

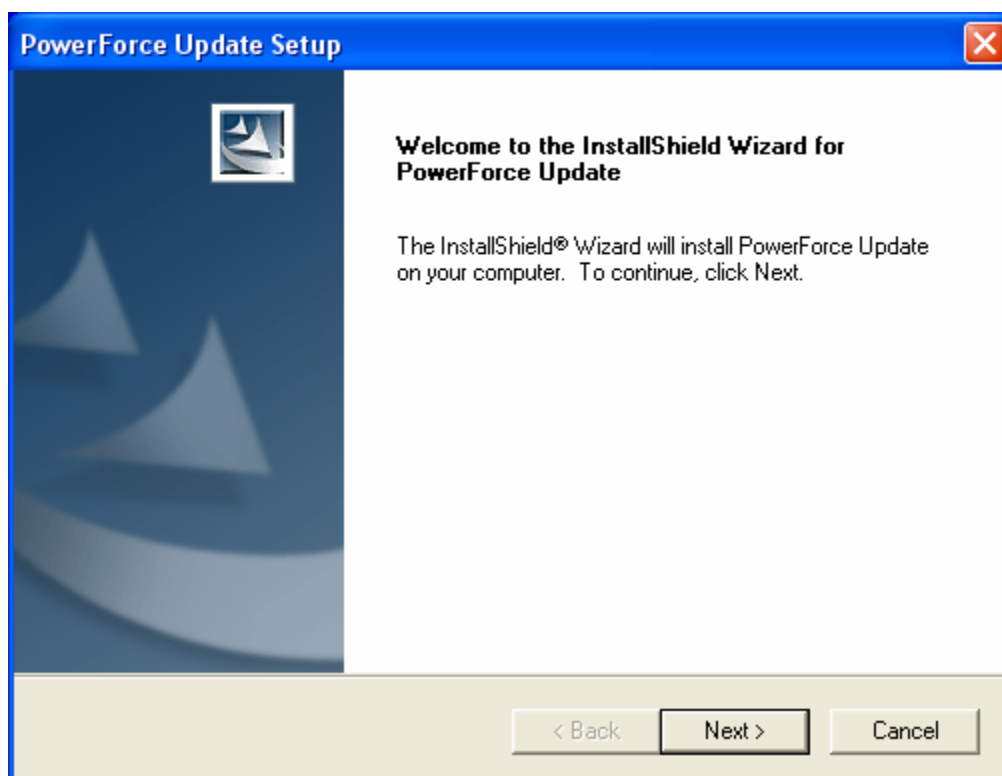
Introduction

This document describes the process of applying a software upgrade to your copy of PowerForce.

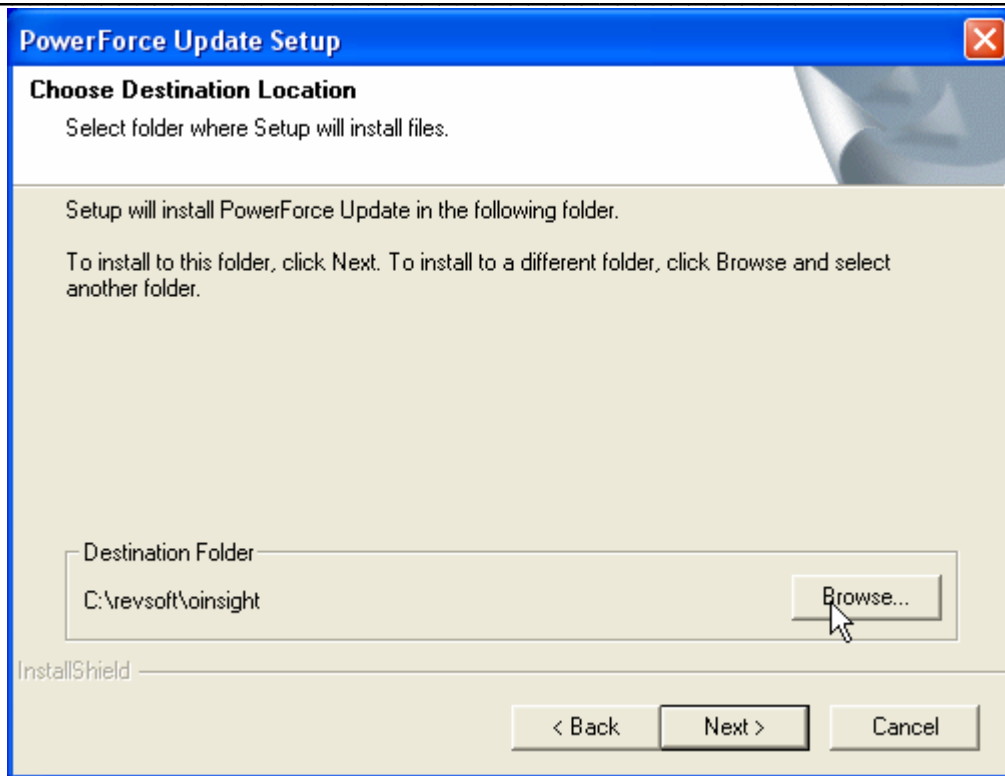
- Save the attachment you received with this email.
- Using windows Explorer, navigate to the location where you saved the attachment.
- The file should have an icon similar to the one below.



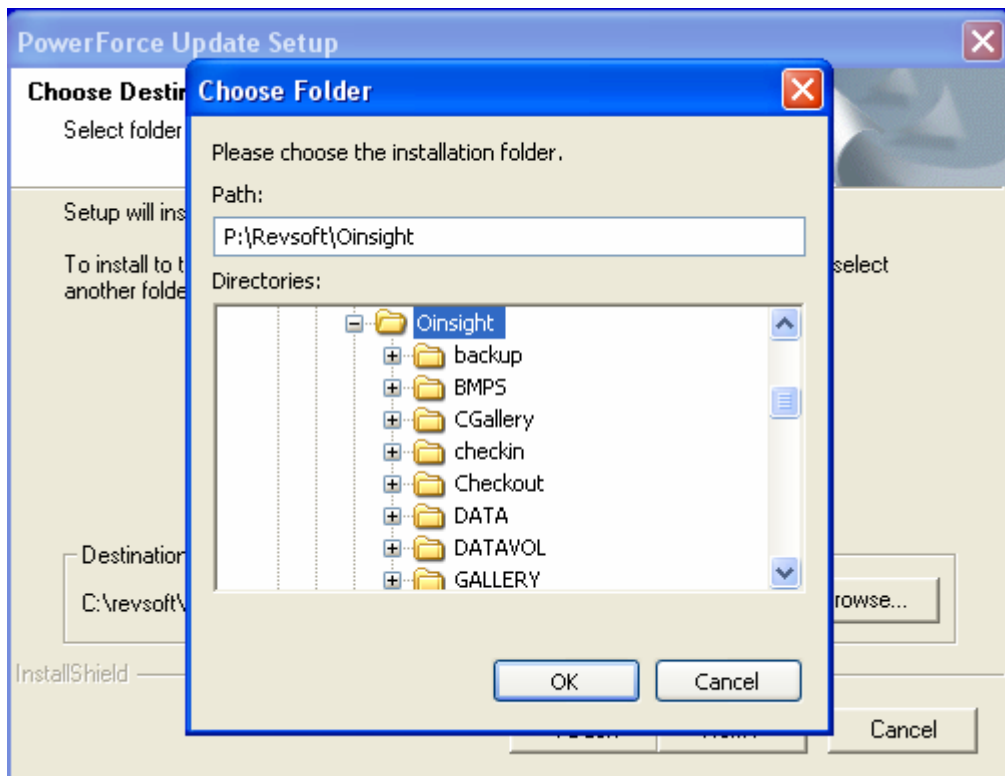
- Double click on the file to begin the upgrade process.
- This will launch a wizard to step you through the upgrade process.



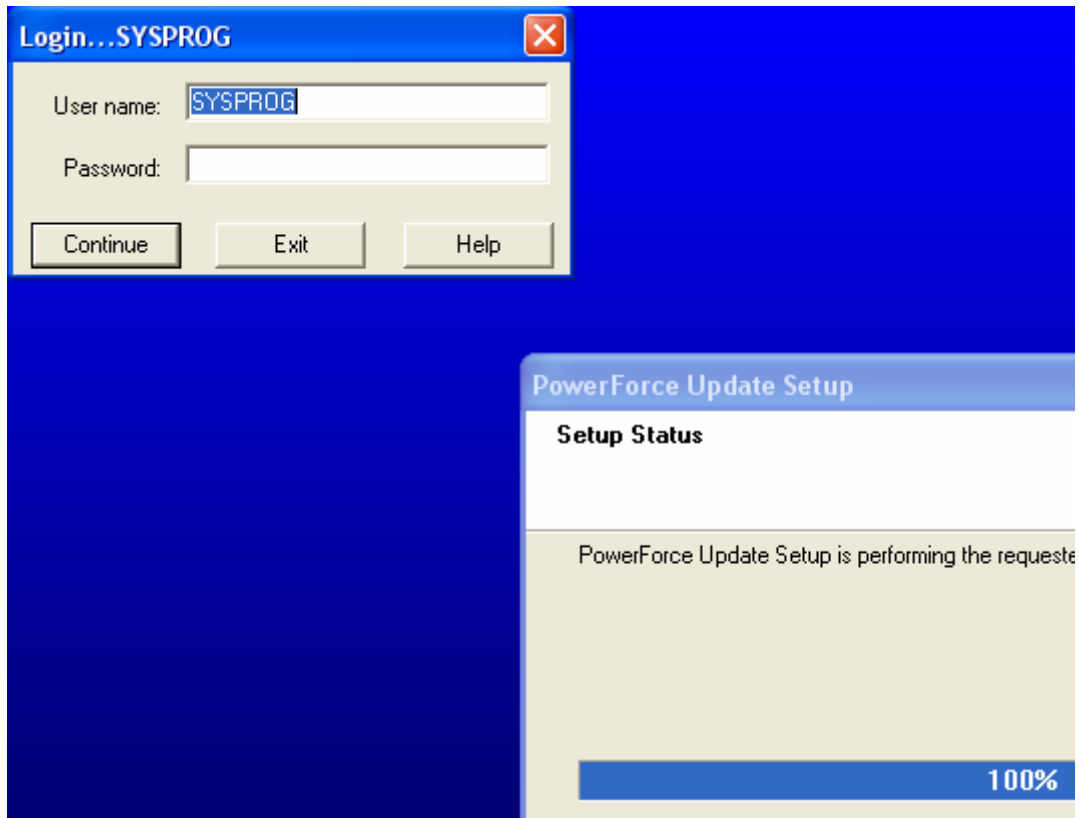
- Follow the defaults by clicking 'Next' or 'Yes' as appropriate.
- When you reach the window pictured below, you will need to identify where your copy of Powerforce is stored.
- For most people this will be "P:\Revsoft\Oinsight". If you do not have this directory structure, you will need to look for a directory called "Oinsight".



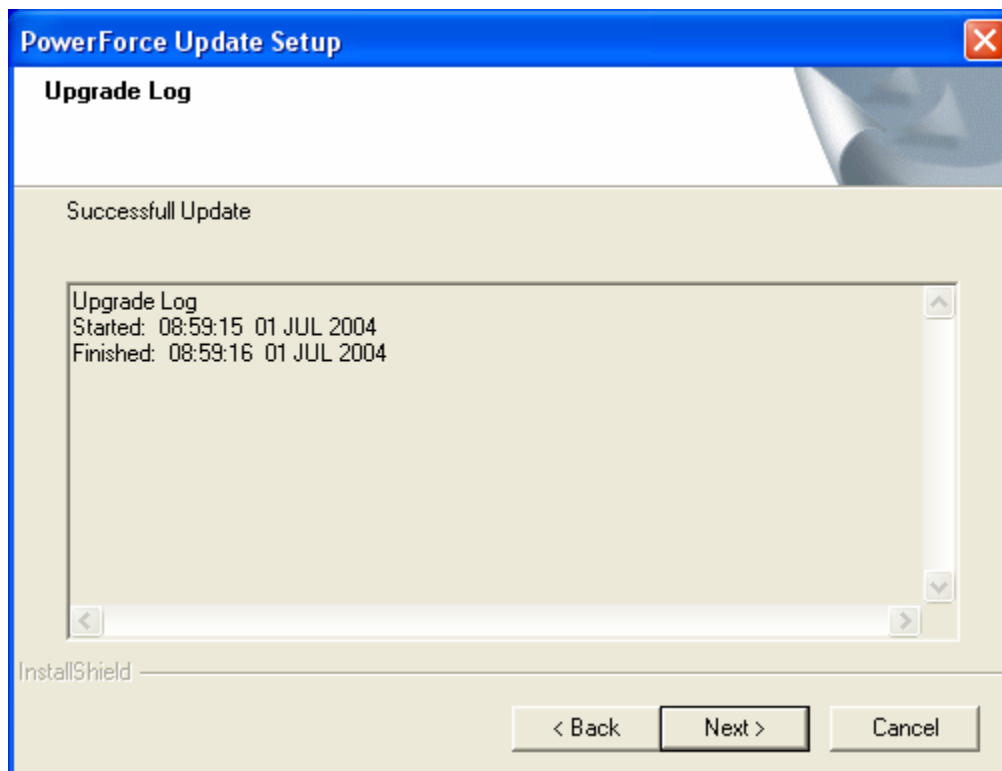
- Click the 'Browse' button to navigate to where your 'Oinsight' directory lives.



- Once you have found your 'Oinsight' directory, click 'OK'.
- Click 'Next' to continue.



- When the window pictured above appears, click 'Continue'.
- When the upgrade is complete, the window below should appear containing similar text to that displayed. If there were any errors with the upgrade, they should appear here.



- Click 'Next' one last time and the upgrade will be complete.