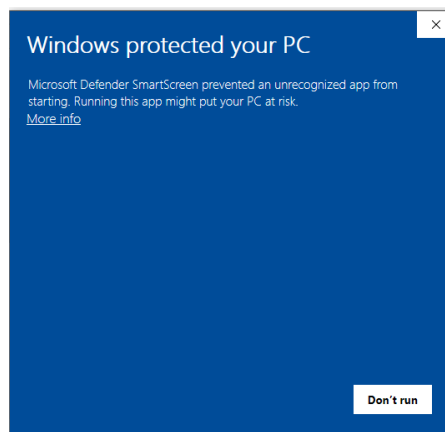


## BatchLine Setup

The example above shows v5.1, but is applicable to all updates. Click on the **Update** link and the download will commence. The following instructions are for Google Chrome, but other browsers are similar. The download will appear bottom left. Right click and select Show in Folder. The download folder will open. To run the update, double click on the **downloaded file**.

### False anti-virus warnings

If you get the following message, click on More Info, and select Run Anyway and the update will start. Follow the prompts to complete the update.



*Microsoft Protection*

**Turning off PCs** BatchLine and Open Bravo only need to be turned off on all PCs when running the update on the 'Server'. Once the server update is completed, BatchLine can be left to run on any PC other than the one being updated.

**Support** If you need help with any of the above, email [mail@batch.co.uk](mailto:mail@batch.co.uk) and enter your shop name and **BatchLine Update** in the subject line and we will respond as quickly as possible. Please note that our social media channels are not monitored for support queries.

[www.batch.co.uk](http://www.batch.co.uk)

*Version date 07/10/24*