

Detailed Instructions for Installing Updates for IST Software

These instructions assume that you have a web connection or working floppy, "thumb" drive or CD drive on the computer on which the software is installed.

1. Go to <http://www.istime.com/Service/Download/Update.htm>.
2. Click on the version number for the software you want to update.
3. Click SAVE. The file saved will be named "***update.exe" (** MW= MEETWARE, TW=TIMEWARE, PW=POLOWARE, WW=WORKWARE).
4. Select a location to save the file. If the IST Software is on the computer you're using, save it to the Desktop. If you must move the update to another computer, save it to the floppy disk, "thumb" drive, or a folder you can use to burn the update to a CD.
5. Click SAVE and wait for the update to download.
6. Close your Internet window. DO NOT extract the file if it asks you to do so. Windows may ask automatically – YOU DO NOT NEED TO EXTRACT THE UPDATE AT THIS POINT.
7. If the update and IST software are now on the same computer, go directly to step 8. If you are installing the update on another computer from a floppy disk, thumb drive, or CD onto another computer, copy the update from the disk to the Desktop of the computer on which the IST software resides. (This eliminates potential problems arising from drive or disk failures during the update.)
8. Open the IST software package that you want to update.
 - a. For POLOWARE select MATCHES ->UPDATE
 - b. For all other software packages select UTILITIES->UPDATE
9. Select the update file from the file list and click OK.
10. Click EXTRACT. DO NOT SELECT A FILE PATH. LEAVE EVERYTHING AS IT IS.
11. Follow the instructions that appear on the screen.
12. Check the version number and date on the top of the main window of the software to confirm that the update was correctly installed.

If you have any problems or questions call 1-800-835-2611.