

eZee Main Update Sept 2009 (1)

NEW FEATURES:

1. Ezee includes a new disclaimer screen, please read it, put a tick in the appropriate space and continue.
2. The master password (AUD313) has been changed due to security compromises for our users. Make sure that you have your own password. If not you will need to contact Ezee Support Line in order to set your password.
3. In the Staff Module one can enter a longer e-mail address for employees.
4. In the Income/Sales screen click on notes. Type a list of custom notes. Once you click on a note and insert it, it will form a header in your quote/invoice list.
5. An error on the leave reports has been corrected.
6. The credit note document has got a new look.
7. You will be running Version 6.4 – Release 2, this can be viewed under “Info” on the main screen.
8. The new Backup subscription service is build into the main screen for remote backing up of the database. This is a subscription service. Only subscribers to this service may use it.
9. There are various other improvements and new features.

Update Instructions:

Save the attachment and extract to your eZee folder.

Remember to do a Refresh Database on the Settings Screen after you've updated (Step 4 below), but, even more important, **always make a backup of your data before you do anything**. The name of the file you need to backup is the one displayed at the top of the screen when you're on the eZee Main Menu, where it says "Database in use is".

1. To save the Attachment:

Click on **File** (at the top of the screen)

Click on **Save Attachments**

If the box at the bottom, Save to, does not display **C:\eZee**, type it in

Click on **Save**

Close/Exit your mail program

2. To extract Files:

Right-click on **My Computer** on your desktop

Select **Explore**

Click in the left-hand frame on **My Computer**

In the right-hand frame, double-click **Local Disc (C:)** or whatever is displayed next to (C:)

In the right-hand frame still, double-click **eZee**

Right-click on **Update.zip** in the right-hand frame

Select either **WinZip** and then **Extract to ...** or directly on **Extract to ...**, depending on what is displayed

Click on **I agree**

If the Extract To: box does not display **C:\eZee**, type it in

Click on **Extract**

Click on **Yes to All**

Close WinZip

3. After an update, do the following:

Start eZee

Click on Settings

Click on Refresh Database (If you do not get a message Done, please phone us)