

BOW Automatic Update Feature

Through **AutoUp** your computer system communicates with our web site through a secure and encrypted means to download and install the latest software release. In order to make use of this feature your box office **SERVER** computer must have internet access – hopefully high speed although dialup will work also. If it is not possible for your server to access the Internet you should still update your system periodically, following the instructions in the manual, by visiting the “UPDATES” link on our web site at **www.boxpro.com** and downloading the files offered there.

The Autoup process;

This should be done only when you have access to all computers that will be running BOW on your network .

In order for AutoUp to be able to update all computers the “C” drive on EACH WORKSTATION computer must be shared and the BOW System must be installed on that drive. If it is not possible to share the drive, or if BOW is installed in a non-standard way, this function will not work for you.

(If you are running BOW on a single computer consider that to be your server);

1. Run BOW on the **SERVER** - select an Event and Occasion.
2. Now run BOW on each of the Work Station computers – remember – all computers that access BOW on your network must be up and running with BOW running on them before you go to the next step.
3. On the **SERVER** – Click on the WINDOWS START button – lower Left.
4. Click on “PROGRAMS” – then on “BOX OFFICE”.
5. Locate the program file “BOW! Report!” and click on it to run it.
6. When the BOW Report! Window opens Click on “**H**elp” (the one at the Left of the top menu bar) and then on “**A**utomatic Updates” (or press **Ctrl+A**).
7. **ENSURE THAT YOUR SERVER HAS ACTIVE INTERNET ACCESS.** If you are using a dialup service establish a connection now. It is not necessary to have your Internet Browser running.
8. Now follow the on-screen instructions taking care to read all information presented – double check before you do anything.

Once the update is completed and you have exited BOW Report! run BOW on the SERVER and then on each Work Station computer or other computer on the network and you are back in business with all machines completely up-to-date.

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