



Prevail 4: Downloading Prevail Updates

Here are several tips about downloading Prevail updates:

- Any Prevail user (not just Prevail Administrators) may download an update.
 - You may download the update from any Prevail workstation; it does not need to be downloaded on your Prevail server.
 - All users, including the user downloading the update, must be logged out of Prevail during the download.
 - Depending on how up-to-date you are with your version and your network speed, updates typically take 5-10 minutes.
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- 1) Access the Prevail Control Panel from your Windows desktop by clicking on Start > All Programs > Prevail > Control Panel.
 - 2) At the Control Panel login screen, enter your usual Prevail user name and password (if you have one).
 - 3) After several seconds, the Control Panel will display a message confirming that all users are logged out, and that all Control Panel options are available. Click Tools > Update.
 - 4) The update will automatically begin downloading. A progress bar will display at the bottom of the Control Panel window throughout the download.
 - 5) When the update is complete, the Control Panel window will display a message at the bottom, indicating that your Prevail database is locked. When you see this message, click Tools > Unlock Database at the top of the Control Panel window.
 - 6) Close the Control Panel, and all users are free to log back into Prevail!