

ICT Schools Team

Private Funds Manager

Upgrade to 7.00.00

PLEASE READ THESE NOTES THOROUGHLY BEFORE YOU GO AHEAD WITH UPDATE

WHAT THIS UPDATE DOES

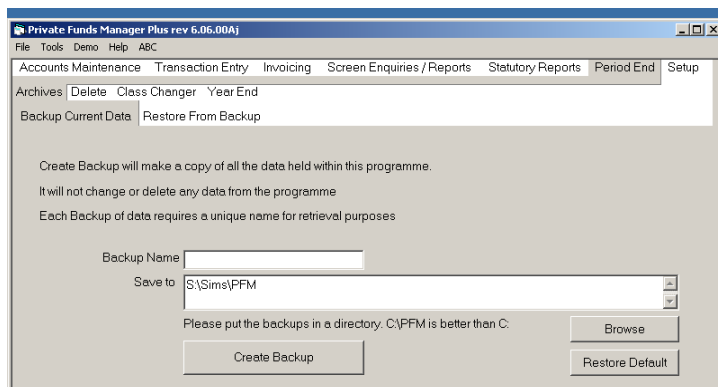
This upgrade will update the Private Fund Manager system to the latest version of 7.00.00 (Bf or higher) and will only take a few minutes.

GENERAL POINTS TO CONSIDER BEFORE RUNNING UPDATES

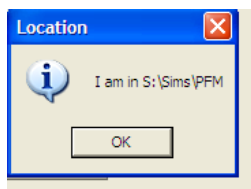
Please complete any banking first.

ALWAYS make sure you have an up-to-date backup before you perform an update.

“Period End – Archives – Backup



To find out where the upgrade should be saved to click on “File – Where Am I ?” This will show you the directory the program runs from (e.g. S:\Sims\PFM).



Close PFM

Proceed to run the update

Log on to <http://www.istekuk.com/pfm2014.htm>

The following screen will appear

Private Funds Manager Upgrade 7.00.00

You can load this upgrade at any time, but please go to [Period End – Archives – Backup](#) to take a backup before starting.

To download the upgrade please go into PFM and up to File – Where Am I? to note which folder the program runs from. Then make sure everyone is off PFM and click on the top link. Click to download.

Your computer MAY **give the option to SAVE** – if so, browse to the folder that you noted above. It will ask Do You Wish to Overwrite existing file? and you MUST say yes.

Your computer MAY **automatically save to the Downloads folder** - if so, let it download, then click on the downloaded file, choose SHOW IN FOLDER - when it displays the file called PFM.exe right click and COPY then browse to the folder noted above and right click and PASTE. It will ask Do You Wish to Overwrite existing file? and you MUST say yes.

If you have successfully loaded the upgrade, it will show the version number **7.00.00** across the blue bar at the top of the PFM screen when you run the program. If it does not, you have probably not selected the correct folder to download to, so please check and download again.

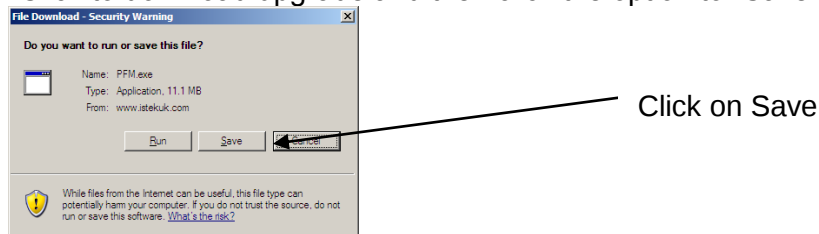
Please download the new features guide (a word document) to get an understanding of using the new facilities

[Click here to download upgrade](#)

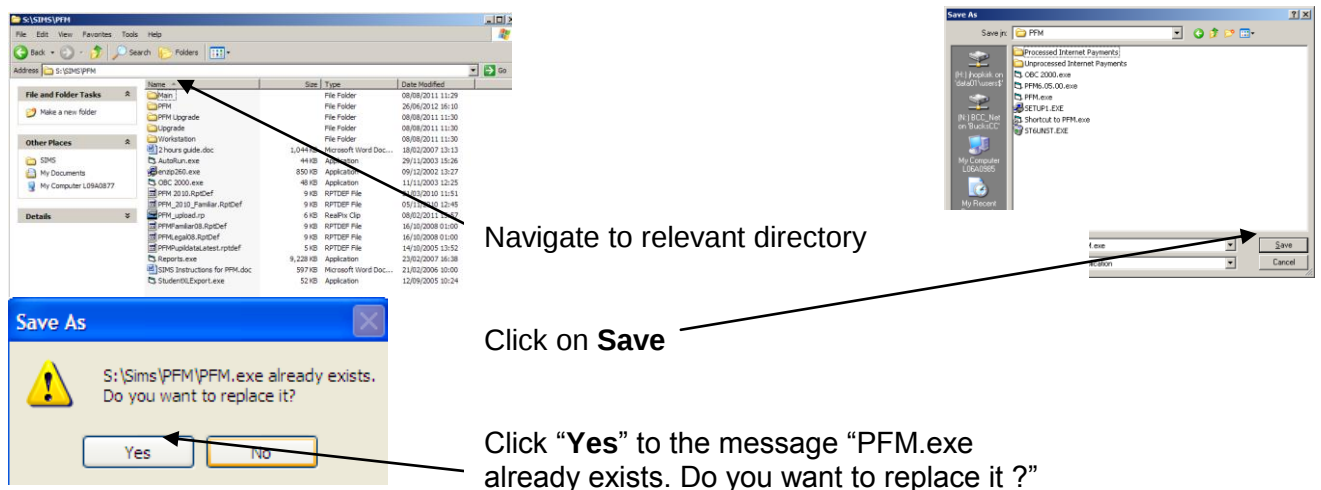
[Click here for New Features Guide](#)

[Click here to download .NET printer](#)

Click to download upgrade and then click the option to “Save”



1. Navigate to the directory as identified on page 1 in “File – Where Am I ?”



Click on Close once the download is complete.

Double click on the PFM icon

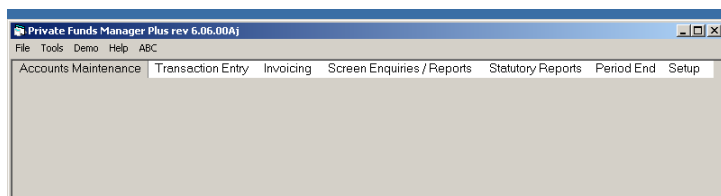
If you get the following security warning:



Remove the Tick from 'Always ask before opening this file'

Click on Run

Once you have successfully loaded this upgrade, it will show version number “7.00.00Bf” or higher across the blue bar at the top of the PFM screen when you run the program.



If it does not, please check you have selected the correct folder to download to.

If you have any questions regarding this upgrade please contact ICT Schools Team on 01296 383500