

Upgrading Millennium 3

It is EXTREMELY important that ALL Millennium 3 machines on your network be running the SAME version. During the upgrade please MAKE SURE ALL USERS ARE OUT OF THE MILLENNIUM 3 SOFTWARE. Please note that the "Microsoft .NET Framework 2.0" is required to be installed PRIOR to upgrading Millennium 3.

This document will explain in detail the procedures you need to follow in order to upgrade Millennium 3 on any workstation. Please read the entire document before proceeding to fully understand all steps.

1. **Download the latest upgrade** linked our website as "*Millennium 3 Upgrade*" and put it in a location easily accessible to all workstations being upgraded. We recommend the M3DATA folder on your network which stores the reports and temp files used by Millennium 3. Please be sure to check with all Millennium 3 users and notify them that you will be doing this.
2. **Shut down ALL Process Server Services and Millennium 3 applications** and make sure that the services have been shut down on each by looking at Services and Task Manager. For local machines verify that the service has shut down by looking at the Task Manager for **ProcessServer.exe**.
3. **Update ONE Workstation** by installing the new version you downloaded in Step 1. (*Double-click the file and follow through the installation/upgrade wizard*). Once you run the file you downloaded it should ask you if you want to upgrade Millennium 3, because it already saw an instance of it on that computer. When done you should see a screen that says "Finished"
4. **Update the database** by launching the Millennium application on this workstation. This should start Server Setup automatically and update your database (*schema update*). This operation may take a few minutes depending on your current installed version and the version you are upgrading to. Make sure the user can get into M3 then have them close out and continue installing the update on the rest of the workstations. (*next step*)
5. **Update ALL the remaining workstations** by installing the new version you downloaded in Step 1. Again, it is very important that ALL workstations be running the current version.
6. **Sync with Custom Payroll!** Start a Backup/Synchronize so that you get the latest tax updates and update your database records with our system.

After all workstations have been successfully upgraded please send us an email back to let us know. Our email address is cuspay@cpspr.com and the subject of the email should state your company name and that you successfully upgraded to the latest version of M3.

**If you have any questions about the upgrade or run into any problems
Please call J.D. Mulliken @ 410-229-0000 ext. 160**