

Contract Collector

Update Download Instructions

Warning: If you are on a version prior to 4.35 please be sure you have the **Authorization Key Code** printed on your **Sales Invoice**. You will need that number to activate the system after installing the upgrade. If you need assistance please call **Winning EDGE Software, Inc.** at **(509) 852-8000**.

1. Prior to installing the upgrade, make a **backup** of **ALL** files in the Contract Collector software directory and its subdirectories. (Program files and data files). Do not use the backup option in the Contract Collector program which is only capable of backing up the user data.
2. Run the summary version of the **Test / Repair Files** process in the software located in the System Menu, Utilities submenu.
3. Run the **Reindex and Optimize** process in the software located in the System menu, Utilities submenu.
4. If you haven't already please **download** (save to disk) the **CWUPGRD.EXE** file from the website (www.contractcollector.com) into a folder/subdirectory on your hard drive. Do not copy this exe to the directory where the program is installed.
5. **Run** the **CWUPGRD.EXE** by double-clicking on it to start the installation process. If you do not know where you installed from please contact Technical Support for assistance.
6. Follow the directions that will appear on the screen. If during the installation you get a message to overwrite files just mark the **check box** on the window and click on **YES** to **overwrite** those files.
7. When you **log into** the program you will be prompted to complete the upgrade. After you click OK you will then be prompted with a message that may say, "**REFRESH FORMS AND NOTICES?**" The standard forms and notices will be refreshed if you answer yes. If you made changes to the standard forms or notices, changes will be lost. **If in doubt click on NO!**
8. If you were on a version of **4.35** or prior you will be prompted to enter the **Authorization Key Code** at the next login. That number is located on your sales invoice. You will need to enter this key code to active the system. Once the Authorization Key is entered, you can use the system as normal.

If you have any problems or questions call the Winning EDGE Technical Support department at (509) 852-8000.