

# Instruction Guide for Auto-Update

## Sage EasyPay Standard

Available for :

Singapore

### Contents

Product version .....	2
Checklist Prior to Software Update .....	2
Auto Update guide.....	2
verify if the software has been Updated successfully .....	5

## Product version

The new version of the product is **10.7.01**. All references to **10.7.XX** in the document and screen capture refers to the latest version **10.7.01**.

## Checklist Prior to Software Update

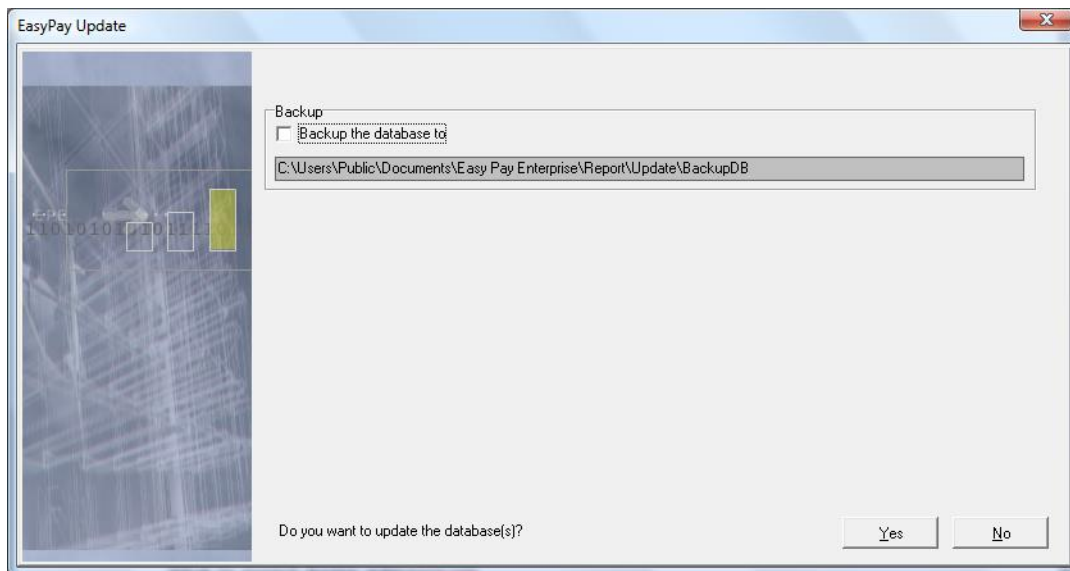
- You have renewed your software maintenance for the current year. Do not update the software if you have not done so as Sage EasyPay (EPS) may fail to start and your only course of action is to subscribe to SageCover.
- You must ensure that you have completed the current month payroll and generated the CPF file for submission.
- Backup all EPS database

**NOTE:** You may verify by going to Core module then Help and check if 'Download Update Automatically' is ticked.

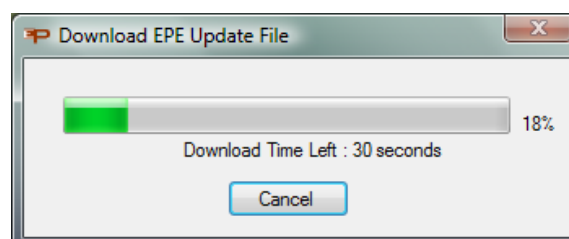
In the event that auto update failed, ensure that Anti-virus and Firewall has been disabled or configured properly for auto update to function accordingly, or you may refer to Instruction Guide for Manual Update (EPS) documentation.

## Auto Update guide

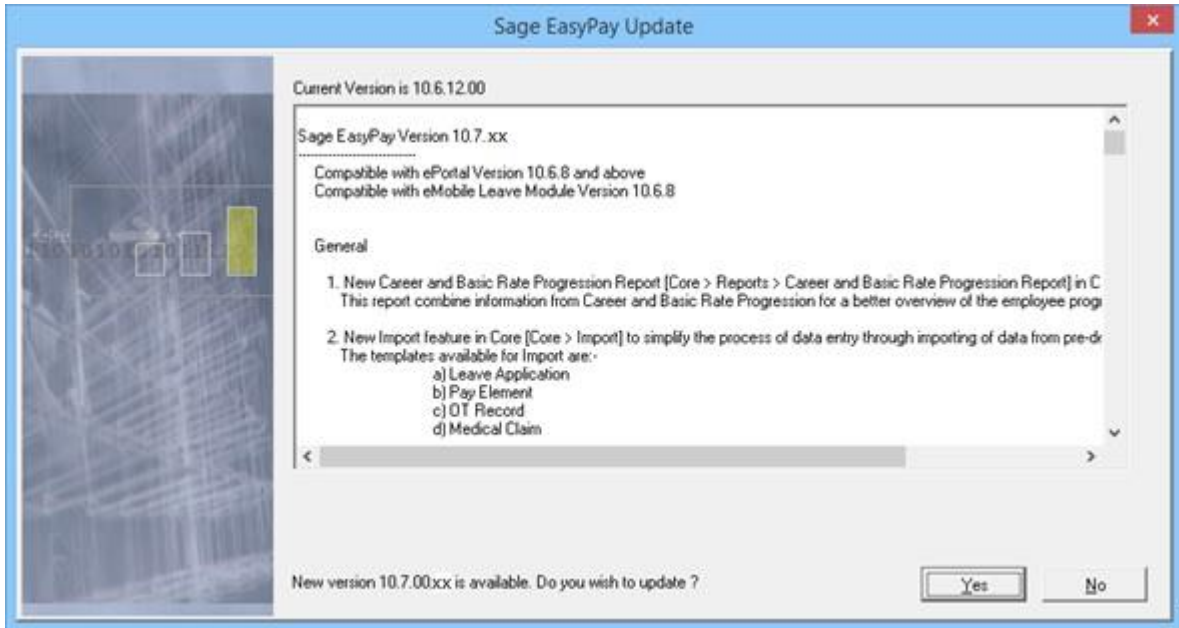
1. You may see a pop up window as shown below after logging in to EPS. You may un-tick "Backup the database to" if you have already done a backup of the database and then click on the "Yes" button to proceed with the software Update.



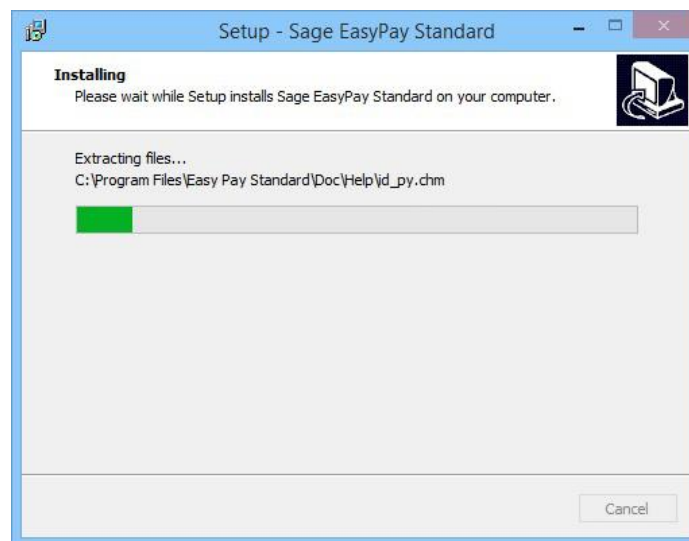
2. A small window would pop such as shown below and you may just let it run in the background. You may opt to logout after it has completed the download.



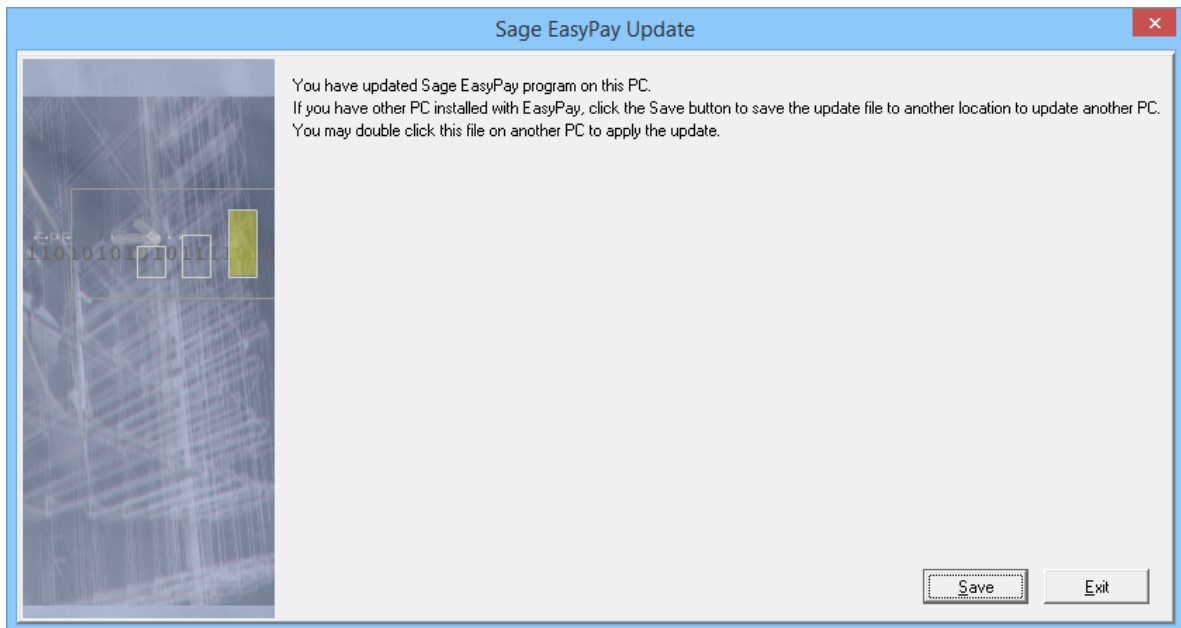
3. You would see the prompt below upon logout. The software Update would begin once you click on the “Yes” button. You may click on the “No” button if you don’t want to Update yet; however, please note that you will continue to see this prompt until you Update to the latest version.



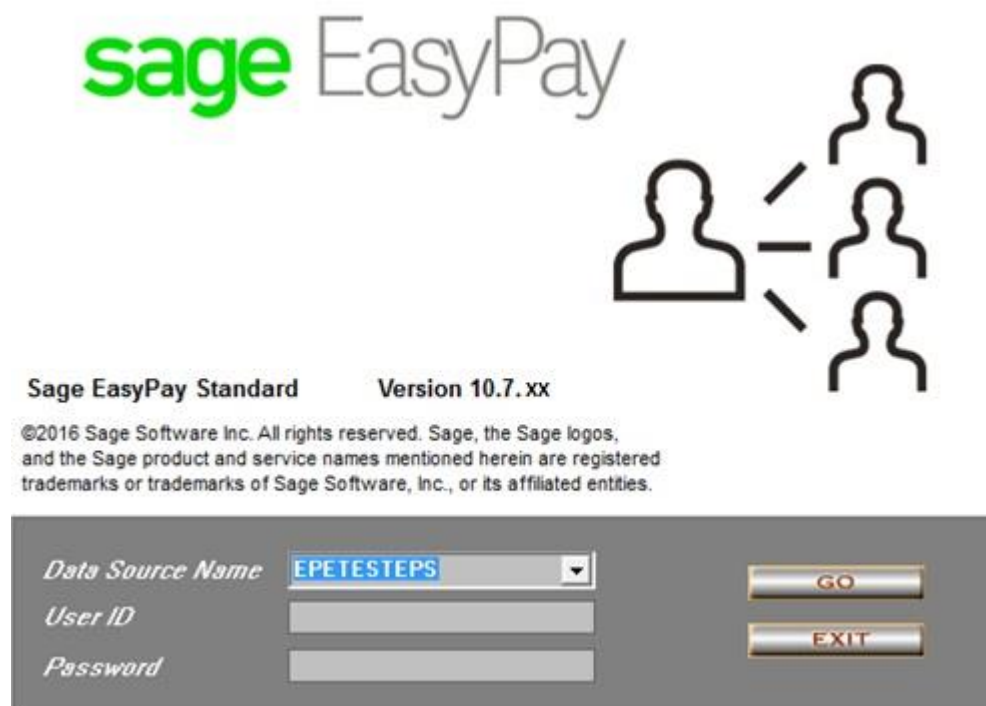
4. Next screen is a window showing the progress of the installation. **Do not close the window while installation is in progress.**



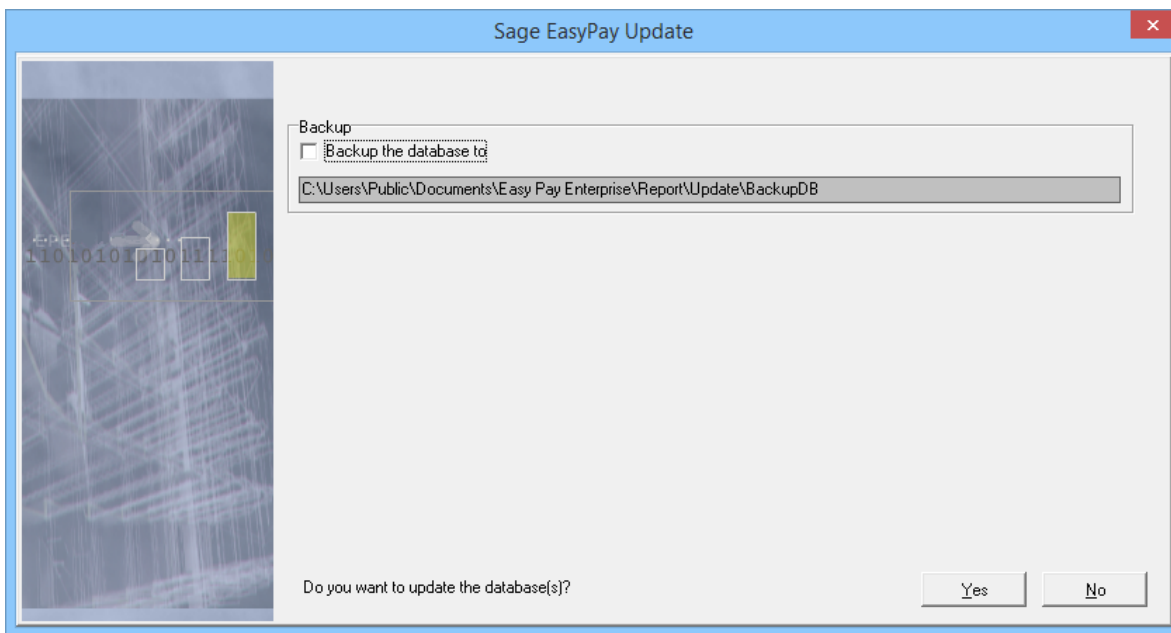
5. You will then be asked if you would like to save a copy of the software Update file. You may click on the “Save” button and save it to your preferred directory or “Exit” if you are using a stand alone PC. You may also choose “Exit” if the other PCs have been setup for Auto-Update.



6. It would show **Version 10.7.XX** when you log back in to EPS and you're done.



**Additional Notes:** EPS may ask you again to backup and update database. Should this happen, you may opt not to back up the database by un-ticking the box and click on the "Yes" button to update your database to the latest version.



## verify if the software has been Updated successfully

- **Software Version:** It would show the latest version 10.7.XX when you go to Core > Help > About

