

Pre-installation Steps - Updating Your System for CLMS2PC

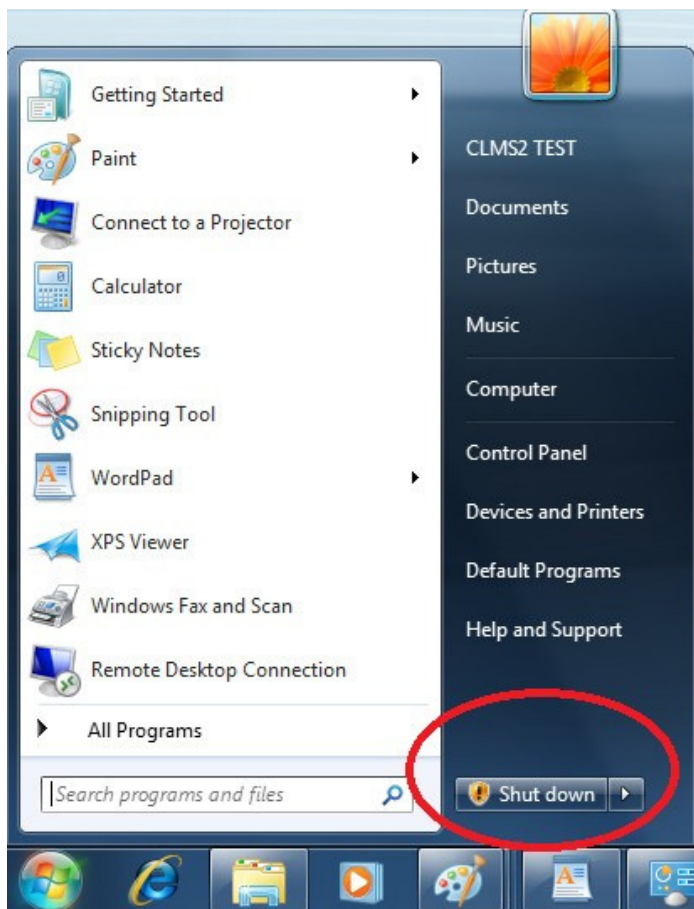
Follow the steps below to make sure that your system is prepared to install CLMS2PC. By following these steps, you can reduce the risk of failure significantly and there by save yourself time and frustration. Although this will not guarantee a successful installation, it will greatly increase the chances that you will install CLMS2PC successfully. There is post installation information that will provide you with system requirements and other helpful information about CLMS2PC as well as CLMS2Web. Pay particular attention to system requirements to make sure that your computer has the proper hardware and software to support CLMS2PC.

Click the link provided below.

<http://www.elks.org/SharedElksOrg/ChicagoLMS/files/CLMS2InstallationInstructions.pdf>

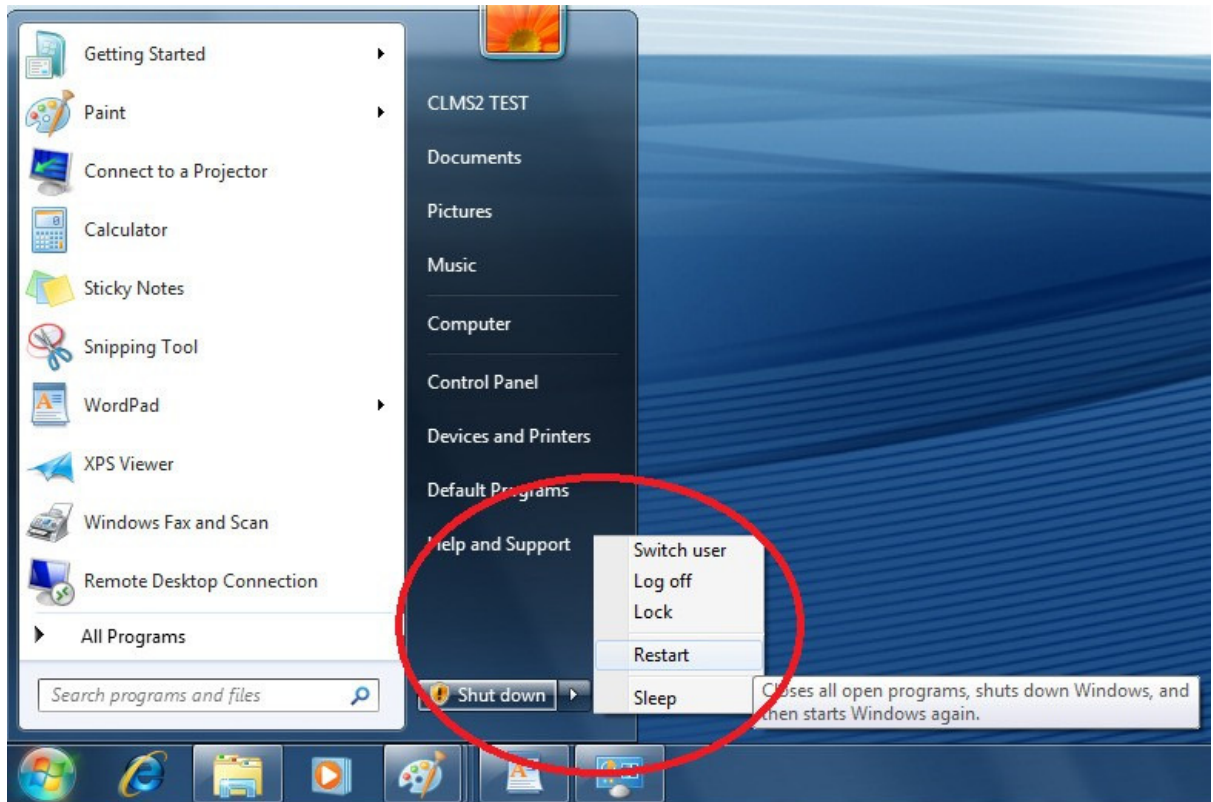
Applying updates waiting to be installed.

1. If at any time you see the “Updates waiting to be applied” message off of your start menu, allow your system to “Shut down” so that these updates can be applied shutting down is preferable to restarting since some updates only get posted during a shutdown. Often you will not see additional updates that will need to be installed until you have applied pre-requisite updates.



Indicates that there are updates waiting to be applied and require a system shut down

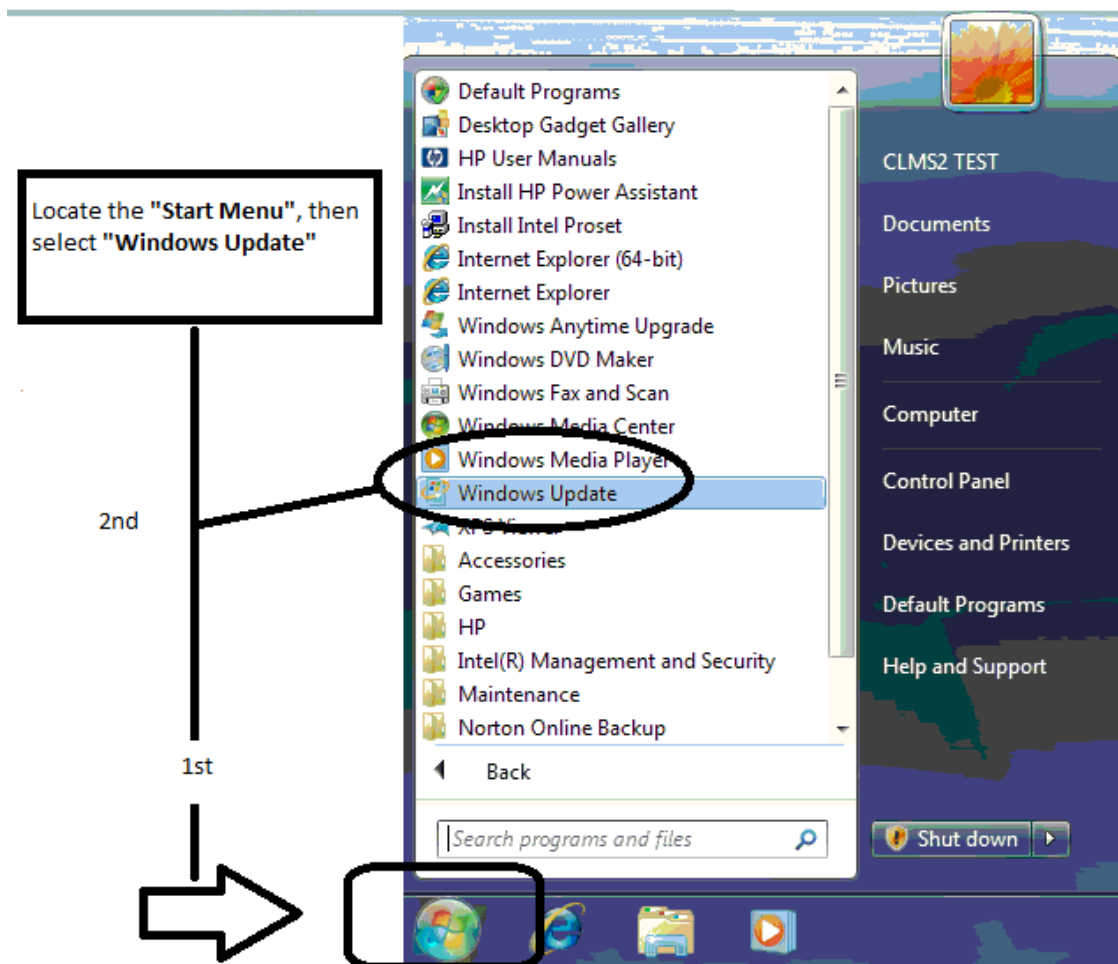
2. You should then allow the system to “Shut down” to install these updates to be applied



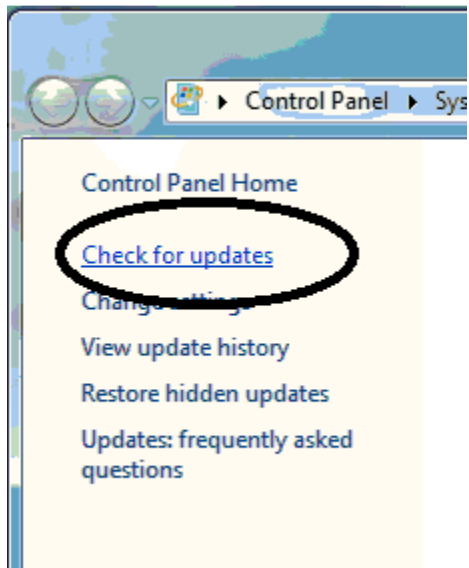
Checking for Updates to be applied to your system

This is performed on a Windows 7 operating system however the process should be similar in XP and Vista

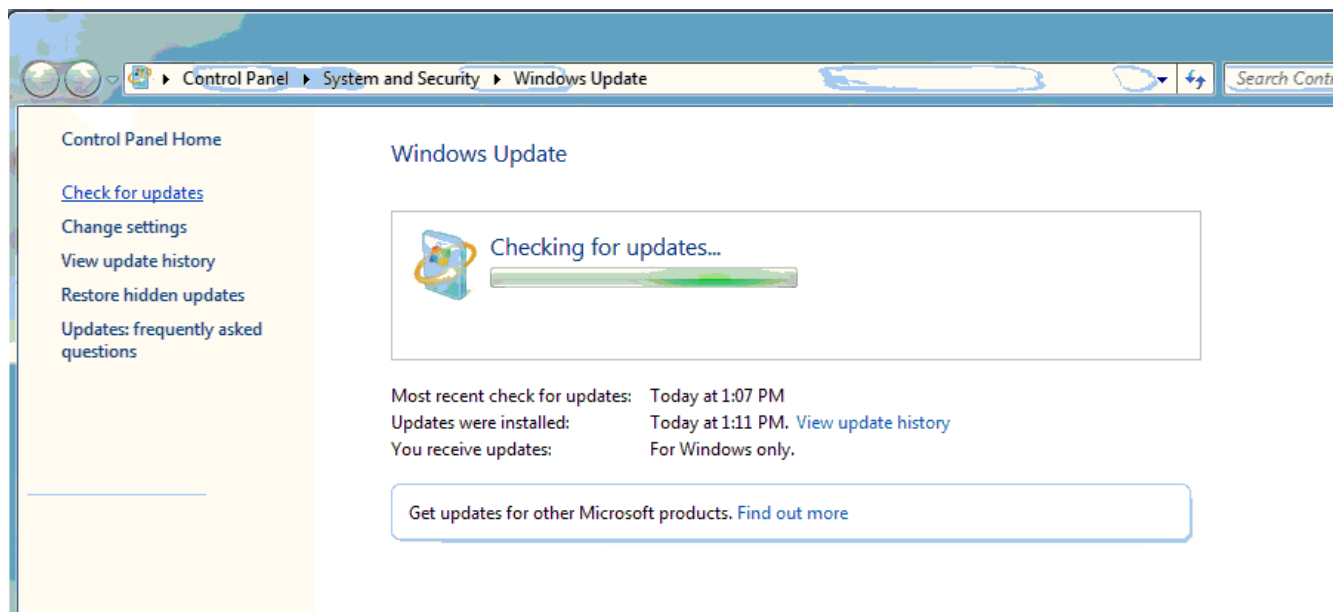
1. From the Start menu locate the windows update



2. Click the “Check for updates” click in the upper left hand corner

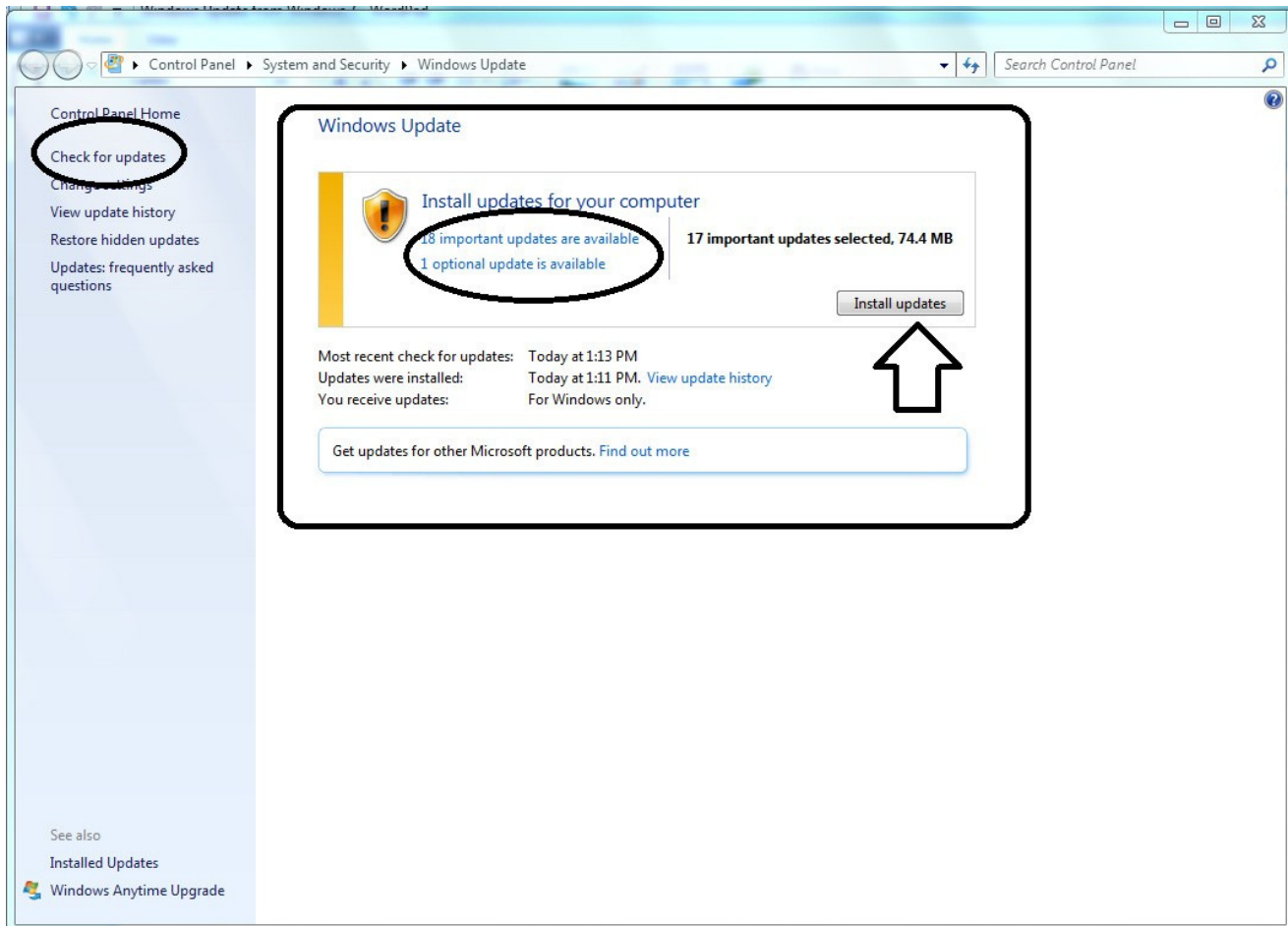


3. You will be presented with progress information.

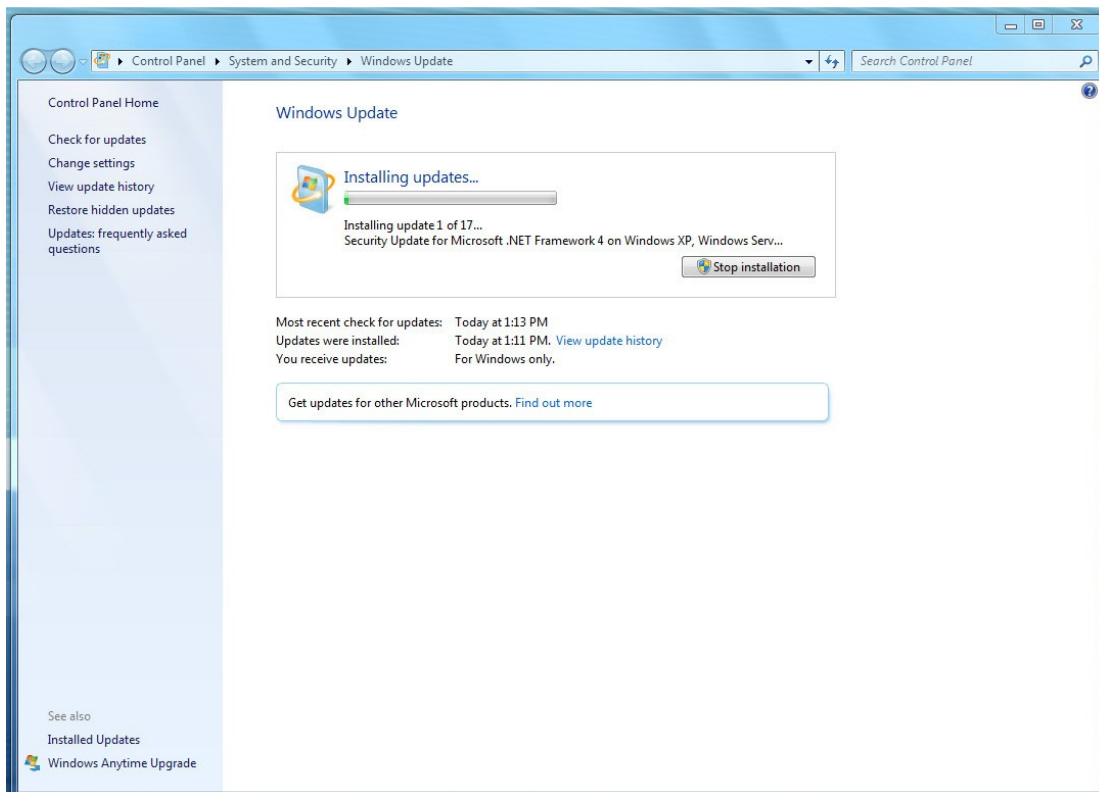


4. Once checking for updates has completed, you will get a list of important updates and optional updates, it is always good practice to perform any updates you have available. Most important are the updates identified as “important updates” as you can see there are 18 important updates in this example and 1 optional. Also note that if you note any updates listed as optional but refer to “Microsoft.NET Framework” it would be advised to allow this to install as well.

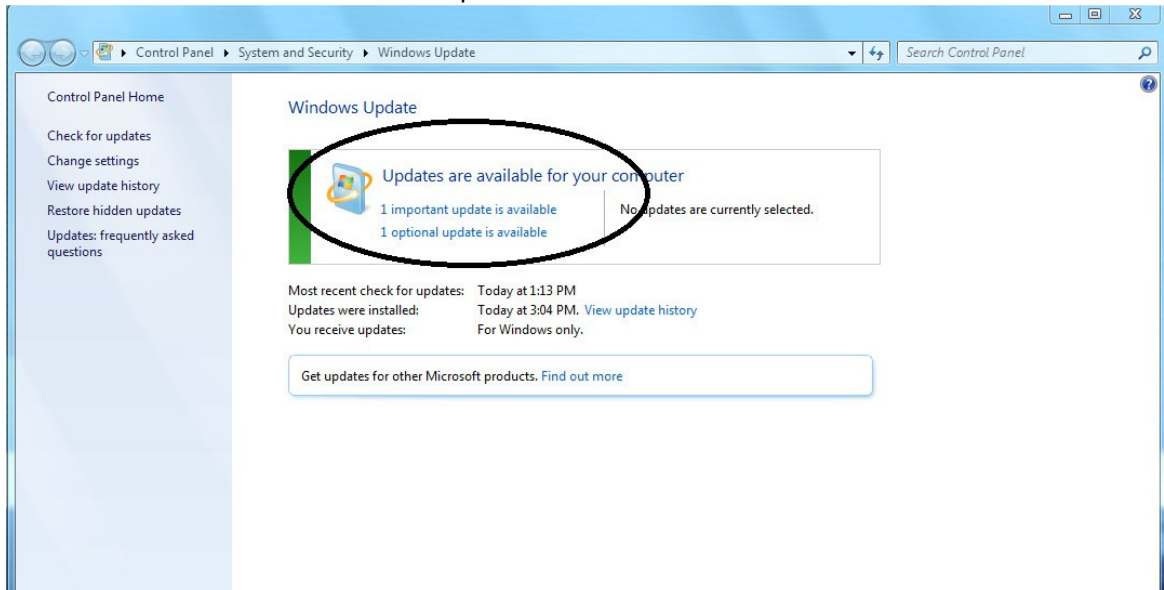
So to make sure this is clear, if you view any “Microsoft.NET Framework” listed in either the “optional” or “important” updates make sure they are allowed to install! You can view what is included in these updates by clicking on the blue text “18 important updates are available” or “1 optional update is available”, in your case the number of updates will probably be different from 18 or 1. Click the “Next install updates” button to begin the install process.



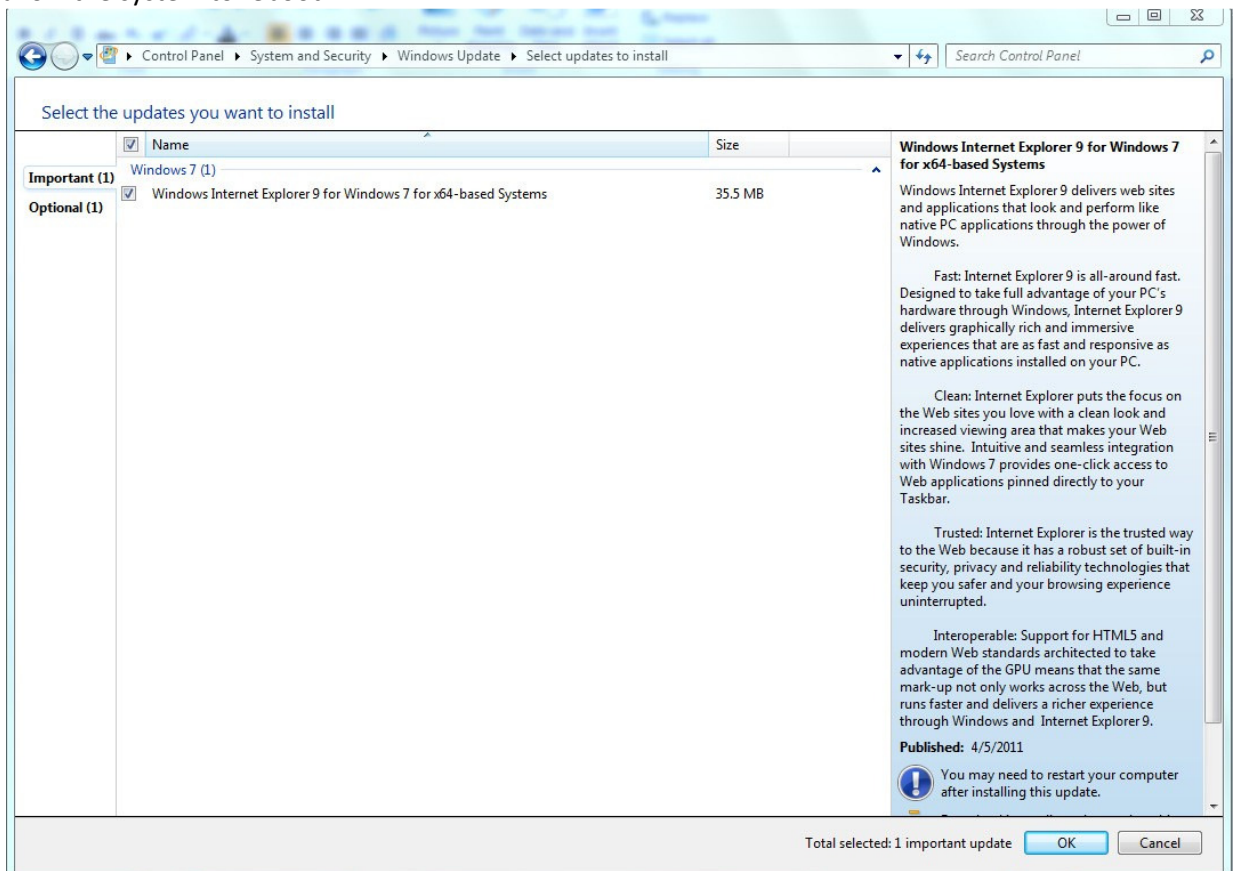
5. You will see the install progress as shown below.



6. You will be prompted to "Restart"
7. Once the system comes back repeat the check update process again and again, until no more updates are listed.
8. Click the blue text to view and select updates to be installed.



9. Check the updates you're installing then click the "OK" button once the installs have completed allow the system to reboot.



10. Return to the section below makes sure you repeat this process as many times as needed to get all your updates installed and no more updates are listed.

Note that you need to go back to page 3, “Checking for Updates to be applied to your system”, until there are no more updates to be applied. Once you have applied all the updates needed you can then install the CLMS2PC application.

