



Update Instructions for Millennium 3.26.4.24

Users that have been updated to 3.26.3.36 only need to run the new Millennium 3.26.4.24 installer on each Millennium system to update. See Help>About in Millennium to verify your Millennium version number.

1. Download the new Millennium version from the Pay-Net web site.
2. Open your existing Millennium and synchronize with Pay-Net to ensure that we have the latest information from your database. Once you synchronize successfully, close Millennium.
3. Ensure that all users are logged out of Millennium and do not have the application open. ***If you are currently using version 3.26.3.36, skip to step 5.***
4. Uninstall the old version of Millennium by opening Control Panel>Add Remove Programs, selecting Millennium from the list, and clicking Remove. Follow the on-screen instructions to complete the removal.
5. Run the new installer that was downloaded in step 1, and follow the prompts to complete the installation with the default settings. If you are using 3.26.3.36 or later, you will be prompted to upgrade. Click Yes to proceed.
6. Repeat steps 3-5 on all Millennium workstations.
7. Open Millennium on one of the workstations and log in. This will start an instance of Server Setup which will perform the necessary updates to your database. It is complete when the Millennium application appears.
8. On the left-hand tree view, open System, then click Synchronization.
9. Click the Synchronize Now button to synchronize with Pay-Net.
10. Open Millennium on the remaining workstations and ensure proper operation (logging in, moving between screens, previewing/printing reports, etc.).
11. If you have any questions or problems regarding this install, please contact Pay-Net's IT department.

IMPORTANT: If your company will be using Applicant Tracking or the Employee>Documents tab, please have your IT personnel contact the Pay-Net IT Department via e-mail at ldiaz@pay-net.net or via phone at 858-627-0232 to discuss backup considerations. .