

Instructions for updating Parishsoft Reports to version 3.6.13 to correct an issue with the Parish Statistics if parish database contains MembershipIDs more than 5 digits

(These steps need to be done on each machine running the Parishsoft application)

- 1. Login to Family Directory**
- 2. Click on File and select Backup Database**
- 3. On the Database Backup and Scheduler screen click on the “Backup Reports File Locally” button**
- 4. Click Ok the message that reports have been backed up successfully and note the location in case you need these reports in the future**
- 5. Close out of the Backup Screen**
- 6. Click on File again from the main Family Directory screen and select Product Updates**
- 7. In the product update directory window select the file labeled ‘PSReports2000v3_6_12.ex_’ and Save the file to your Desktop.**
- 8. Once the download is complete close all open windows and logout of Family Directory**
- 9. Right click on the PSReports2000v3_6_12.ex_ file on your desktop and choose rename (note: - If you do not see the .ex_ extension at the end of the file name, Windows needs to be set to show extensions. To do this, Open My Computer, click on Tools at the top and select Folder Options. Remove the check in front of 'Hide Extensions for Known File Types,' click Apply and then Save.)**
- 10. Rename the file by changing the .ex_ to .exe**
- 11. Double click on the file**
- 12. Click Unzip on Winzip Self Extractor window**
- 13. Click Ok to “1 File Unzipped Successfully” message**
- 14. Close the self extractor window**
- 15. You may now begin using the new reports file through your Parishsoft applications**
- 16. Once you are sure you have completed the process successfully, you may delete the PSReports2000v3_6_12.ex_ file from your desktop by right clicking on the file and selecting Delete.**

If you have any questions or need assistance with the above instructions, please contact Parishsoft support at 866-930-4774 ext 2 between 9am and 7pm EST.