

Tip Sheet No.33

Applying Updates for Take2

After downloading the update, the zip file (which contains the update) must be extracted into your Take2 folder, overwriting any old files, before the update will take effect.

Requesting the Password

The update files are password protected. You will need to request the password in one of the following ways:

1. Request the password through the form on the Take2 website.

Downloads from this section of the website are password protected and are only available to registered Take2 users. The current password can be obtained from the helpdesk by filling in and submitting the following details.

Enter your e-mail address :	<input type="text"/>
Enter your full organisation name :	<input type="text"/>
Enter your 4 digit provider code (issued by NZQA) :	<input type="text"/>
Microsoft Access Version	<input type="checkbox"/>
Microsoft SQL Version	<input type="checkbox"/>
<input type="button" value="Submit Take2 Password Request"/>	

2. [E-mail the Helpdesk](#) and request the password.
3. Ring the Helpdesk and request the password.

Making a Backup

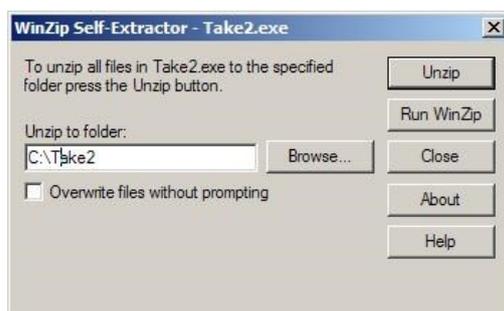
It is recommended you make a backup of your Take2 database before applying the update.

1. Make sure that you are the only user logged into Take2.
2. Open the Administration Module and click Take2 System.
3. Click Backup. This will create a Zip file containing your Take2 database and archive files. Store this in a safe place.

Applying the Update

Ensure before starting this process that the Take2 module is closed. This is very important.

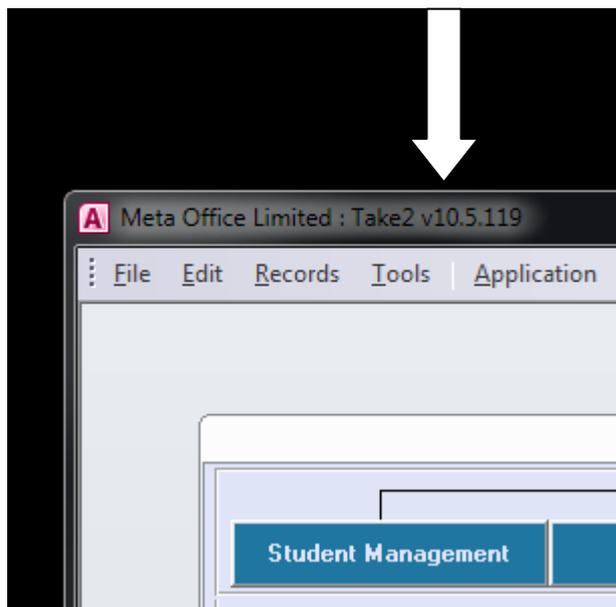
1. Double-click on the update file that you downloaded – as described in Tip Sheet 32.
2. If a security warning appears click on the Run button. Next you will see this form.



3. Browse to the Take2 folder location as noted in Tip Sheet 32, step 3.
4. Click on the Unzip button.



5. Enter in the password.
 6. You will be prompted to overwrite the old file.
 7. Click on the Yes button.
 8. The new update file will overwrite the old existing file.
- It is recommended that the update is applied to both the Main and Admin modules at the same time.
- The update is complete. Note that the version number will have changed to reflect the latest version. The version number can be located on the top left hand corner of the Take2 window.



Having Problems?

Contact the Help Desk on 04 931 1470 or helpdesk@adaptit.co.nz.