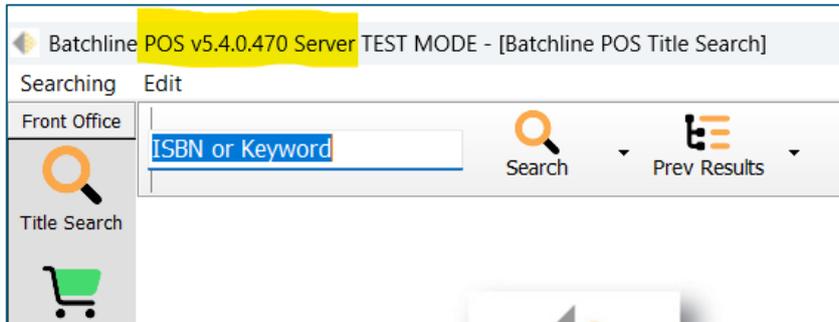


Updating BatchLine

Dependent on the version of BatchLine you are currently using, there are two methods for updating. The version number is displayed on BatchLine at top left:

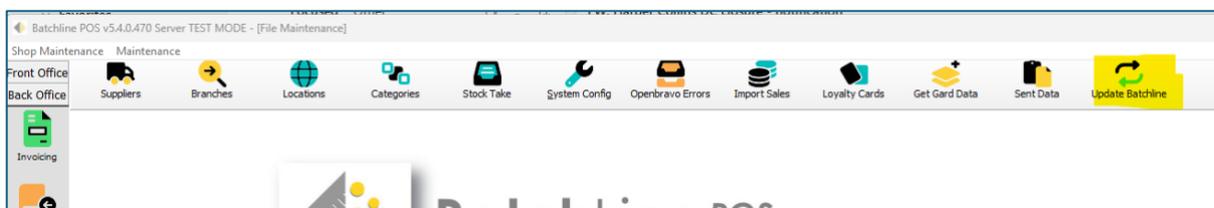


Old Method Version 5.1 and earlier:

- Close BatchLine, Open Bravo and the Web Exporter (if used) on all PC.
- On your 'Server' PC (displayed next to the version number) go to <https://www.batch.co.uk/batchhone/> and sign in.
- The process is to:
 - Download the latest update.
 - Run the downloaded file on the server PC.
 - Once the server is updated, opening 'client' PCs will invoke the update on the remaining PCs.
- Full instructions for this method are on the following link: <https://www.batch.co.uk/batchhone/blu/gd>

New Method (some 5.1 versions and onwards)

- Close BatchLine, Open Bravo and the Web Exporter (if used) on all PCs with the exception of your Server PC.
- On your 'Server' PC (displayed next to the version number) go to
 - Back Office
 - Maintenance
- On the top menu bar, click on 'Update Batchline' as shown below.



- The update process will commence. BatchLine will close and reopen once the update is complete.
- Once the server is updated, opening 'client' PCs will invoke the update on the remaining PCs.