

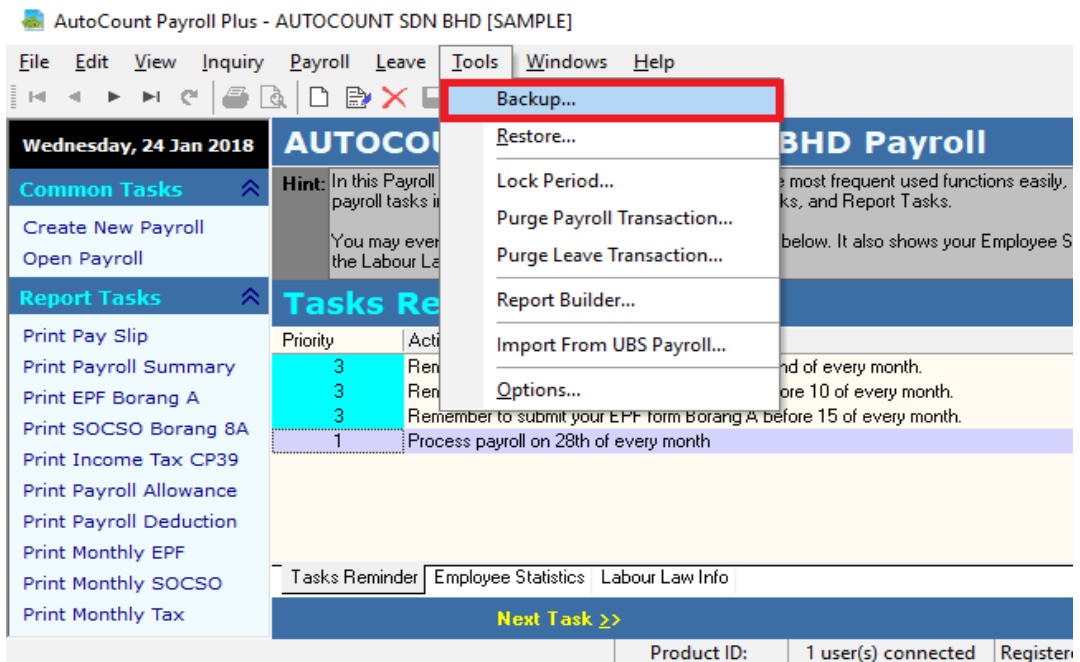
## How To Update AutoCount Payroll To Version 2.9

**Warning:**

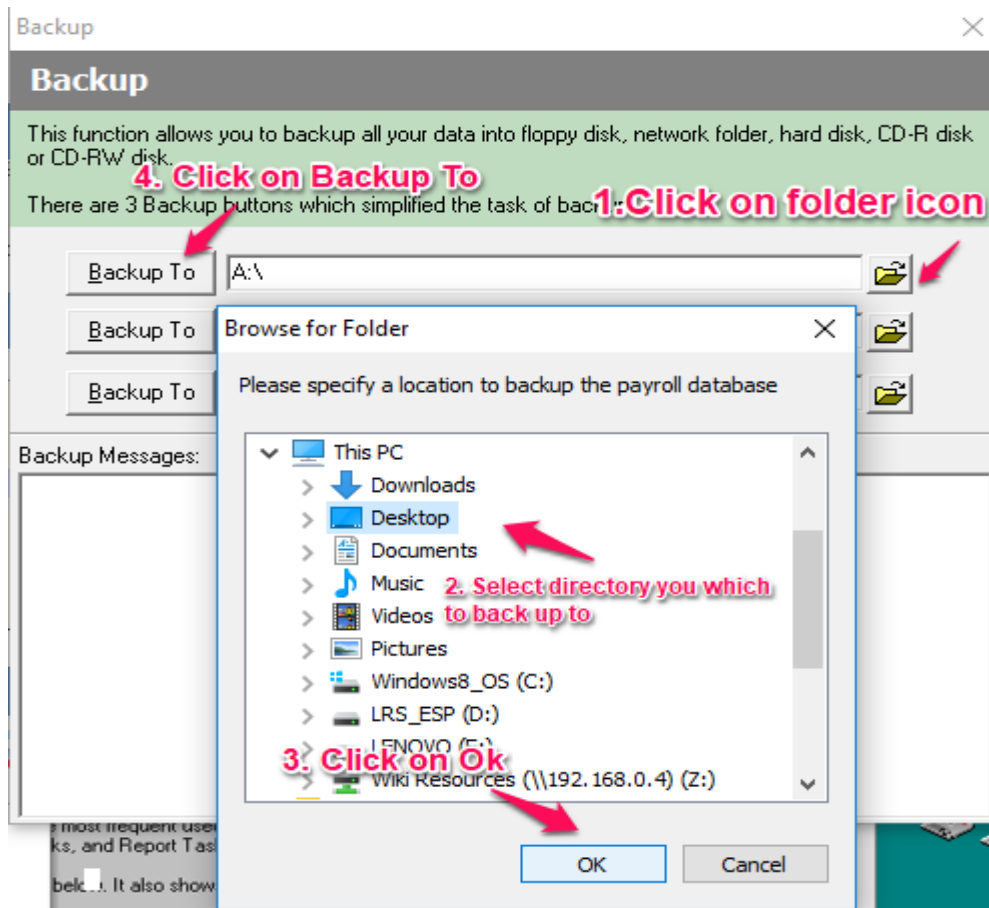
1. Please **backup** your company payroll data before performing this update.
2. Your **database version will be upgraded from 1.0.0.26 to 1.0.0.27**. Once it has been upgraded, you will not be able to downgrade it to previous version.
3. User with the valid support maintenance may proceed with the update **ONLY** after you have obtained the renewed license code.

Below are the steps to update your payroll system:

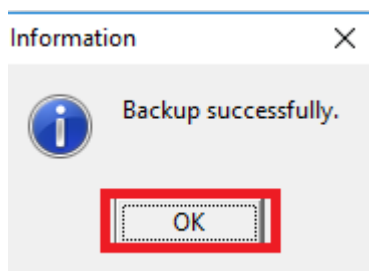
1. Login Payroll system, go to **Tools > Backup**



- Backup your data (follow the instructions as shown on print screen below.)



- Click on **ok** after backup completed successfully and exit Payroll system.



- Locate/Obtain/Download the installer file, double click to run it.

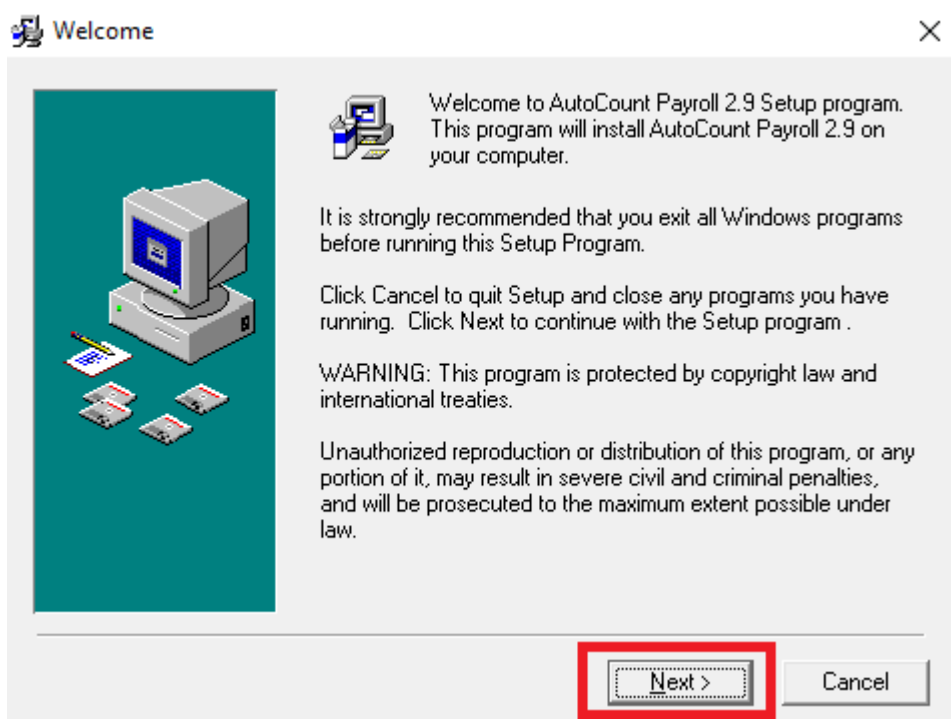


**Auto Count Sdn Bhd** (751600-A) [www.autocountsoft.com](http://www.autocountsoft.com)

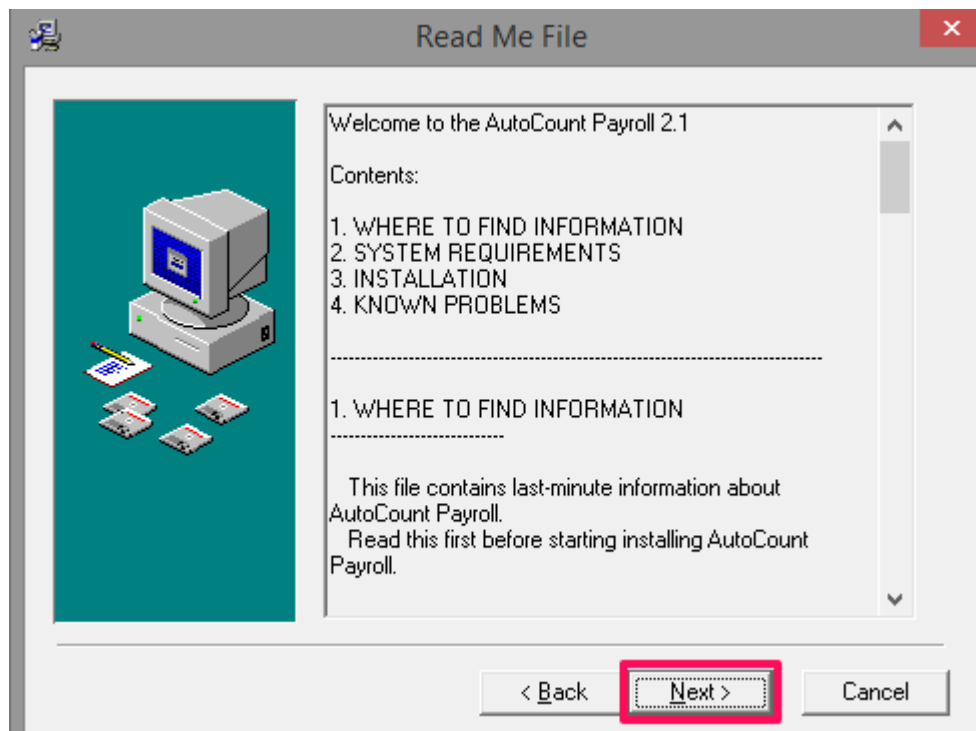
B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.

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5. Welcome screen will be shown, click on '**NEXT**' to proceed to next screen.



6. Read Me File will be shown, click on '**NEXT**' to proceed.

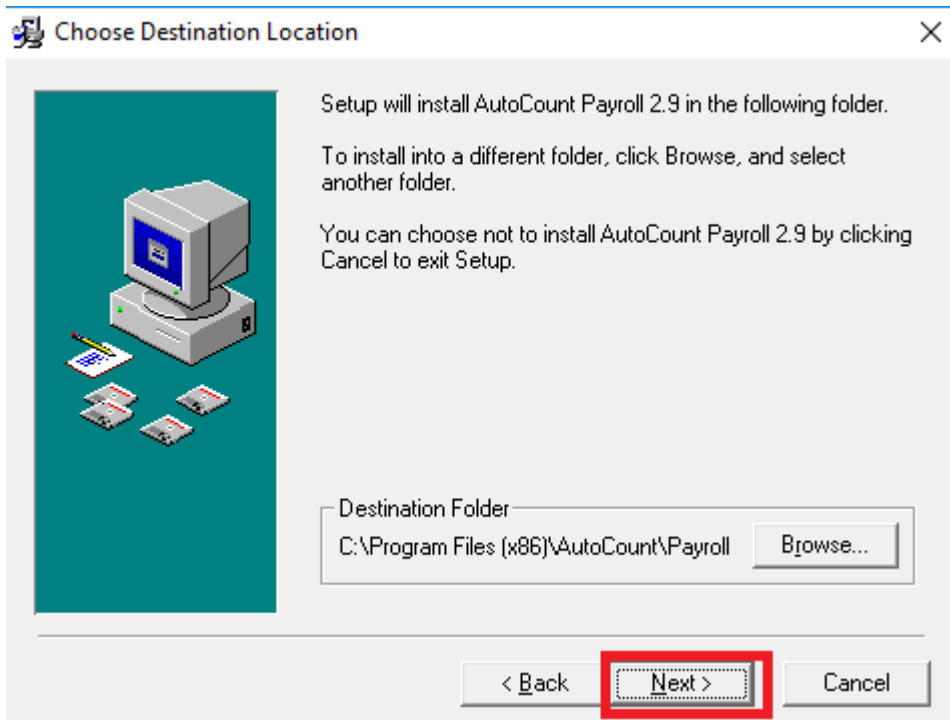


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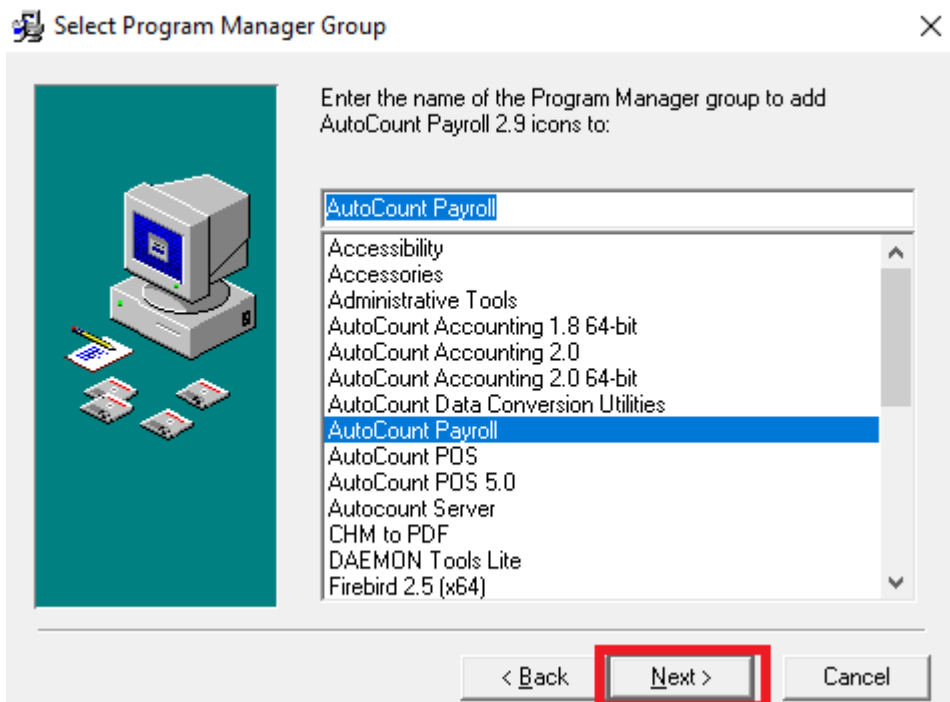
B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.

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- You may choose Destination Location to install payroll or just click on **'NEXT'**.



- Select Program Manager Group, click on **'NEXT'**.

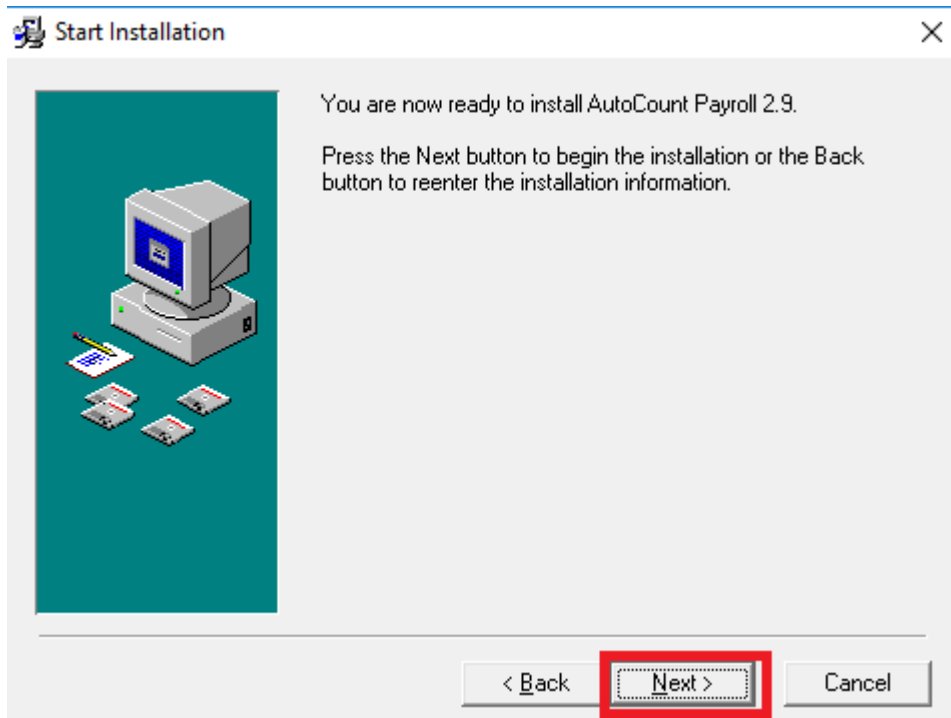


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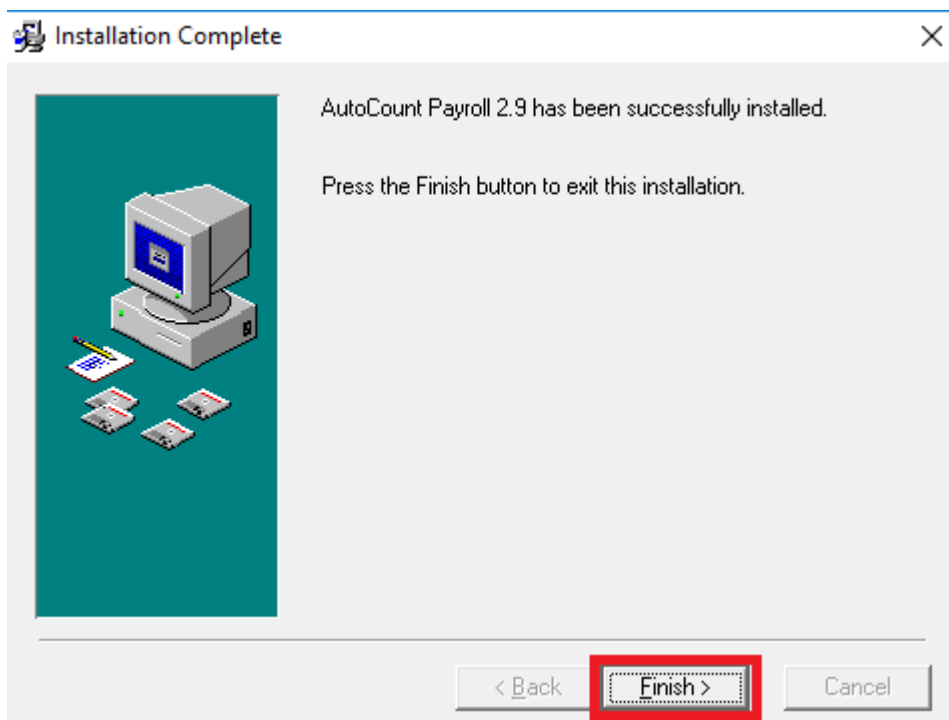
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9. Click on '**NEXT**' to start installation.



10. Once the installation is completed, click on '**FINISH**' to exit.

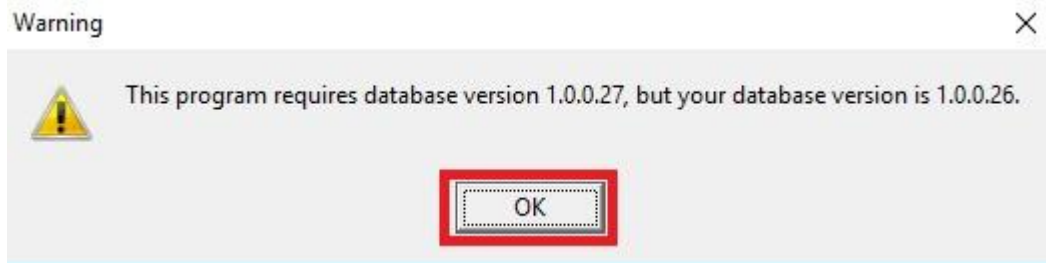


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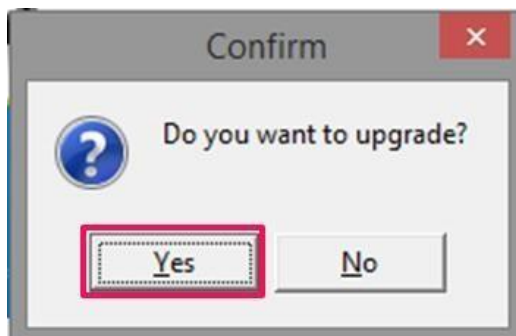
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11. Now you can login payroll system as usual.  
When you login payroll for the **first time**, you will find this message:

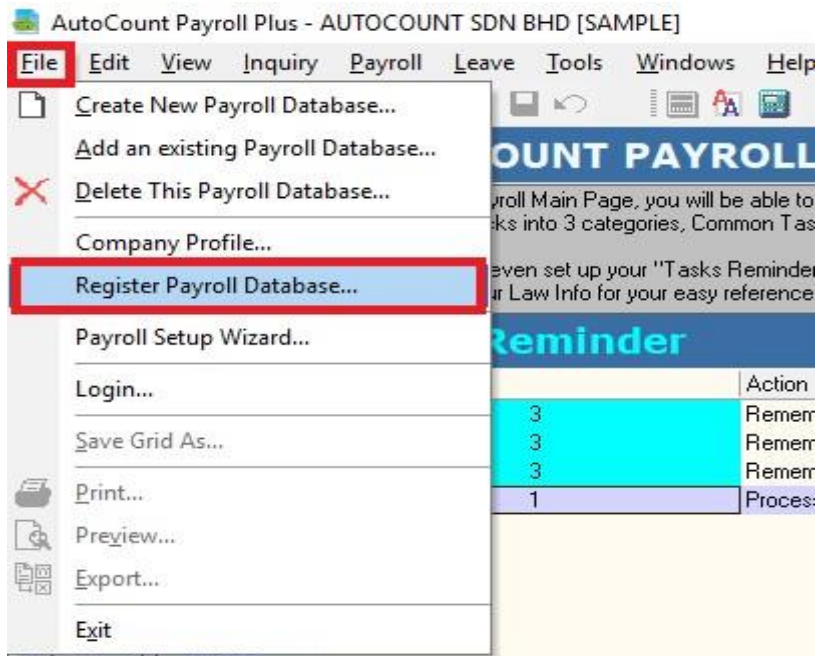


Click on '**OK**' to continue.



Click on '**YES**' to continue login. Now you can use payroll as usual.

12. If you have received your license code, go to **File > Register Payroll Database**



13. Copy the license code given and paste it onto Registration Code, Click on **'Register'**.



14. You will be able to generate the new payroll transaction after updating to latest version of payroll.

.End.