



Millennium 2

Payroll & HR Software

Update Instructions

Support: 814.835.2222

Updating Millennium

This document outlines the proper steps a Payroll Client should take when updating Millennium 2 Payroll and HR System.

Before you begin:

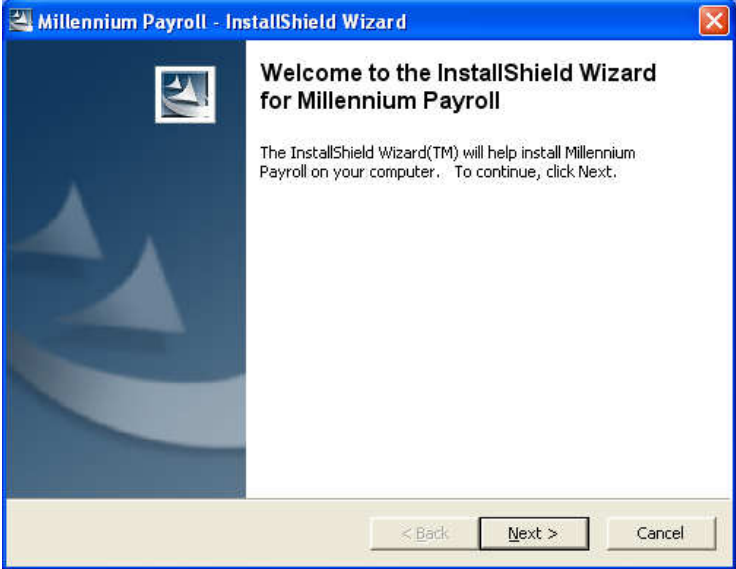
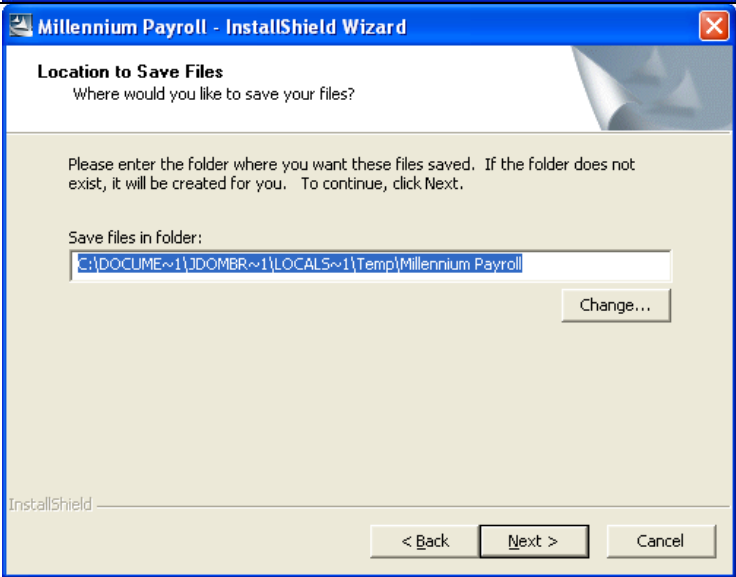
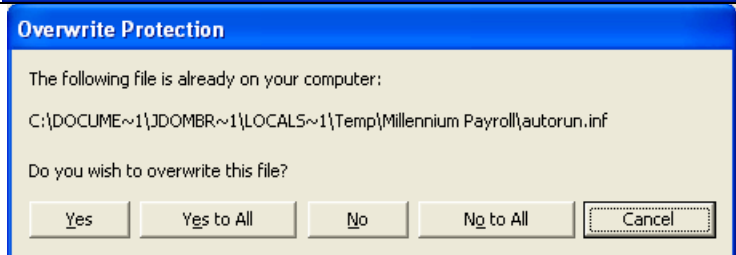
- Download the latest M2 installation package at www.goecca.com. Click on “Downloads and Updates”, and find the current “Millennium 2 Download...” link.
- Read through this document completely before you begin the update procedure!
- Make sure ALL MILLENNIUM USERS have exited Millennium completely. This is imperative. If just one machine is running Millennium during the update, the update will not be complete and this process will have to be done all over again.

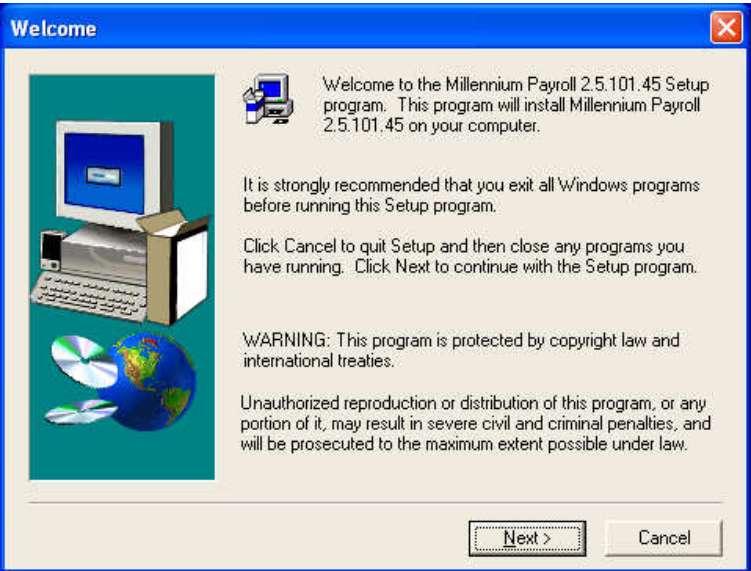
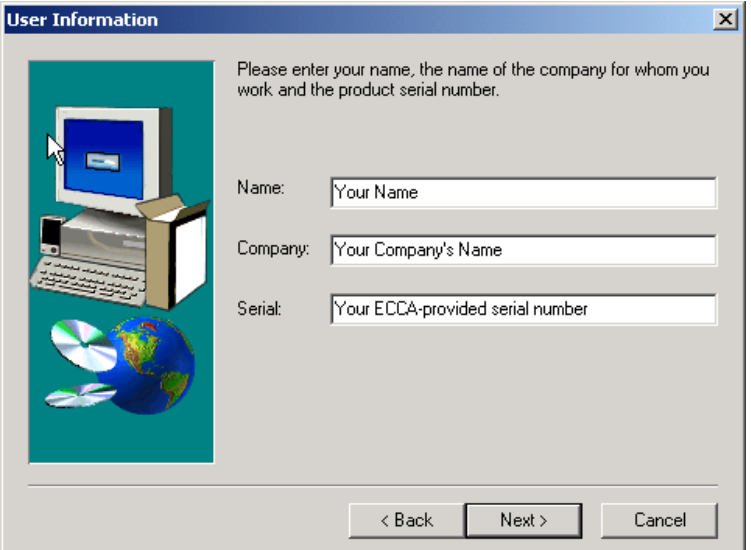
Note: It is best if you have at least local machine administration rights to perform the updates.

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For your first (or perhaps only) computer to be updated:

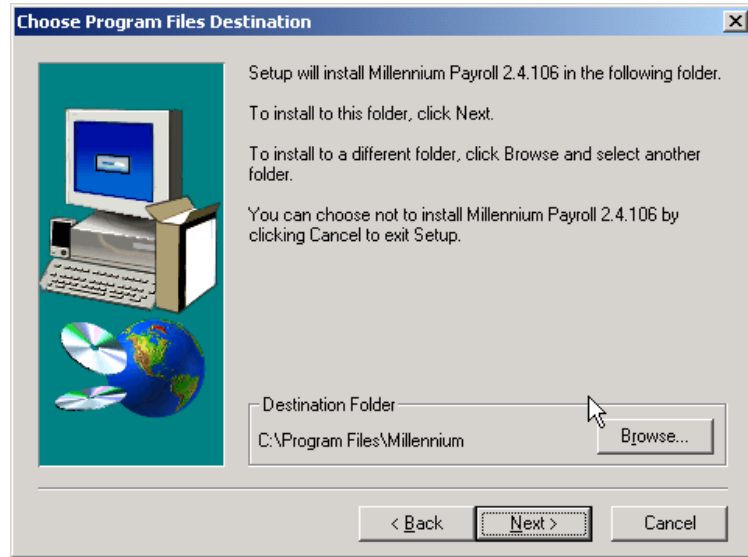
Close all applications running on this machine. Start the Update on this machine by running the executable you downloaded.

<p>CLICK NEXT</p>	
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<p>If you see this dialog, click Yes to All</p>	

<p>CLICK NEXT</p>	
<p>If this is an update, these fields should already be filled when this window appears.</p> <p>Note: occasionally the "Name" field will be blank. If so, enter a name before proceeding.</p> <p>CLICK NEXT</p>	

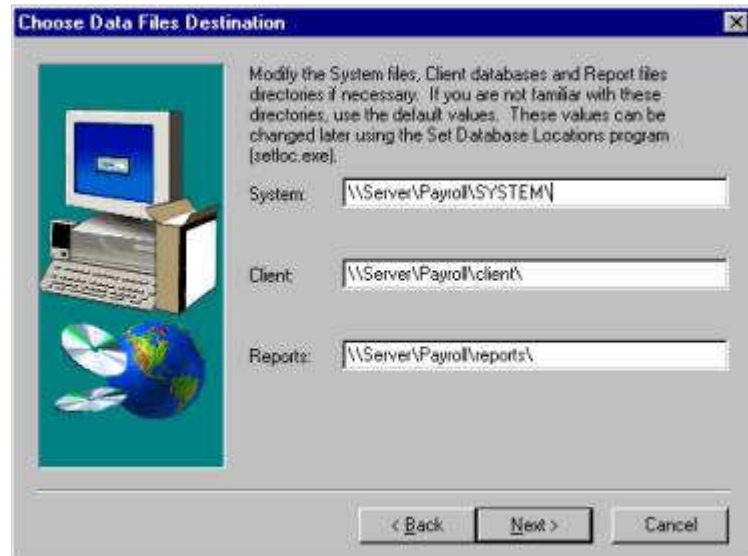
To install the client workstation application files...

CLICK NEXT



This window asks for the paths to where your data files are located. If this is an update, these fields should already be filled for you. If not, please stop and contact your payroll representative.

CLICK NEXT



THIS NEXT STEP IS CRUCIAL.

The “Server” installation updates important tax databases and forms. Even if you have a single-user environment, you **MUST** perform at least one “Server” installation.

Note: In single-user environments, the installed computer is both client AND server.

When you see this screen... STOP!!



Select “Server” if this is either....

- A.) The first computer you are updating, or...
- B.) The **ONLY** computer you are updating (a single-user site).

CLICK NEXT



Once the first server installation is completed, start the Millennium application and open a company.

There might be a delay while Millennium updates the main database. This delay can vary depending on the size of the database and the amount of updates that we have added. Once again make sure no one opens Millennium on any other machine while this happens.

Once the database is updated, your company will open.

For ANY subsequent computer to be updated:

At this point you must perform a workstation installation on any additional computers that have Millennium installed. It is important to update **ALL** the computers in order to eliminate the possibility of a version conflict.

TIPS!

If you have multiple client workstations accessing Millennium, copy the entire executable to a server so you can run it from there.

NOTES: