The SchoolLeader Web Updater

The **SchoolLeader Web Updater** was introduced in SchoolLeader v9. The Web Updater serves 3 main purposes:
- Check now for software updates
- Setup a schedule to automatically check for updates after hours (similar to Windows Updates)
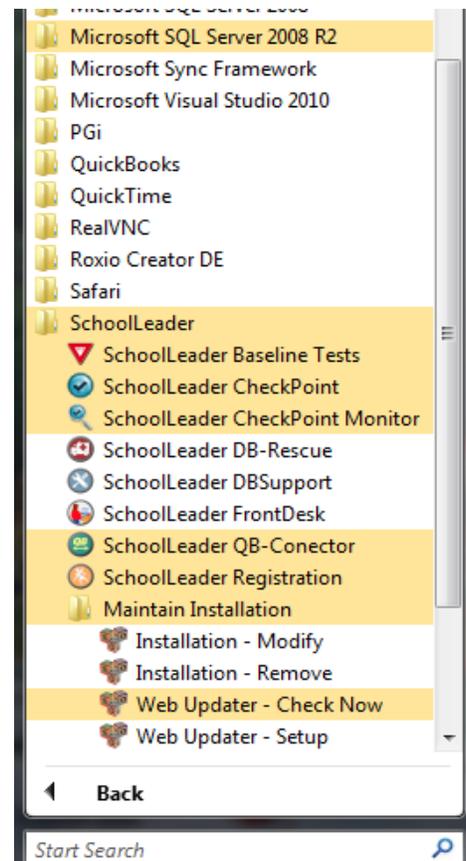
Check Now for Software Updates On Demand

There may be times when you want to immediately check and install available updates. For example:
- You need an emergency software patch that was just made available
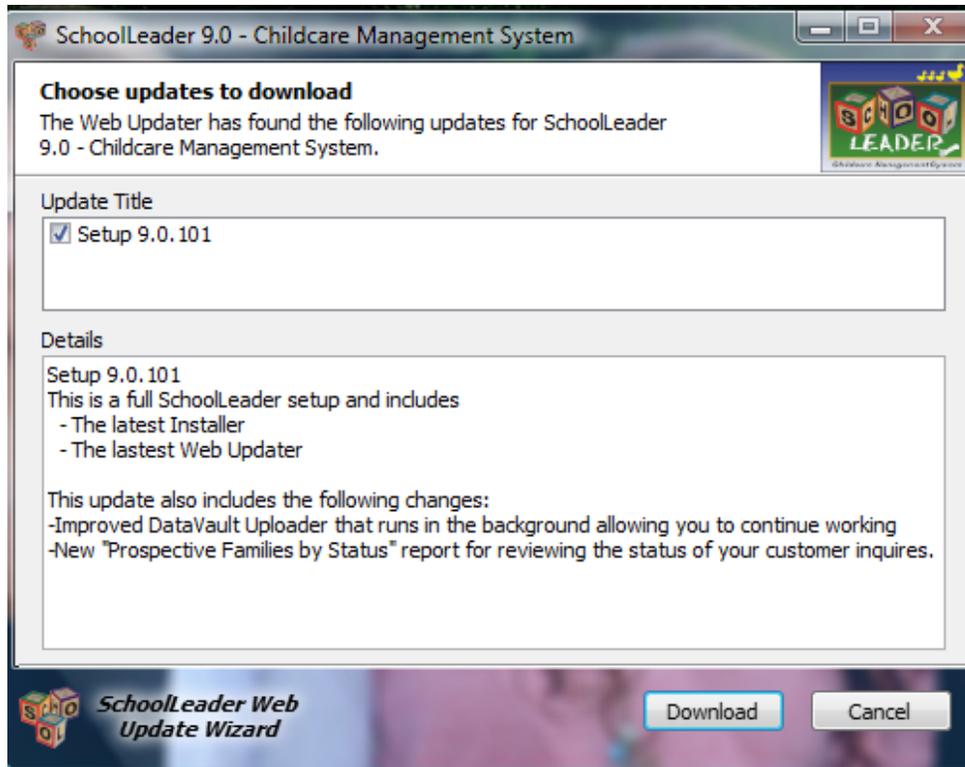- Your PC was turned off overnight and didn't receive the automatic update as scheduled

The *Web Updater – Check Now* option allows you to find, download and install software updates on demand. To check for available updates and install them now, do the following;

1. Click on the Windows START button (normally in the lower left corner of you screen)

2. On the displayed pop-up menu, click on "Programs" or "All Programs". The exact wording will vary depending on your version of Windows.

3. Scroll through the list alphabetically, locate and click on the folder titled "SchoolLeader". It will look similar to what is shown at right.   →

4. Click on the "Maintain Installation" folder

5. Click on the shortcut "Web Updater – Check Now"

If there are no updates, a message box display that states '*There are no updates available, please check back later'.*

If updates are indeed available for download, a window will appear similar to the one shown below. The details about the update will be listed for your review. Review the changes available in this update and click the **Download** if you would like to proceed with the updates.

Once the download completes, you will be notified with a similar looking window (not shown). If you are ready to start the installation make sure you first exit from all SchoolLeader programs, and then click **Install >**

Once the updates have installed you will be prompted to restart the PC, or, you can click on 'No Thanks' and restart at a later time.

Setup a Schedule To Check Automatically For Updates

The *SchoolLeader Web Updater* is installed automatically on all your computers when the SchoolLeader software is installed from the website, and is available for use by anyone with an active *Support* or *Software* subscription. However, the Web Updater will not be installed if the SchoolLeader software is installed fro a stand-alone CD copy of the product.
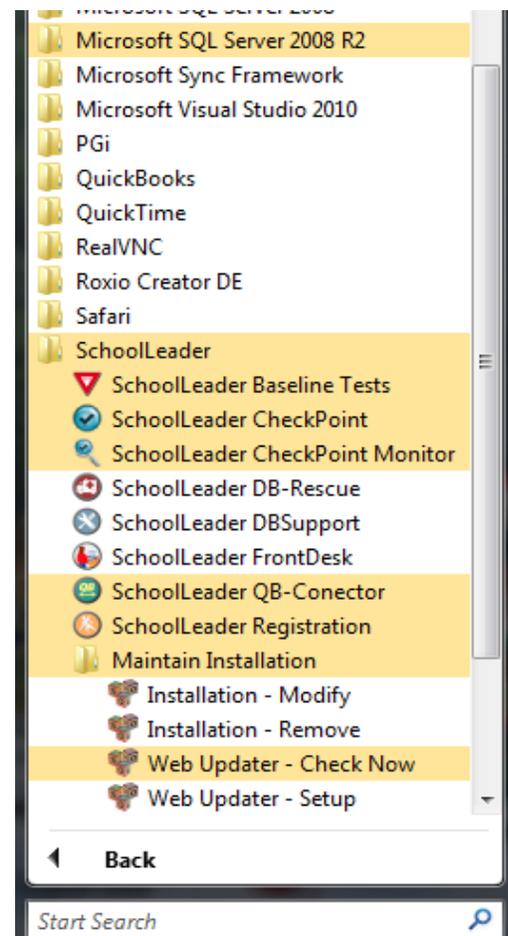
The WebUpdater is automatically configured for you when the SchoolLeader software is first installed on the computer. It will use default settings as follows:
- The "Keep My Computer up to date" box is checked to make the feature active
- The update method will be set to "Automatic", meaning it wil install updates without your involvement.
- A random day of week is selected for you. This is the day the Web Updater for search for updates
- A random hour of day between 12am and 5am is selected for you. This is the time the search will occur
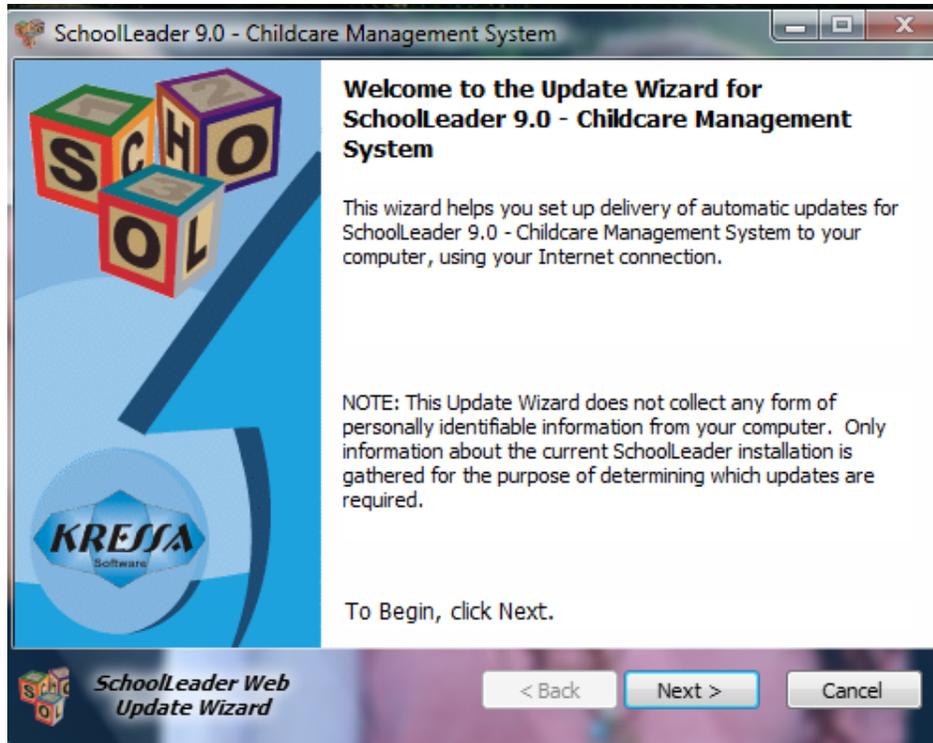
NOTE: The day and hour is not important and you can change it if you wish. However, we recommend you leave it to the settings given at startup to minimize contention with other computers on your network and other customers on the SchoolLeader website. The day automatically selected for you will be used on all your computers. This is important because you will want all your computers to be running the same version if possible. If you want to change the day the updates occur, make sure you change it on all your computers to be the same.

To access the Web Updater *Setup* process after the installation completes, do the following:

1. Click on the Windows START button (normally in the lower left corner of you screen)

2. On the displayed pop-up menu, click on "Programs" or "All Programs". The exact wording will vary depending on your version of Windows.

3. Scroll through the list alphabetically, locate and click on the folder titled "SchoolLeader". It will look similar to what is shown at right.   →

4. Click on the "Maintain Installation" folder
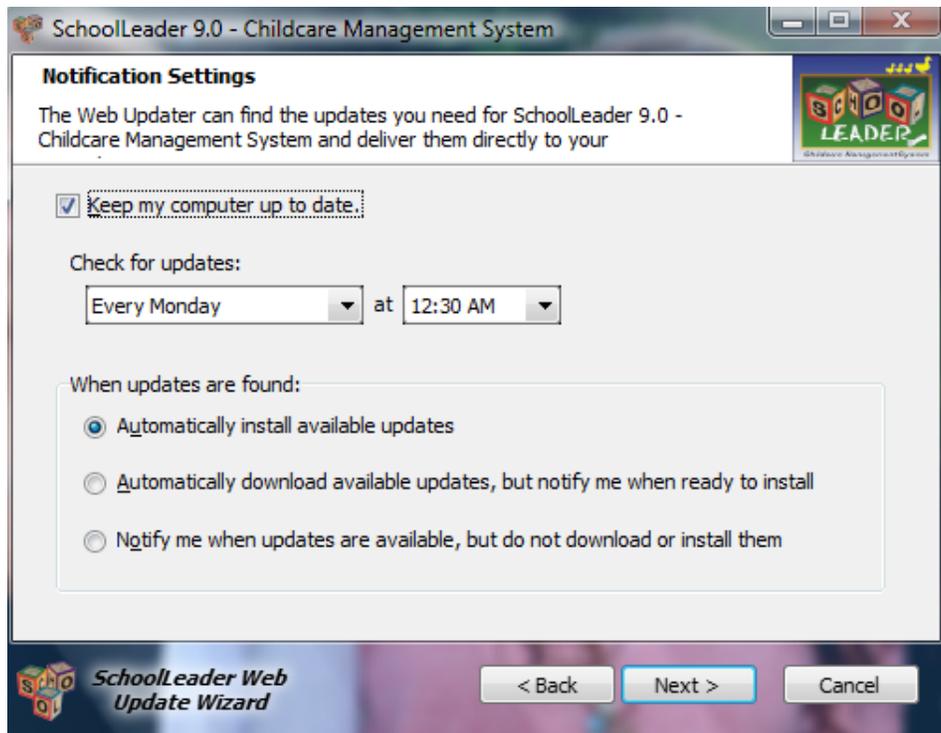
5. Click on the shortcut "Web Updater - Setup"

The WELCOME window shown below will be displayed.

There are no options on this window. Click **Next >**

The Web Updater Notification window is now displayed as shown below.

From this window, you can configure WHEN and HOW you want this PC to check for updates. For each SchoolLeader PC, the upgrade schedule has been preset with system defaults mentioned at the beginning. When you first view this window, you will see the "Check for updates" Day and Time that has already be preset for you.
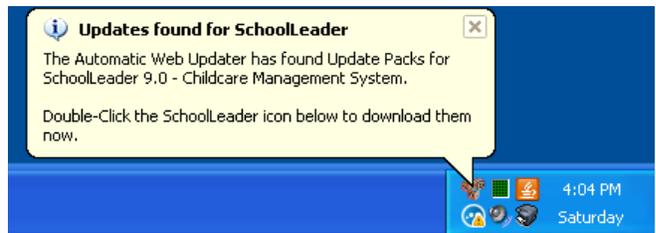
The default time will always be set between 12am and 5am, so as not to interrupt your business operations. Feel free to change these settings, but, as mentioned in the beginning of this section, remember to check for updates on the same day for every computer at your school. Time time is less important, but should be somewhat spread out to minimize the drag on your own internet connection.

To set the rules for what to do "When updates are found", choose one of the three available options as follows:

- **Automatically install available updates -** This is the default option set at installation time. With this option set, the updates (if any) are automatically downloaded and installed at the selected day/time. The *Web Updater* will shut down any *SchoolLeader* programs, with the exception of SafePass and the QuickBooks Connector, so that the upgrade can take place.

- **Automatically download available updates, but notify me when ready to install -** With this option, the updates are downloaded but NOT automatically installed. Instead, there will be an icon in the Sys-Tray with a "message bubble" that will alert you of the downloaded updates. You can install the updates at your convenience by clicking on that icon and following the instructions. If you do not wish to install at this time you can close the bubble, but the icon will remain in the Sys-Tray.
When you are ready to install, simply double-click on the "Tri-Block" SchoolLeader icon still in the Sys-Tray.

- **Notify me when updates are available, but do not download or install them -** With this option, you will be notified with an icon and bubble message in the Sys-Tray (the same as above) when updates are available. You can start the download for these updates by clicking on the Tri-Block SchoolLeader Icon in the Sys-Tray and following the instructions. The update pack will be downloaded and a separate prompt will occur when the update pack is ready to install.

Click Next > to continue after selecting your Notification options and display the *Logon Credentials* window
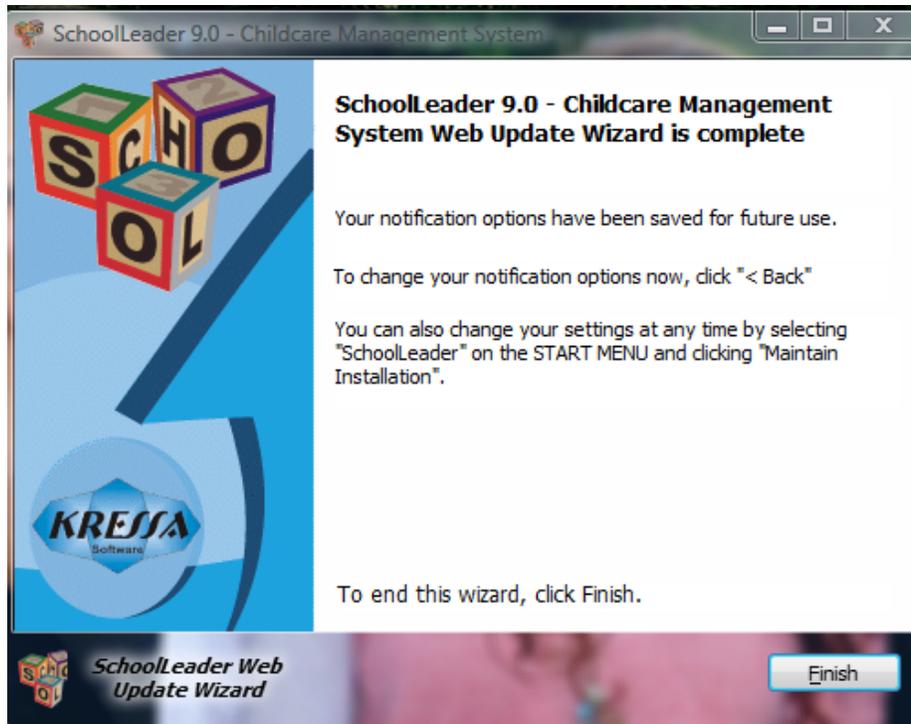
To ensure they Web Updater is able to check for updates even when someone else is currently logged onto your

PC, you can use this window to provide the Web Updater with your Windows® logon credentials. This is the recommended method, but not required. To use this feature, simply enter the Windows username and password you normally use to log onto the computer.

When complete, click **Next >** to display Finish window.

Click **FINISH** to end the Web Updater setup.

The Web Updater is now enabled and ready to check for updates. Ensure the PC remains ON during the day and hour you just set for installing automatic updates.

IMPORTANT NOTE ABOUT TURNING OFF YOUR COMPUTER: The PC must be turned ON during the scheduled hour of day for the Web Updater to check for updates. If you want updates to occur after hours, remember to leave your computer on after hours. In this day of energy awareness you may be tempted to turn off your computers when you leave.

Remember, computers are very efficient with power usage. Most desktop PC's use no more than that of a 60 watt lightbulb during heavy usage. The monitor often uses about the same. However, at night, with the monitor off and the computer automatically entering "power save" mode, the amount of electricity used is often no more than that of a "night light". The benefits gained from allowing your computer to perform after hours automatic Windows Updates, nightly disk backups, and SchoolLeader Updates, might outweigh the extra cost. Some studies have even shown that computers used for business every day also last longer when simply left on all the time rather than on for 12 hours, off for 12 hours, etc.