

**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 webpage.
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.

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## Step 1: Starting the Upgrade Process

Start the upgrade by clicking the blue button that reads **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**

## Step 3: Selecting the Download

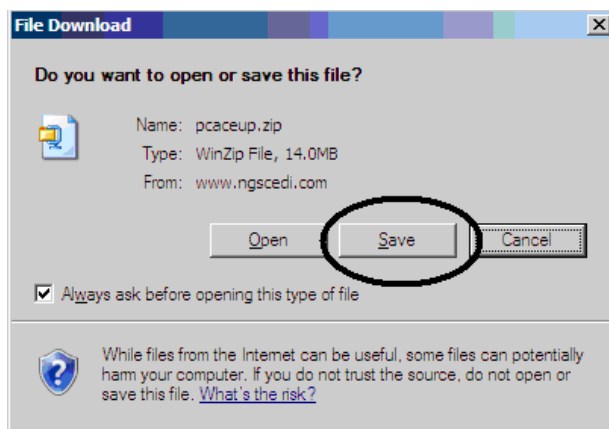
The installation code needed to run the upgrade is displayed at the top of the Download page. Be sure to write this down to use later when running the upgrade.

Select the Download button.

## **Step 4: Saving the Upgrade File**

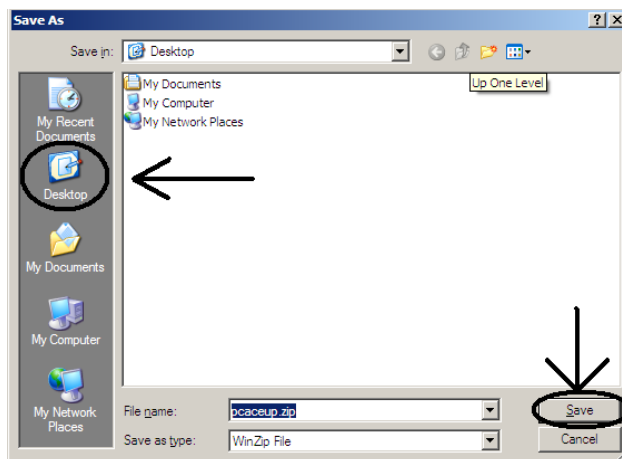
This should open a window with options Open, Save, or Cancel.

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

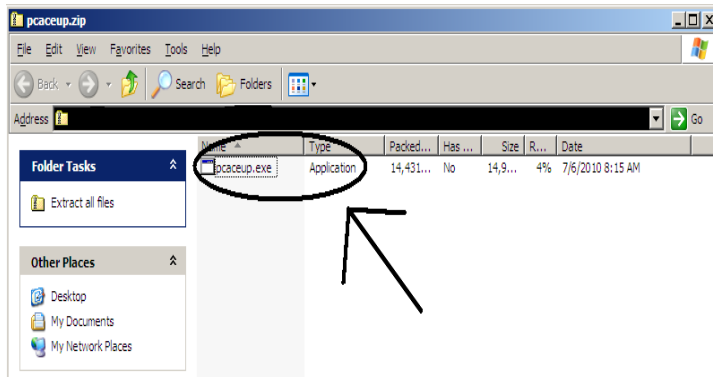
You should now have an ICON on your Desktop named pcecupV40 or pcecupV40.zip.



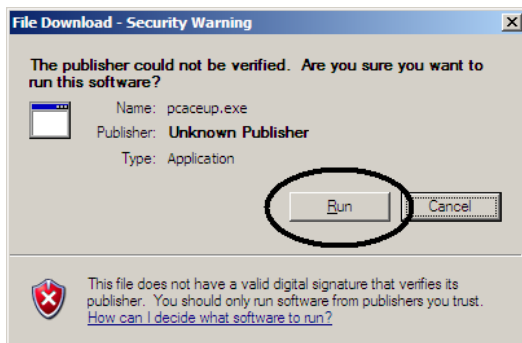
**WARNING:** This ICON may have a different appearance than the examples above.

## Step 7: Running the Upgrade File

Double click on the icon, and it should open a folder with an ICON inside with the same name, pcecupV40.

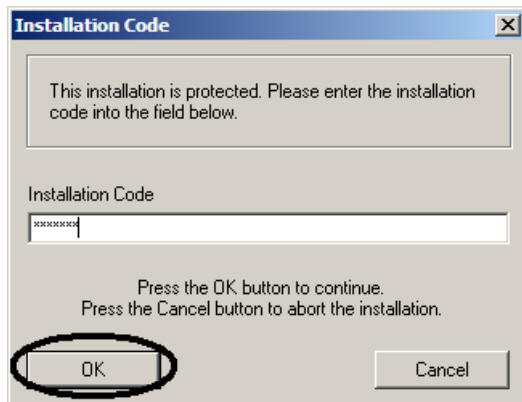


Simply double click on this icon and you should get the message below.



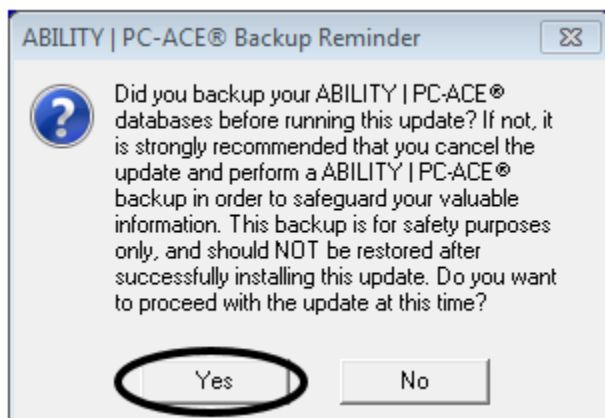
### **Step 8: Entering the Installation Code**

This should pull up the installation wizard and you will be asked for an installation code. Enter the installation code. The installation code was e-mailed to the e-mail address included when requesting the upgrade file. Then click OK.



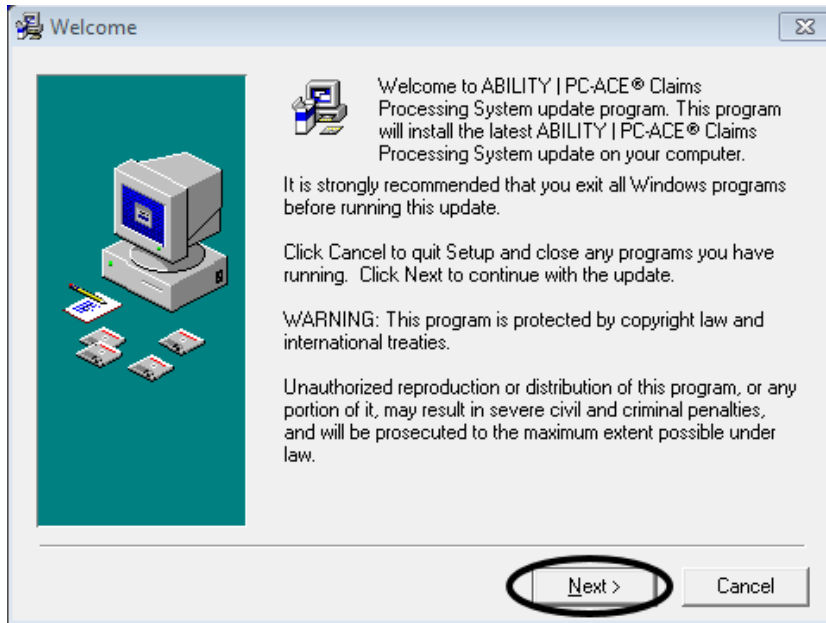
### **Step 9: Walking through the Upgrade Wizard**

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

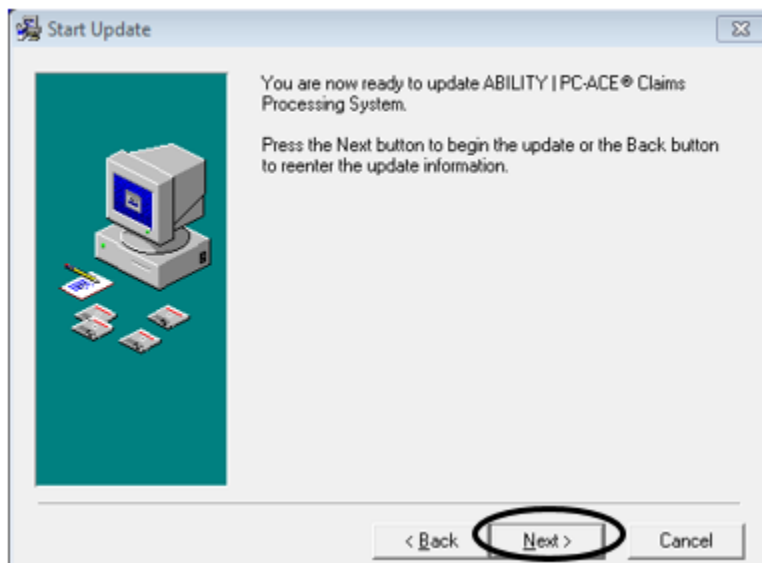


You will be recommended to close all background Programs. The upgrade will not run unless the PC-ACE software is completely closed.

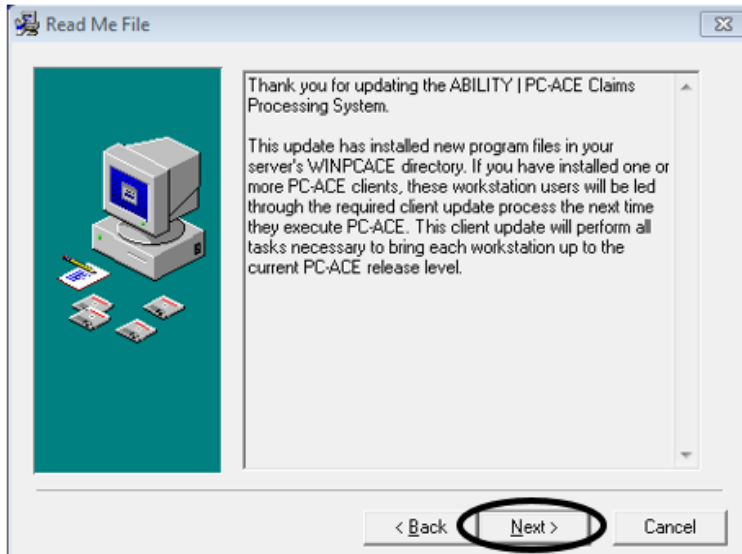
You are now ready to start your update. Click Next to continue with the upgrade installation.



You will now be prompted to start the upgrade. Click Next to continue with the upgrade installation.

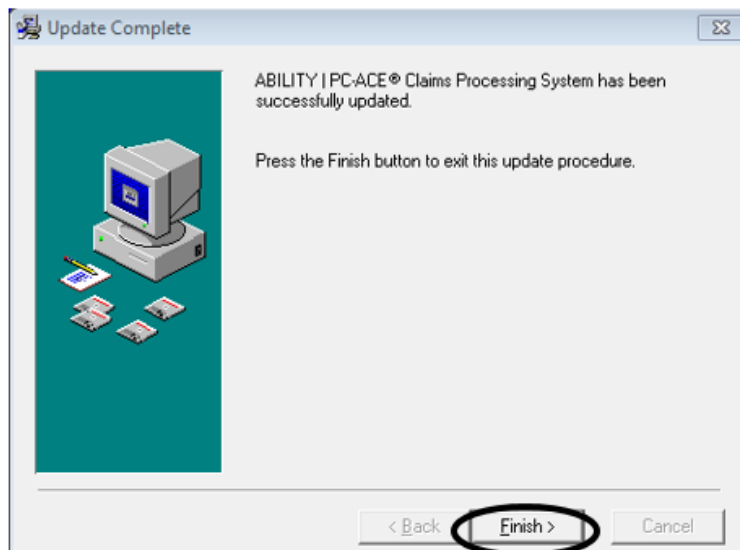


The next window will advise that if any PC-ACE client workstations have been installed, they will be updated automatically the next time they are used. Click Next to continue with the upgrade installation.



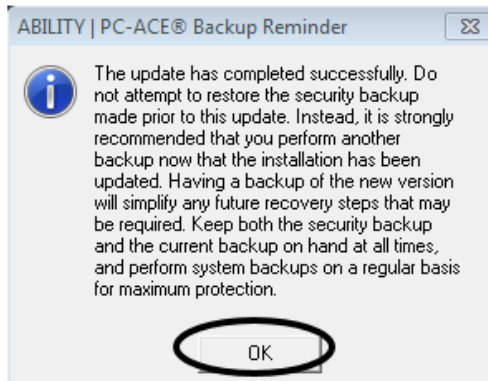
**Congratulations your software is now up to date!!!**

Click Finish to continue with the upgrade installation.



Once the upgrade is complete, it is recommended that a new backup is made. For assistance in making a new backup, 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 ABILITY | PC-ACE.

The version should now read NGS (4.0).