

# **2016 Payroll Update** Installation Instructions

## Step 1. Make Sure Everyone has Exited the System

All users must be out of the program and no other programs should be running during the installation process. Be sure you are logged onto the computer as the person who will be using the software. The system uses Windows Registry entries under Current User to control program operations and user settings.

### Step 2. Updating BAS or GrowPoint

Insert CD in tray. If the Install Shield Wizard does not load automatically, click on START > Run > Browse. Find and run Setup\_BAS\_3.15.52.exe from the CD drive or for GrowPoint, Setup\_GrowPoint\_15.52.exe. When the Welcome Screen appears, Click Next.

### Step 3. Verify the Destination Folder is correct

If the Destination Folder is not correct click Browse and select the correct destination from the Choose folder Window. If you are unsure of the destination, contact your Network Administrator. When the Destination folder is correct, or has been selected, click Next.

### Step 4. Select Complete for a full install

It should offer you the "Complete" as the install type. If not, then you are at a workstation, not the main computer. If you want to also make the computer a complete, then select Complete from the drop down and continue with Next.

### Step 5. Complete the Installation

Click Exit when finished.



