

Instructions

Take the following steps:

- i. Make sure everyone is completely logged out of Insolvency Manager
- ii. Click the download link
- iii. Save the File to your desktop
- iv. Right-click the file and select extract
- v. When prompted, select your INS_MGR folder as the destination
- vi. When asked whether or not to overwrite the old file that exists, select YES

If you do not know the location of your INS_MGR folder, here are the instructions to find it:

1. Find the icon you would normally use to open Insolvency Manager, either in your start menu or on your desktop.
2. Right-Click on the icon and select **properties** from the drop-down menu. A shortcut properties window will open.
3. Click on the *shortcut* tab.
4. Make note of the path shown in the **Start In** field. This is the path to your INS_MGR folder.