

Donation Tracker

Report Catalog Update Procedure



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ATTENTION!!! – Please read this before updating

- 1) Donation Tracker must be closed on **ALL** machines in your office.
 - 2) Only one person in your office needs to download and run this update.
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Downloading the update using Internet Explorer

1) Click on the **Report Catalog Update**.

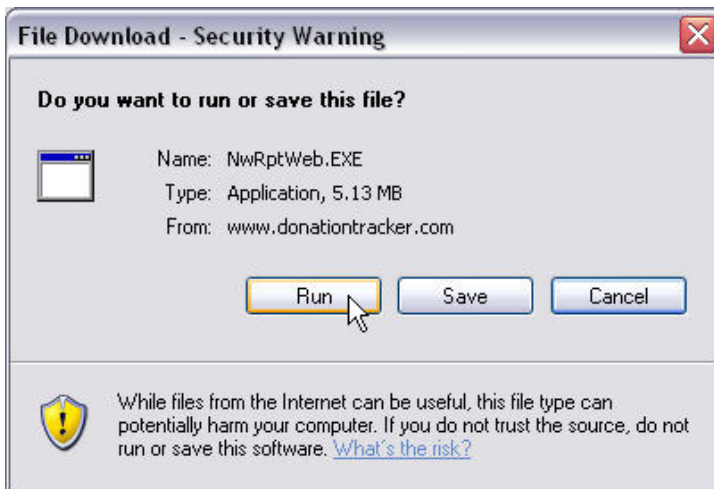
Version 3 Downloads

Latest Version: 3.2.30 **Released On:** 12/1/2008

Note: These downloads are for those running version 2.3.0 or greater.

Version	Date	Description	File Size	
All	12/1/08	Report Catalog Update	5.13 MB	INSTRUCTIONS
3.2.30	12/1/08	The Whole Enchilada (Program & Report Updates)	33.5 MB	INSTRUCTIONS

2) Choose **Run** or **Open**.



3) Please go to **Step #2** on page 4 under **Installing the Update**.

Downloading the update using Mozilla Firefox

1) You'll see a screen similar to the picture below. Click on **The Whole Enchilada**.

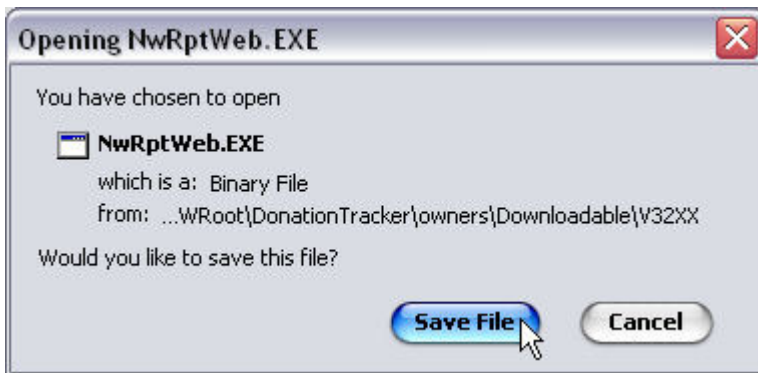
Version 3 Downloads

Latest Version: 3.2.30 **Released On:** 12/1/2008

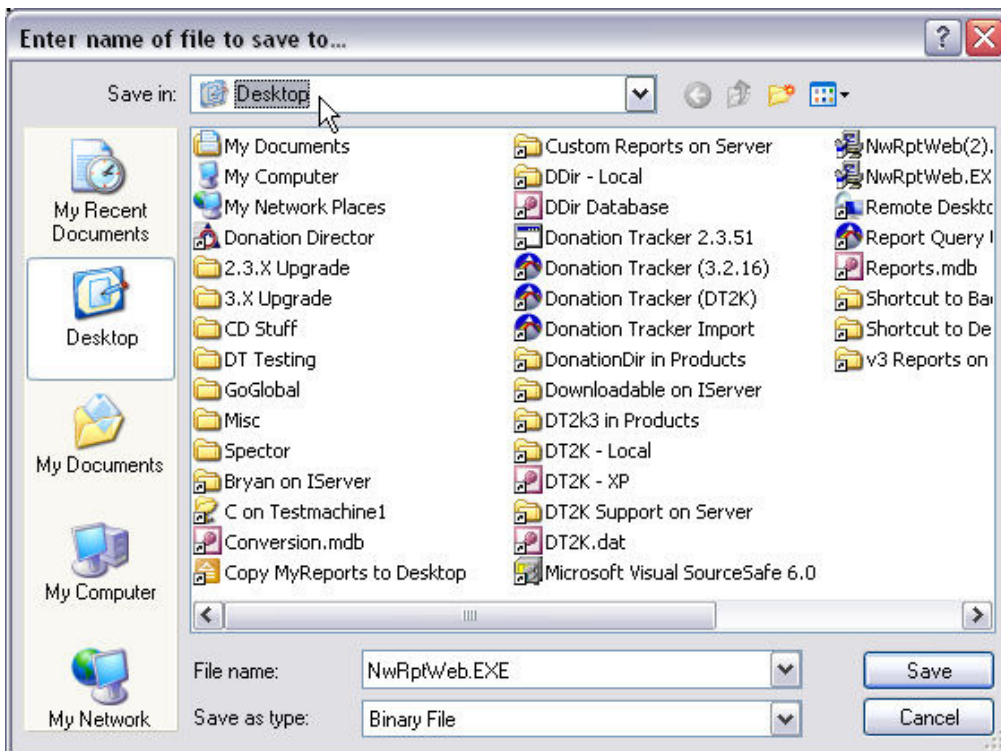
Note: These downloads are for those running version 2.3.0 or greater.

Version	Date	Description	File Size	
All	12/1/08	Report Catalog Update	5.13 MB	INSTRUCTIONS
3.2.30	12/1/08	The Whole Enchilada (Program & Report Updates)	33.5 MB	INSTRUCTIONS

2) Choose **Save File**.



3) It may automatically save the file to your Windows **Desktop**. If it doesn't, please choose to do so.



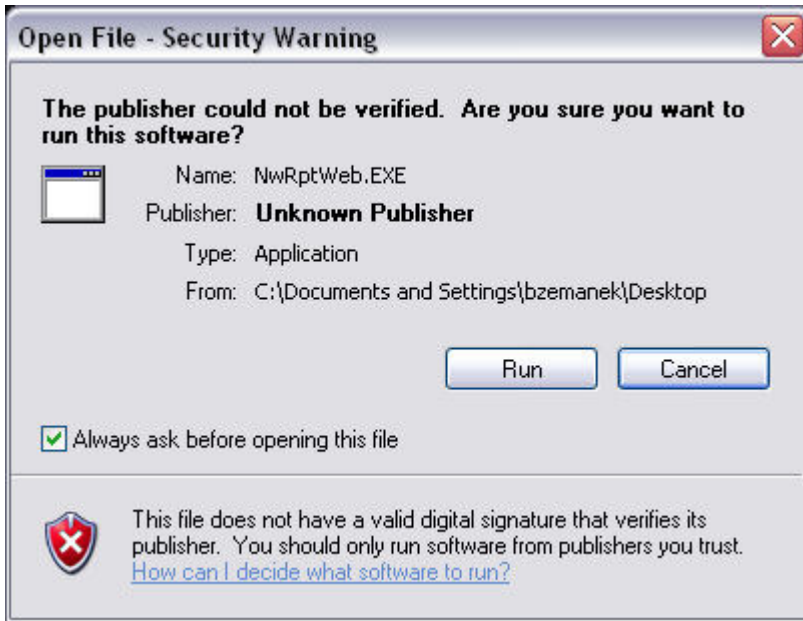
4) After the update has finished downloading... please go to **Installing the Update** on page 4.

Installing the Update

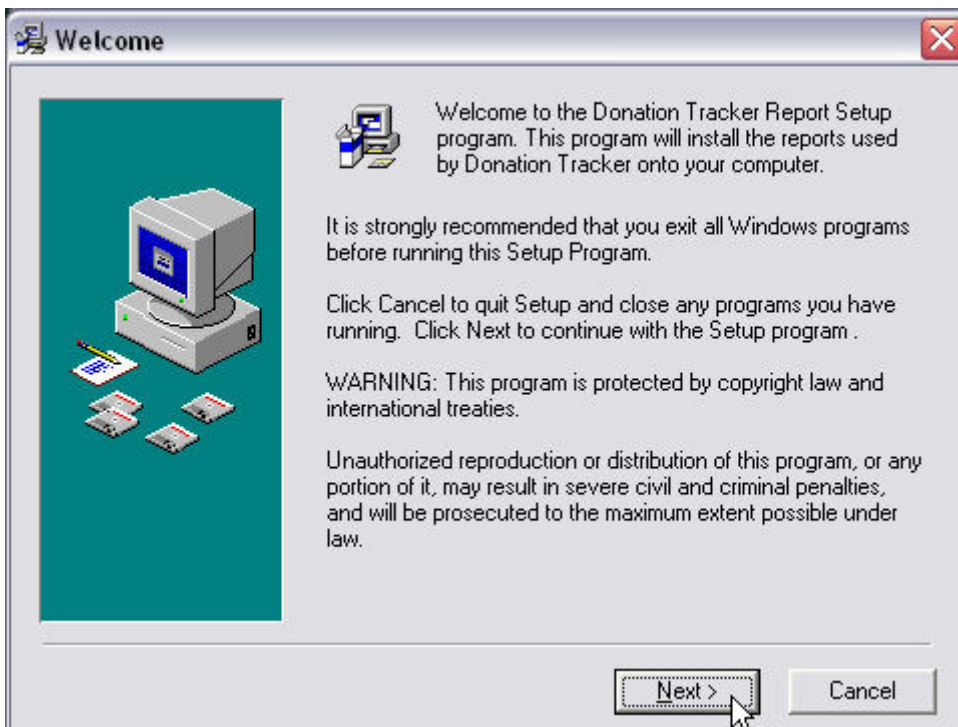
1) Go to your Windows **Desktop** and **double-click** on the file **NwRptWeb.exe**.



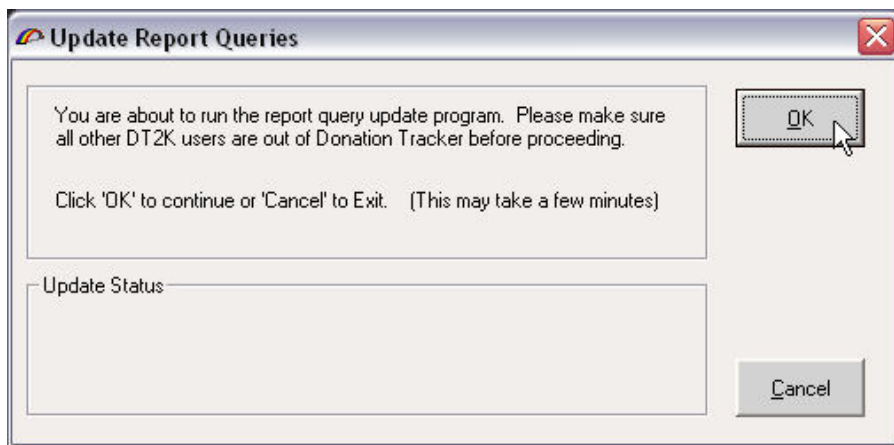
2) You may get a security warning similar to the picture below. Please click **Run**.



3) Click the **Next** button at the welcome screen. This will put a report upgrade file into the shared Donation Tracker location and update the Donation Tracker reports.



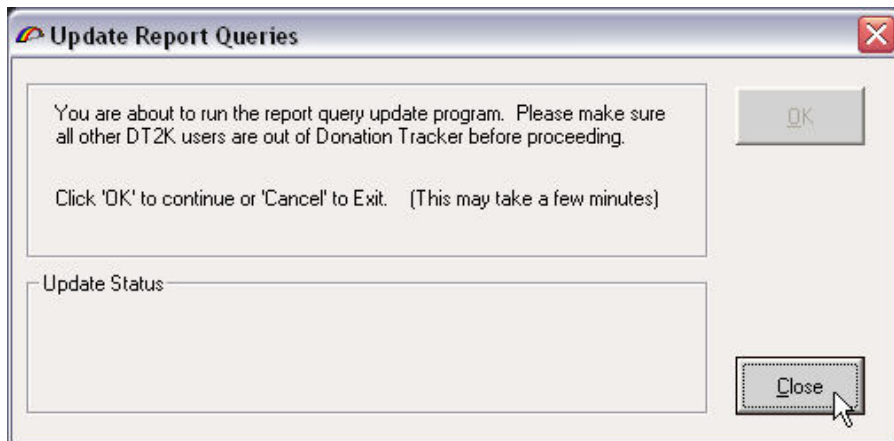
4) Click **OK** to start the Report Query Update.



5) Click **OK** when the queries have been updated.



6) Click **Close** to close the Update Report Queries screen.



7) You're done!

Note: The next time you go into the Reports section of Donation Tracker the list will rebuild automatically.

7) Click the **Finish** button.

