



SEARCH SMARTER

Now you can do your Deeds Office and other searches from within GhostConvey!

SMALL PRICE. BIG BENEFITS

GhostConvey

UPDATE PROCEDURE GhostConvey V15.3

This update only applies if you are currently on
GhostConvey v15.2 or above.
Step 2 advises on how to ascertain your **GhostConvey** version.

If you require assistance with running this update after following the instructions below
OR

If you have a problem downloading the update from the web site and would like to receive this update on a CD
Please contact the Customer Service Centre on 0861 567 248.

IMPORTANT NOTE:

For network and Terminal Server installations, the following procedures are recommended:

- Run the update on a PC on which **GhostConvey** updates are usually run.
- When loading **GhostConvey** for the first time (as per Step 11 below), ensure that you are logged into Windows with **Administrator permissions to the folder in which GhostConvey is installed.**
- **Tick** each step once completed ✓

1.	When you are ready to run the update, ensure that there is a full backup of GhostConvey.	
2.	The first step is to find out what version of GhostConvey you use. Do this by: <ul style="list-style-type: none">• Load GhostConvey• At the top of the screen above the system manager you will see the GhostConvey version number eg. GhostConvey (15.2.3.3).• Make a note of the GhostConvey version (eg. 15.2.)• Close GhostConvey.	
3.	If your version number is 15.2 or higher , continue with this update. If your version number is lower than 15.2 contact the Customer Service Centre on 0861 567 248 and do NOT continue with this update.	
4.	Ensure that no one has GhostConvey or any other GhostWare products open. No one may use GhostConvey or any other GhostWare products until you have completed the update.	
5.	Go to your Windows desktop. Open GhostConvey as normal. Close GhostConvey. *NOTE: do not omit this step as this sets the GhostConvey file path for the update.	
6.	Go back to your desktop. If applicable (as per 'Important Note' above), ensure that you are logged into Windows with Administrator permissions to the folder in which GhostConvey is installed.	
7.	For your information the web site address is: http://www.ghostconvey.co.za/Release_Candidate/	
8.	Download the update and run it from your computer.	



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9.	Follow the prompts that will guide you through the installation process. Remember to tick the "Launch GhostConvey" tickbox if you would like GhostConvey loaded automatically after the update. Note that acceptance of an End User License Agreement is mandatory for the update to proceed.	
10.	If GhostConvey was not automatically launched during the update, double click on the GhostConvey icon – otherwise GhostConvey should already be loaded.	
11.	Remember to check that your account user entries are still applicable if your firm has any.	
12.	Close GhostConvey . Do not omit this step as it is essential to close GhostConvey at this stage.	
13.	The update is now complete. The first time other users load GhostConvey after this update their version number will be re-set.	