





How to update Healthcare Assistant to Version 6.8.07 (Updating from V6805 or V6806)

Please read the entire instructions carefully before following these simple steps to update Healthcare Assistant to 6.8.07 Version

Warning!


Please note that during the update, you are not able to access Healthcare Assistant. Please perform your update accordingly to minimize downtime.

The following process can be done on any workstation:

1. While logged in Healthcare Assistant, go to the **Help** menu -> **Check for updates** -> **Current Release**.
2. This will prompt for the Supervisor password. Enter the password and click "Ok".
3. The application will check if there's an update available for Healthcare Assistant application. If so, it will ask to download the update. At the prompt, click "Yes" to start the download.
4. Once finished, it will prompt you to restart Healthcare Assistant to start the update process. Press "Finished" and then exit Healthcare Assistant.
5. Locate the Healthcare Assistant icon  and double click to run the program.
6. A message will be displayed showing that there's a new version available, click "Yes" to start the application update. When prompted, enter the Supervisor password to proceed with the application update.
7. A window will appear on the screen showing the application update process. This might take several minutes. Once the update is done, the window will disappear.
8. Locate the Healthcare Assistant icon  and double click to run the program. When prompted, enter the Supervisor password to proceed with the database update. Make sure everybody is logged off from Healthcare Assistant at this point. **Warning:** the update process cannot proceed if Healthcare Assistant is being used in any workstation.
9. Once finished, the Healthcare Assistant login screen will show. This indicates that you have successfully performed the application and database update to Version 6.8.07. You can also click on the **Help** menu and select **About** to double check the version.
10. If you have more than one computer to update, please follow the instructions below on **How to update the other Workstations**.
11. After the update, please send an email to support@healthcaresynergy.com confirming that you have successfully updated Healthcare Assistant to Version 6.8.07.



How to update the other Workstations

1. Locate the Healthcare Assistant icon  and double click to run the program.
2. A message will be displayed showing that there's a new version available, click "Yes" to start the application update.
3. A window will appear on the screen showing the update process. This might take several minutes.
4. Once the update is done, the window will disappear.
5. Once finished, the Healthcare Assistant login screen will show. This indicates that you have successfully performed the application and database update to Version 6.8.07. You can also click on the **Help** menu and select **About** to double check the version.
6. If you haven't done so, please send an email to support@healthcaresynergy.com confirming that you have successfully updated Healthcare Assistant to Version 6.8.07.