

## Downloading Prevail Updates

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### *Prevail 4*

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.
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!