



Updating an existing standalone installation

Applies to:

NBS Contract Administrator

Please Note: v3.0.0 is not compatible with Windows XP or Vista. To carry on using the software for these Operating Systems, please upgrade to v2.3.0.

The following instructions will give you a step-by-step guide on how to perform a standalone installation.

1. If you have downloaded the product, ensure that the zipped download folder is saved locally on your machine (e.g. Desktop/Downloads Folder), **extract*** the folder and run **Setup.exe** from the extracted files.

To extract the entire contents of the compressed folder, right-click the folder, click **Extract All, and then follow the instructions.*

2. If you have a product CD, place it into the PC. From **Computer**, click on the drive that contains the CD and run **Setup.exe**.
3. A window will appear stating that this will perform an upgrade to NBS Contract Administrator. Click **Yes** to continue.
4. Click **Next**.
5. NBS will now be upgraded on the machine; this process may take several minutes.
6. Click **Finish** to complete the wizard.
7. On completion of the installation, you can launch the program from the desktop shortcut or from the **All Programs** menu.

Support

If you require technical assistance from NBS, the NBS Software Support team are available from 9 a.m. until 5 p.m. Monday to Friday (excluding UK Bank Holidays) as follows:

Telephone Support: **0345 456 9594 option 2**

Email Support: support@theNBS.com

Product knowledgebase: www.theNBS.com/support