

BTOTS Web Updater/ BTOTS 1.2.1 Installation

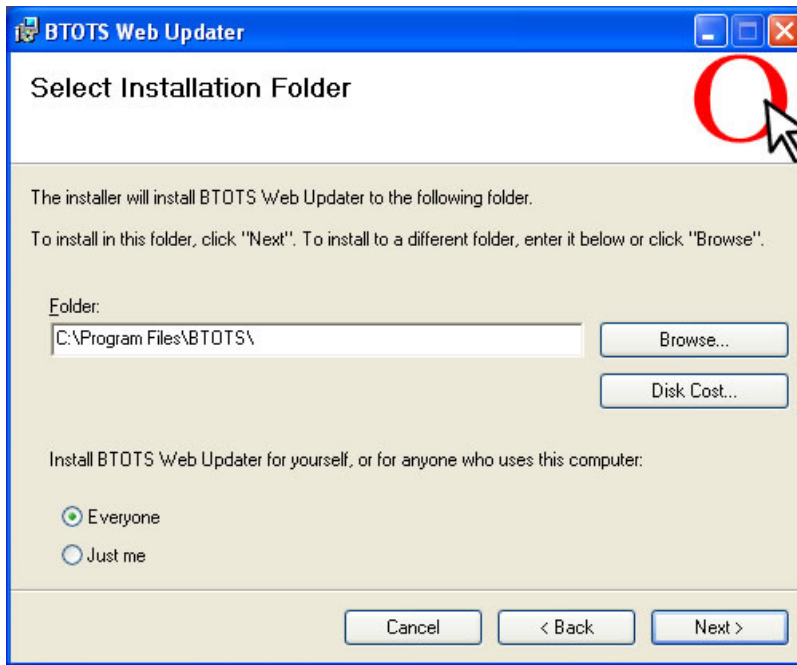
NOTE: Your BTOTS installation discs, labeled 'March 2007' will initially install the Web Updater and BTOTS 1.2.1. You will have to repeat the steps in the 'BTOTS Application' section to further update the program to the latest version available.

BTOTS Web Updater

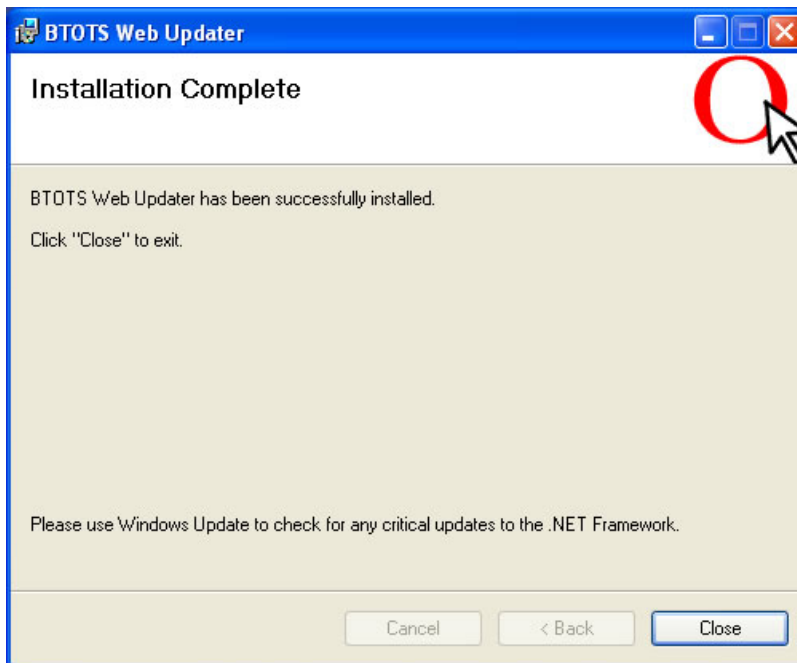
1. Insert CD – follow the prompts. (NOTE: This update must be done on EVERY computer that has the BTOTS Application installed.)



2. Make sure to select "Everyone" when asked to Install BTOTS Web Updater for yourself, or for anyone who uses this computer.



3. Follow prompts until Installation is complete, click 'Close' button. You can now remove the CD from your CD tray.



Once the Web Updater installation is complete, your original 'BTOTS' icon will be removed, and replaced with a new 'BTOTS App' icon.

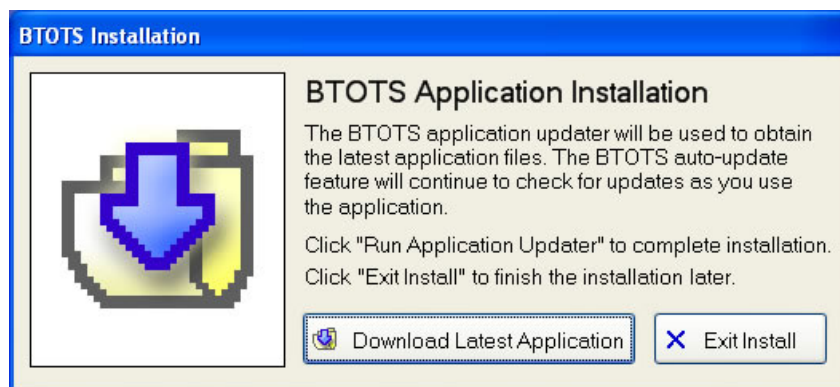


BTOTS App

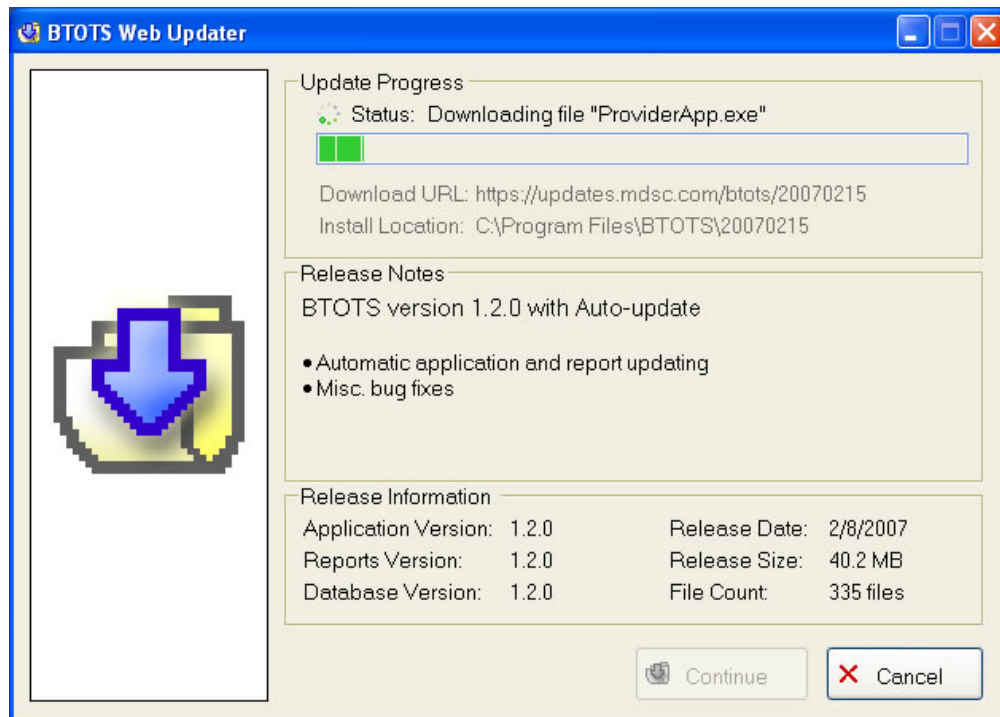
(NOTE: If at some point you renamed the BTOTS icon, it will not be removed. If this is the case, manually delete the old icon. 'BTOTS App' will be the new icon you will use to access the BTOTS application.)

BTOTS Application

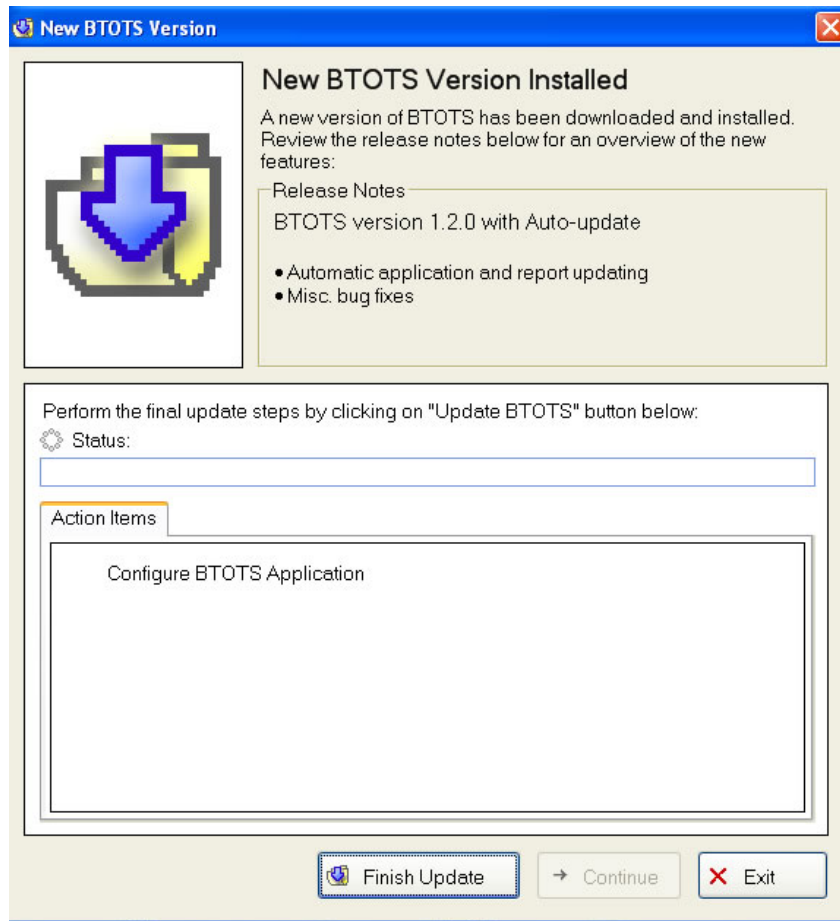
1. Before continuing with the BTOTS 1.2.1 update, be sure that all users are logged out of BTOTS when updating the FIRST computer. During the installation of the FIRST computer, you will be prompted to update the database. Also be aware that once you complete the BTOTS database update, the previous version of BTOTS (version 1.1) will no longer work with the new database.
2. To complete the update to BTOTS 1.2.1, click on the 'BTOTS App' icon. You will see the below screen. Click on the 'Download Latest Application' button.



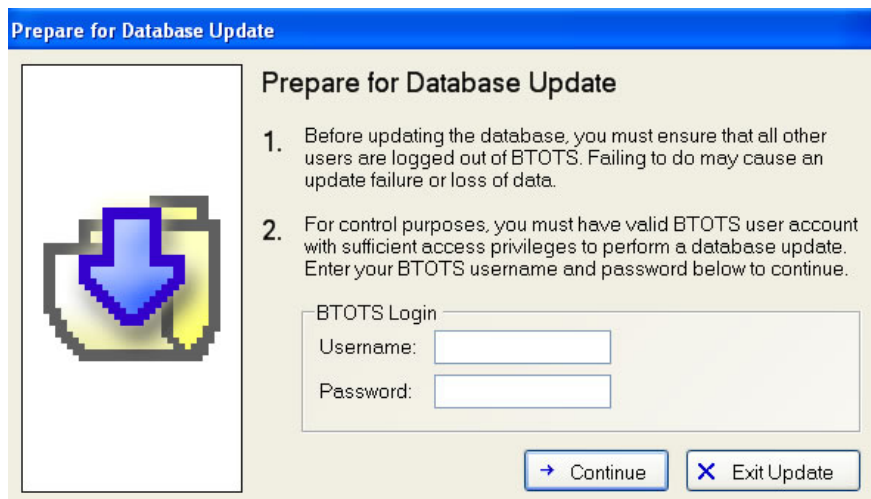
The BTOTS Installation Wizard will guide you through the update process.



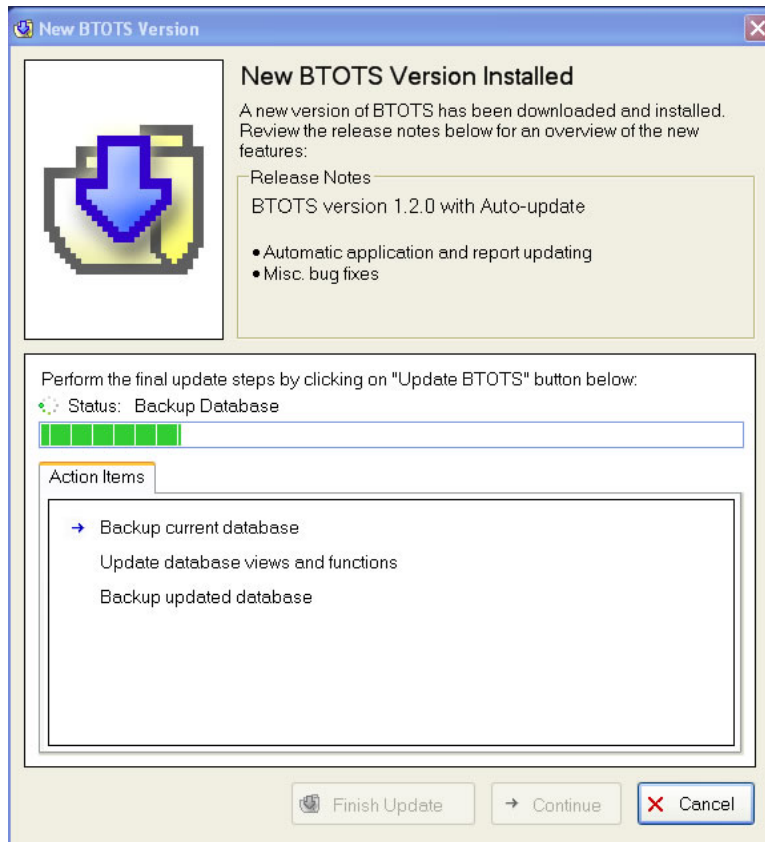
3. Continue to follow the prompts given to you by the BTOTS Installation Wizard.



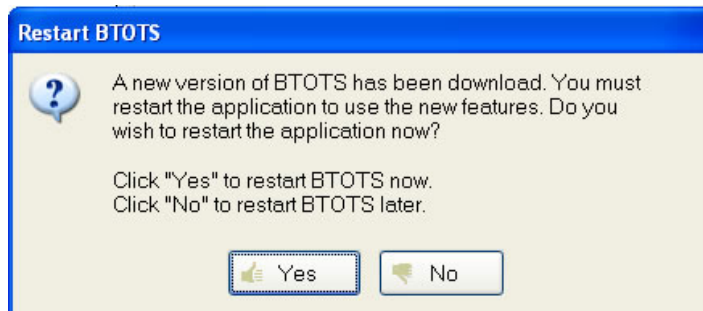
4. Next, during the FIRST installation only, you will be asked to update the database. In order to update the database, you will be prompted for a Username and Password. Only users who are in the EI Provider Group will be able to update the database.



5. Follow the prompts to continue database update.



6. Once the Installation is complete, BTOTS will prompt you for a restart of the application. Upon completion of the restart, the update is complete, and you may begin using BTOTS 1.2.1.



7. When all of your computers with BTOTS have been updated, please do a 'Sync with State', and contact the BTOTS Helpline to let us know that you've completed the update.

If you have any questions or problems during the update, please contact the BTOTS Helpline at:

801-584-8222 or btotshelp@utah.gov