Updating Auction! V4

Applies to: *Auction!* **V4**

Background: It is important to keep *Auction!* updated to the current release, especially when using a computer that does not have internet access.

Updating *Auction!* V4 using the USB flash drive when no internet is available

1. Insert the flash drive into the computer. Open to view files.

2. Click **Installation**.

3. Note the latest release text file. If the latest release is older than your current release – do not attempt an update.

4. If the latest release is more current click **V4Install_CurrentRelease.exe** and follow the prompts to Modify/Repair

Updating *Auction!* V4 Via the internet

1. On the blue splash screen with the license terms, if an update is available there will a yellow ribbon on the bottom right of the screen. Click **I Agree to the terms of use**.

2. When updates are available, click the gavel in the upper left corner of the screen and from the pop up menu choose **Check for Updates**.

3. Click **Install software Updates**.

4. When the download is complete the update should start automatically.

5. If for any reason the update does not complete, or does not start automatically:

    a. Go to the following location on your computer:
       C:\Users\Public\Documents\Auctions\Patches

    b. Find the most recent update file and right click. Choose Run as Administrator.

If your computer does not allow you to update, contact your IT department to have the update installed or to get administrative privileges.