

## FlexiPay – Payroll COVID Upgrade

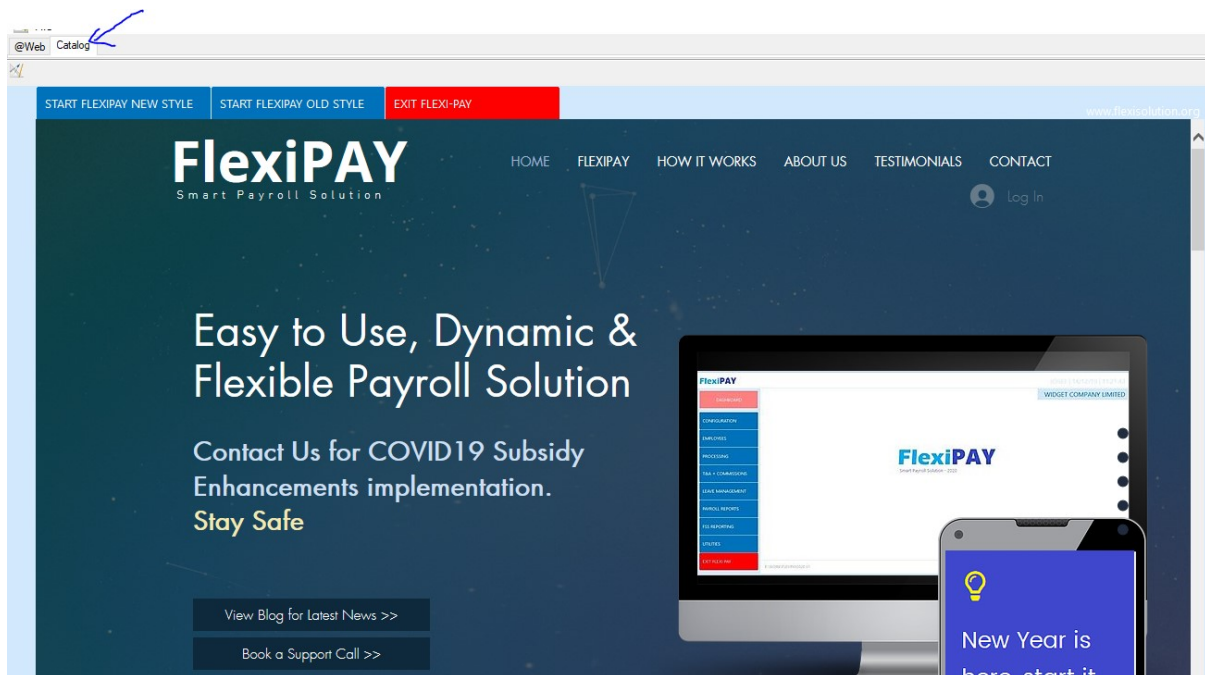
### Backup payroll first before doing the upgrade!

#### Upgrade files

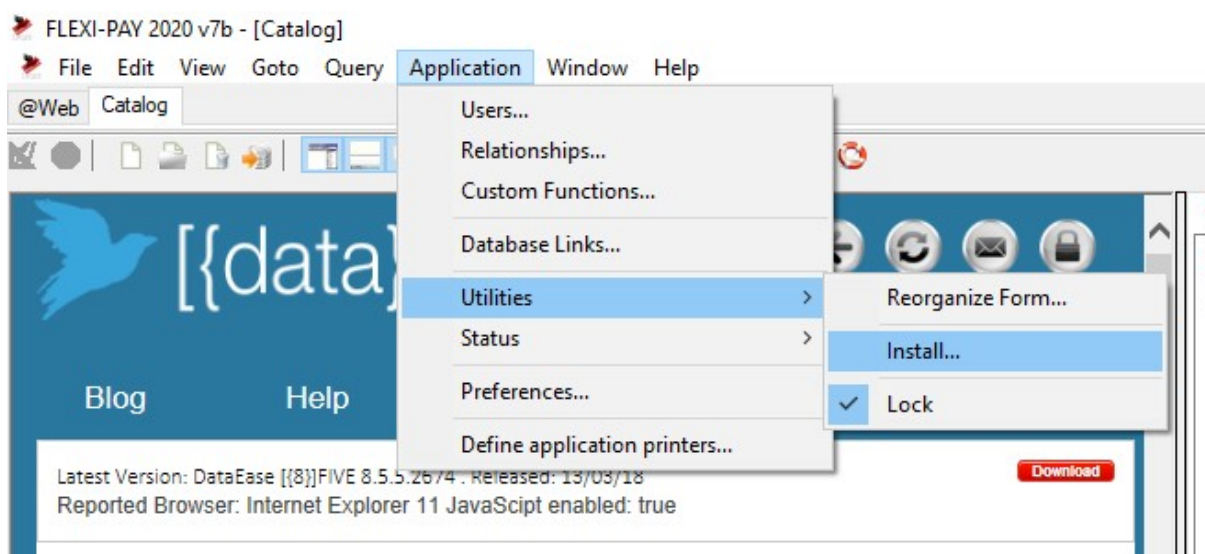
1. Copy the attached file upgrade.zip to your desktop
2. Unzip the upgrade.zip file

#### Install in Payroll

1. Load Payroll
2. Click on Catalog

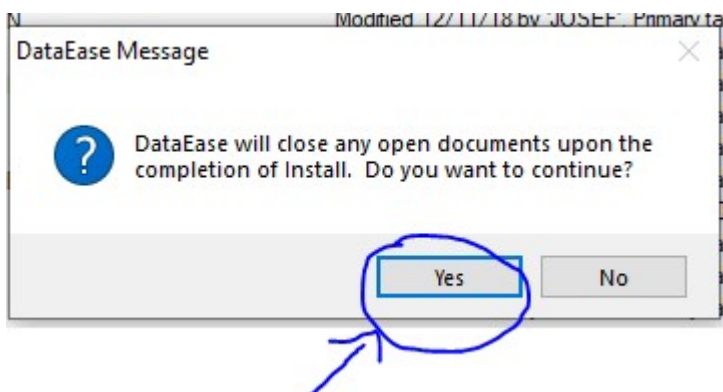


3. Click on APPLICATIONS > UTILITIES > INSTALL

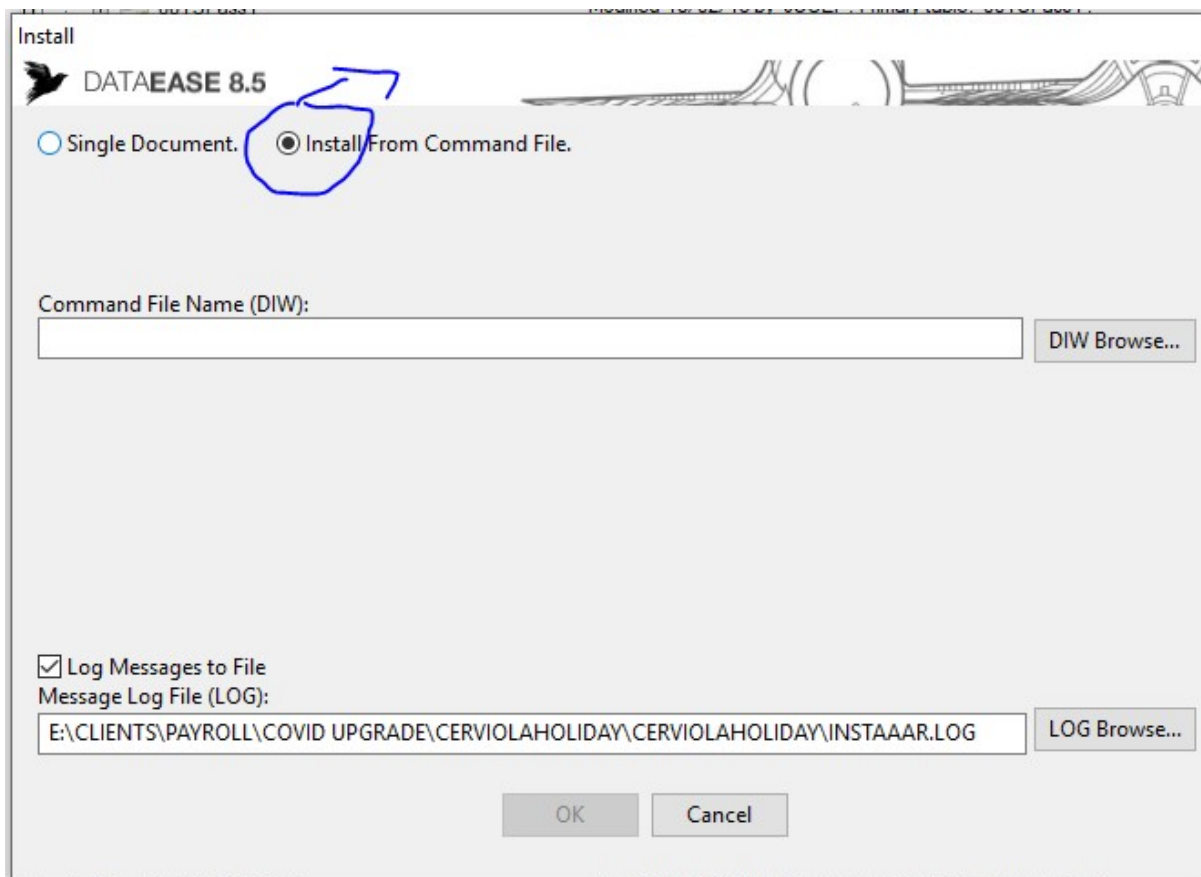


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- Click on yes, when prompted to close all open documents

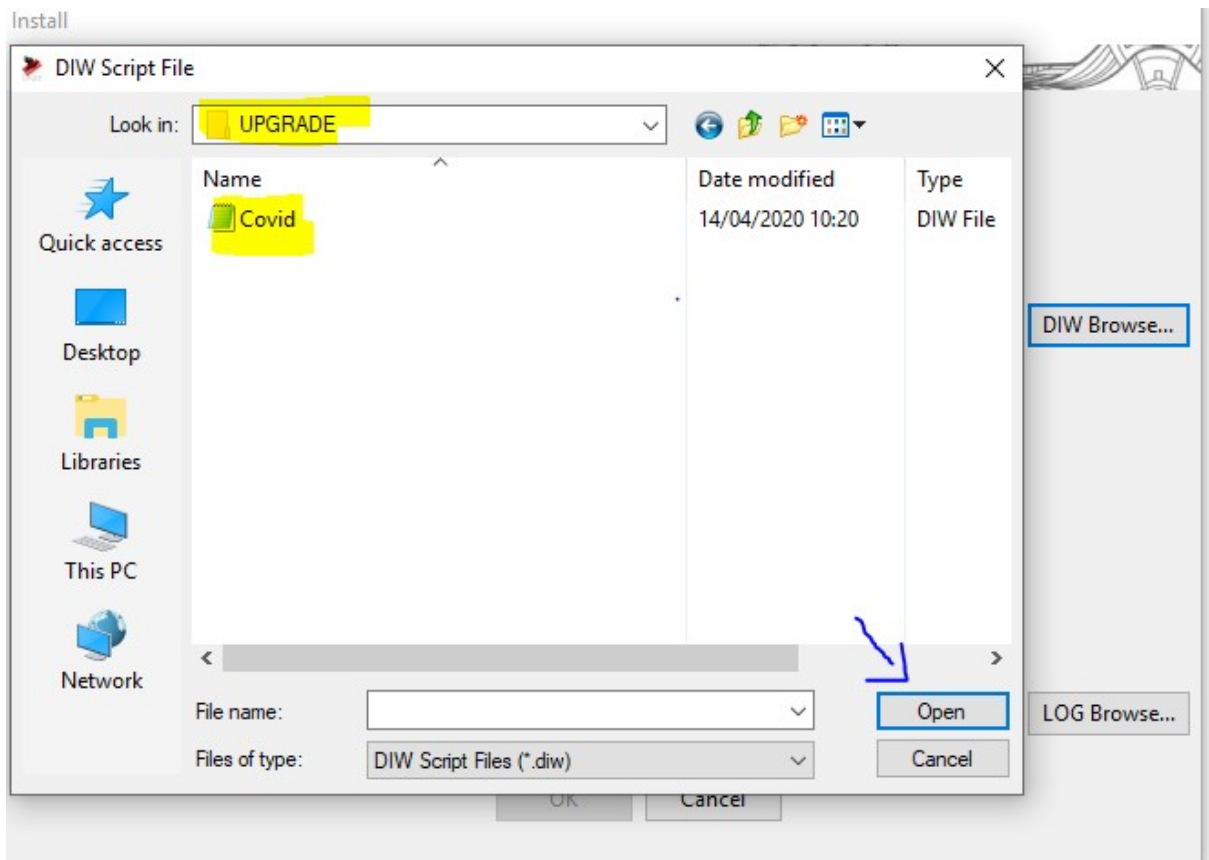


- Click on Install from Command File

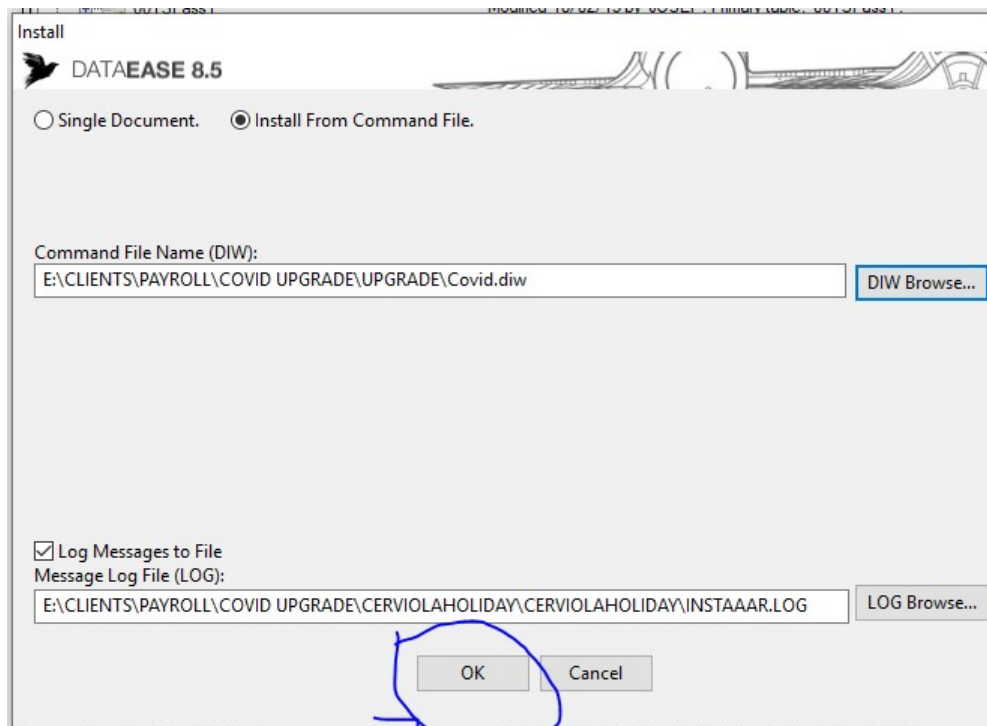


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- Click on DIW browse, search for the upgrade folder, and click on COVID

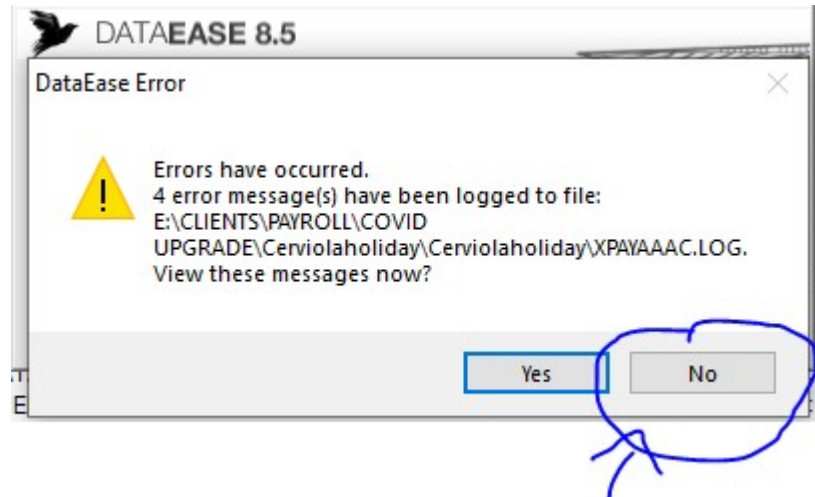


- Click on OK



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8. Installation shall commence
9. If Error Message Dialogue is displayed click on No



These errors are not important, just say no

10. Once Ready, Close and re open the payroll