**Important:** Please follow these recommendations before starting the upgrade.

1. Make sure that you have a valid backup of the PC-ACE software. For instructions on this please view the General Setup document on our website, www.ngscedi.com, under the PC-ACE link.

2. Make sure the PC-ACE software is closed out completely. The upgrade will not run correctly if the software is open during the upgrade process.

## Table of Contents

## Step 1: Starting the Upgrade Process

Start the upgrade by clicking the blue button that reads **PC-ACE Software Downloads**

PC-ACE Software Downloads

## Step 2: Filling out the Request Form

This will redirect to the PC-ACE Download Page.

**Trading Partner ID:**

**Requestor's Name:**

**Zip Code:**

**Email Address:**

The Trading Partner ID, Requestor's Name, Zip Code, and E-mail Address will need to be entered. The e-mail address entered here will be e-mailed the installation code needed for running the upgrade.

Next, select the radio button for the PC-ACE Software – Upgrade version

**Click on the button to make your selection:**

Software

○ PC-ACE Software - Full Install version

○ PC-ACE Software - Upgrade version

Select **Submit Request**

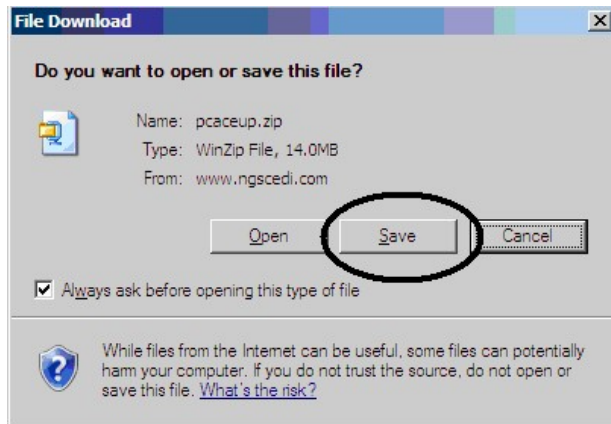Submit Request    Reset

## Step 3: Selecting the Download

The installation code is displayed at the top of the Download page. Be sure to write this down to use later when running the upgrade.

Select the Download button.

**Step 4: Saving the Upgrade File**

This will open a window with options Open, Save, or Cancel.

Choose Save.



**Step 5: Placing the Upgrade File on the Desktop**

Click the icon on the left that says Desktop, then click Save.
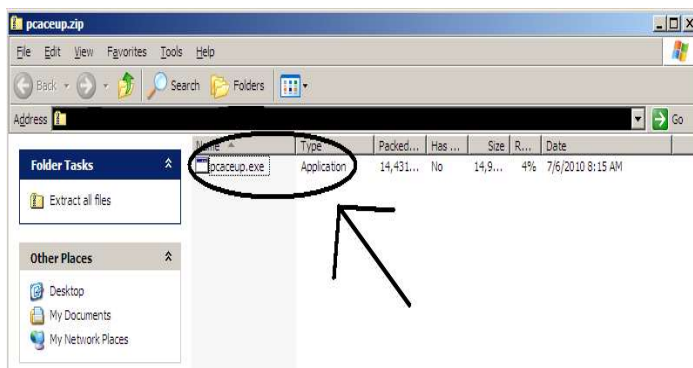


**Step 6: Locating the Upgrade File on the Desktop**

You will have an icon on your Desktop named pcaceupV65 or pcaceupV65.zip.

**WARNING: This icon may have a different appearance than the examples above.**
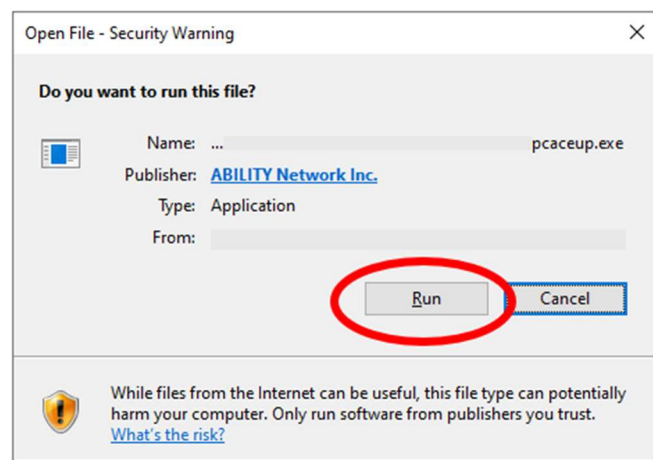
## Step 7: Running the Upgrade File

Double click on the icon and a folder will open with an icon inside with the same name, pcaceupV65.
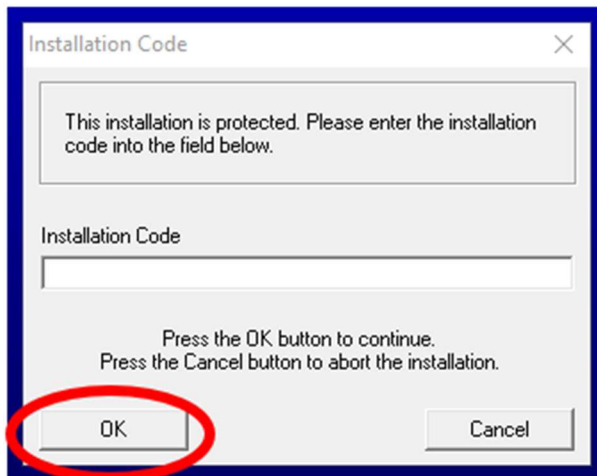


Double click on this icon and the message below will display.
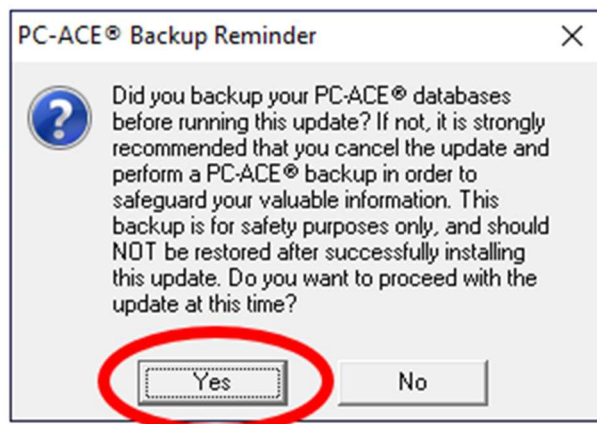
Click on Run.

## Step 8: Entering the Installation Code

The installation wizard will display and you will be asked for the installation code sent to the e-mail address provided when you requested the upgrade file. Enter the installation code and then click OK.
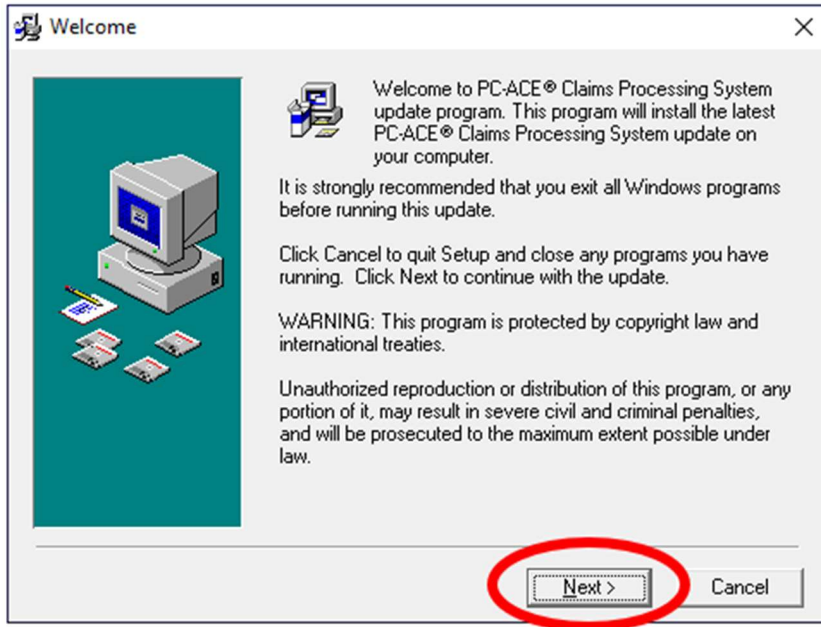


## Step 9: Walking through the Upgrade Wizard

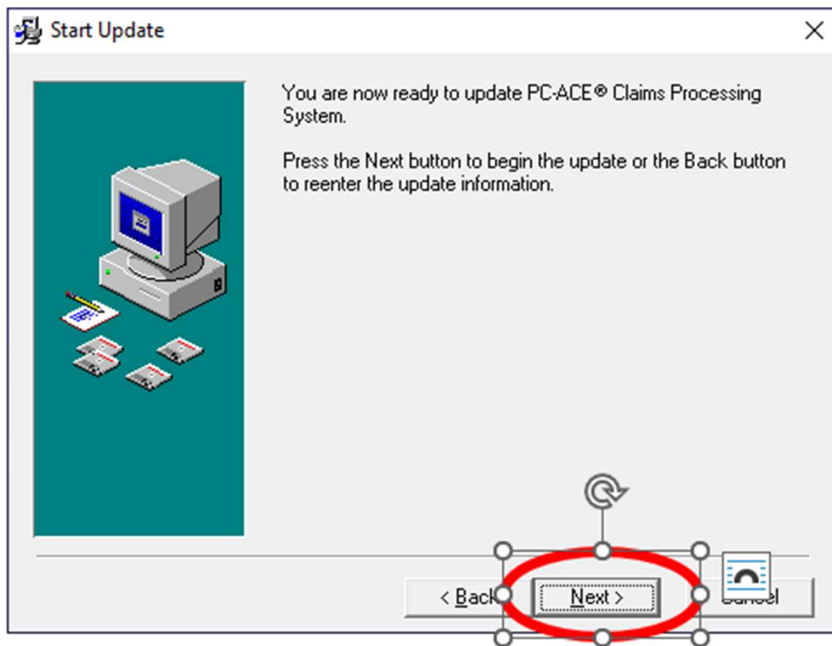Once the installation code is entered and you have a valid backup of the software (recommended) click Yes.



The next screen displayed will recommend you close all background Programs. The upgrade will not run unless the PC-ACE software is completely closed.
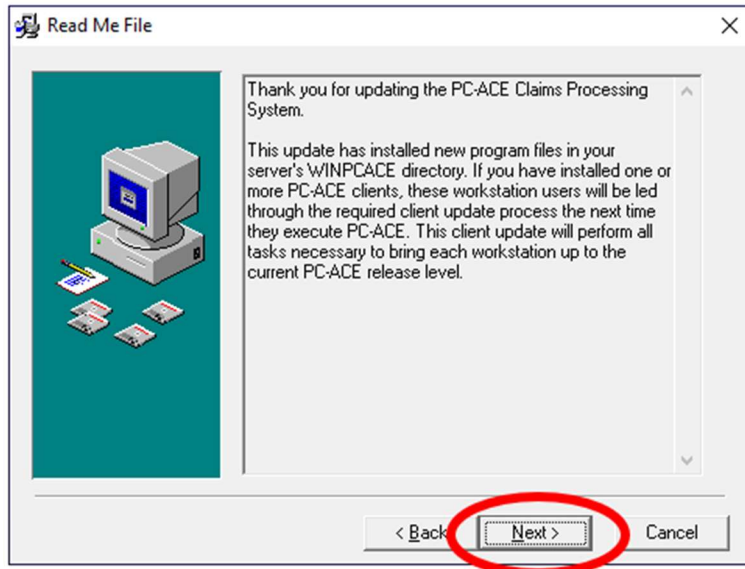
You are now ready to start your update. Click Next to continue with the upgrade installation.



You will now be prompted to start the upgrade. Click Next to continue with the upgrade installation.
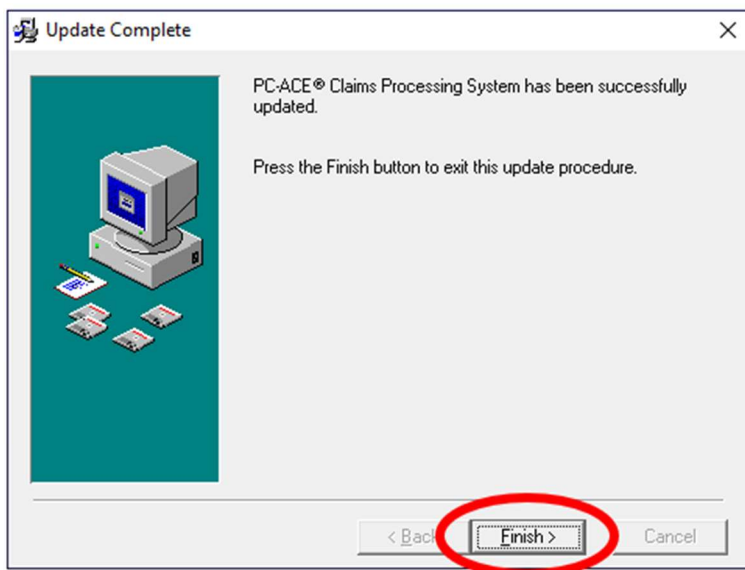
The next window will advise that if any PC-ACE client workstations have been installed, they will be automatically updated the next time they are used. Click Next to continue with the upgrade installation.



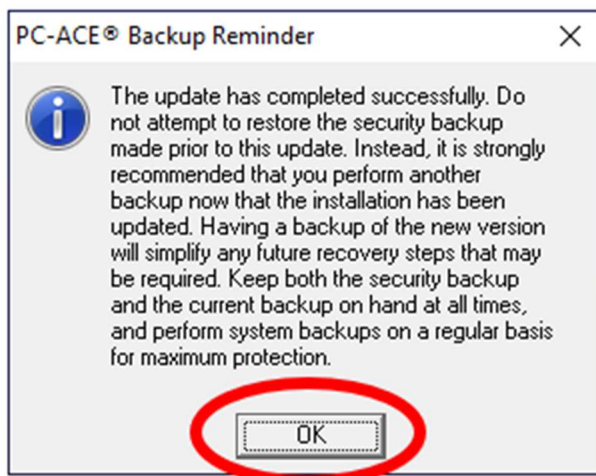**Congratulations your software is now up to date!!!**

Click Finish to continue with the upgrade installation.

Once the upgrade is complete, it is recommended that you make a new backup. For assistance, please refer to the PC-ACE Initial Setup document located on the CEDI Web site https://www.ngscedi.com under the PC-ACE link.

Click OK to close the upgrade window.



**Step 10: Check Current Version**

If you would like to check the current version you are running, select Help from the main menu of the PC-ACE software.  Select About PC-ACE.

The version will now read NGS (6.5).