

# UPDATING CSI LAWYER ON WEB


This guide describes how to update new versions of the CSI software for customers getting their update packages from the general installation location on the CSI Web, instead of customer specific update packages.

## VERSION RELEASE CYCLE

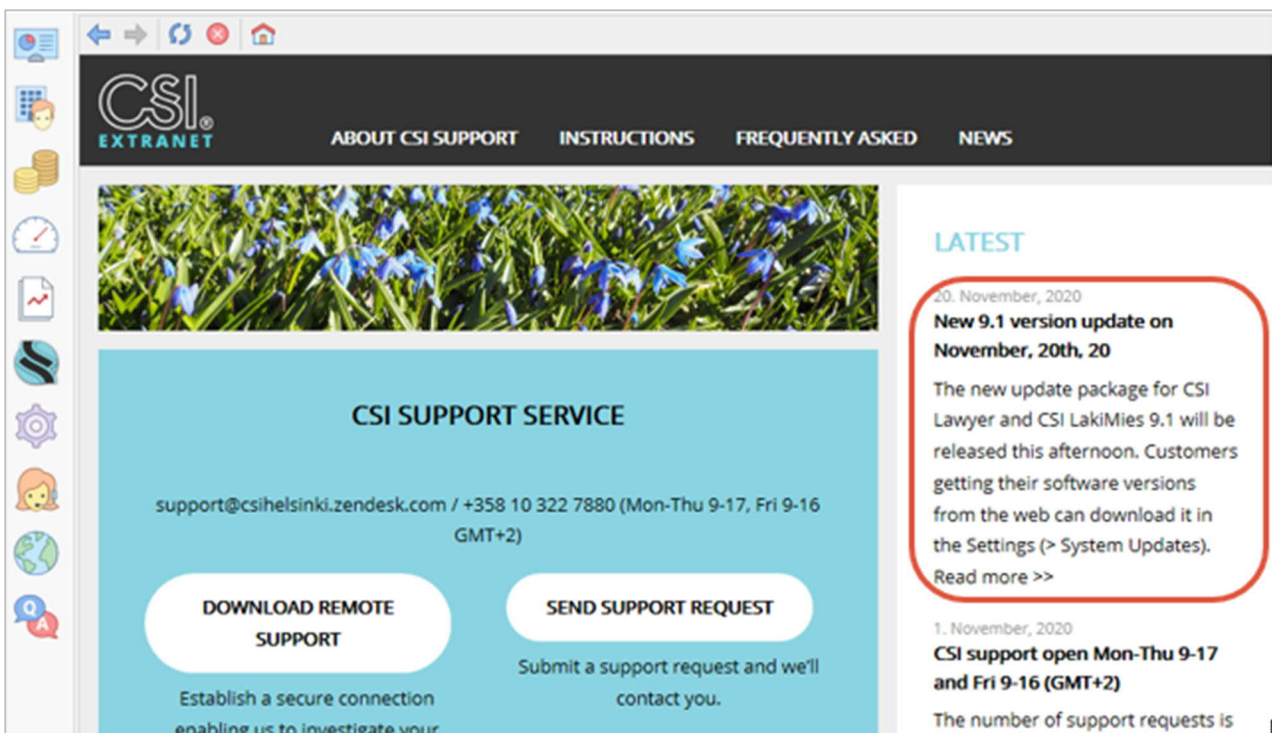
CSI releases 1-2 major production versions of the software each year, bringing new features or improvements to the software. In addition to this, a new update package is released every month, with detected bug fixes. New versions are always first available for the customers who download their updates from the web.

## VERSION INFORMATION

CSI will notify known power users via email about new production versions. Power users will not be informed separately about smaller update packages, but information about each update package and its fixes will be

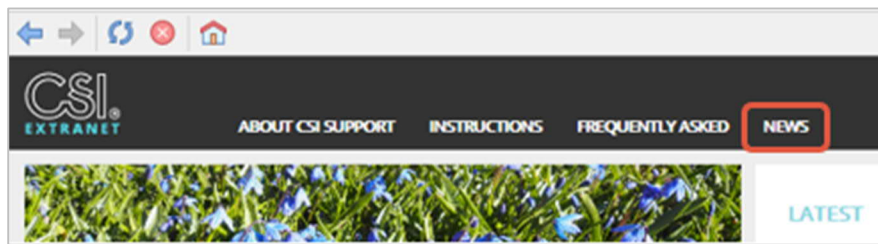
added to the CSI Extranet site. The Extranet opens from the  button of the menu on the left side of the software.

News about the latest update package can be found directly on the main page of the extranet under the Latest heading.

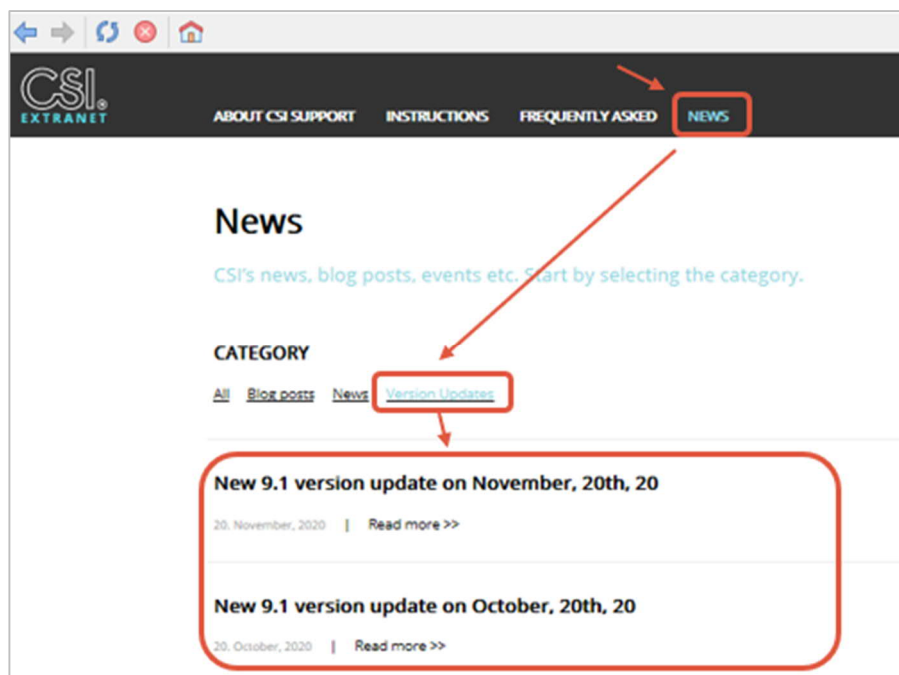


If the update package is a bit older so the news article about it is not among the latest ones, you can find information about it as follows:

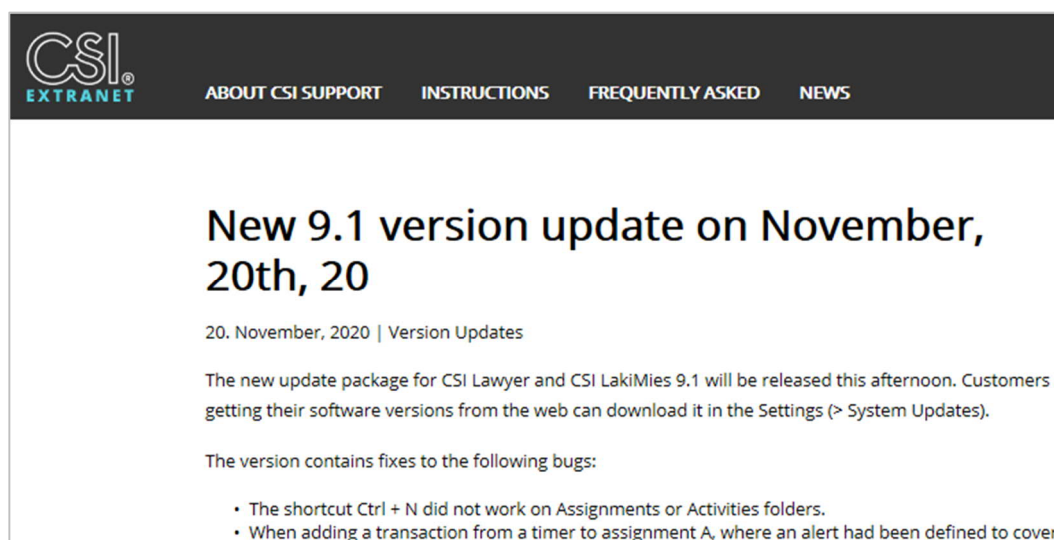
- Click the News button in the top menu of the Extranet



- The News page will open
- Under Category, click Version Updates
- The window lists news about all new production versions and update packages released in the software



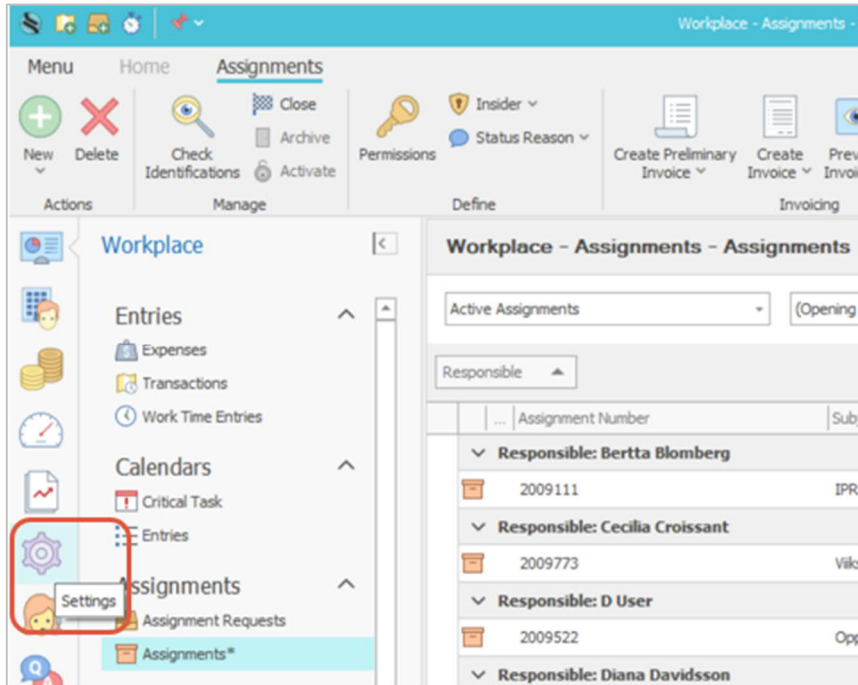
By selecting a version, you can open a list of the included fixes to the software.



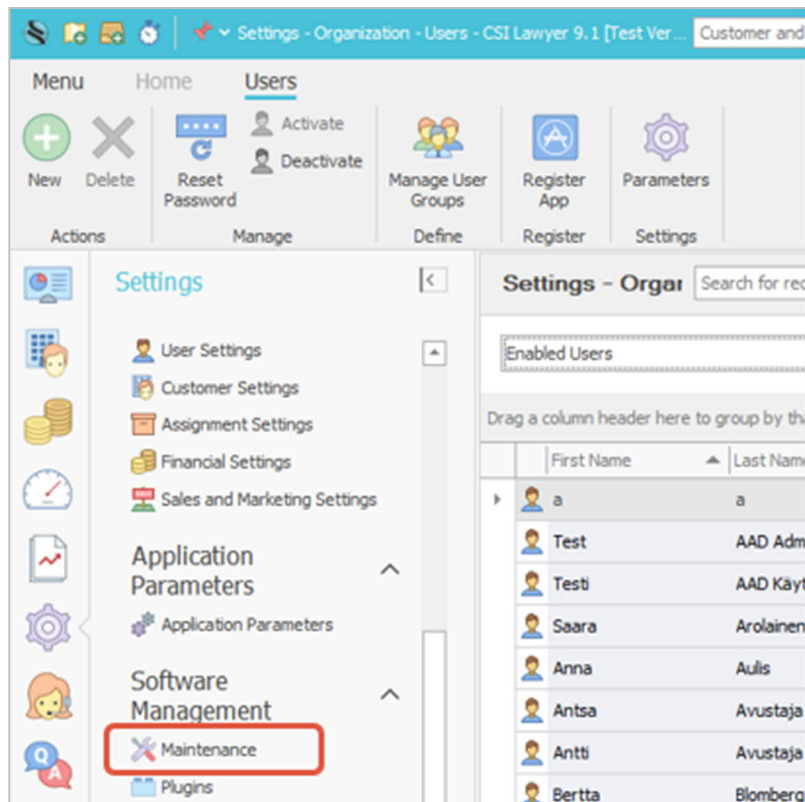
## UPDATING A VERSION

The new version of the software can be updated by the power users in the software's Settings area. Regular users will not be able to make updates. To update, do the following:

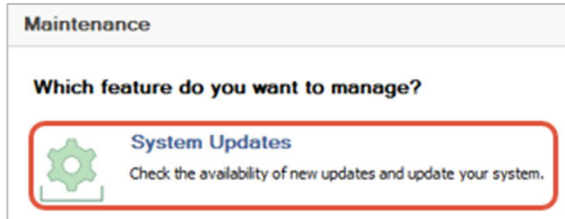
- 1) Select the Settings task area on the left side of the software.



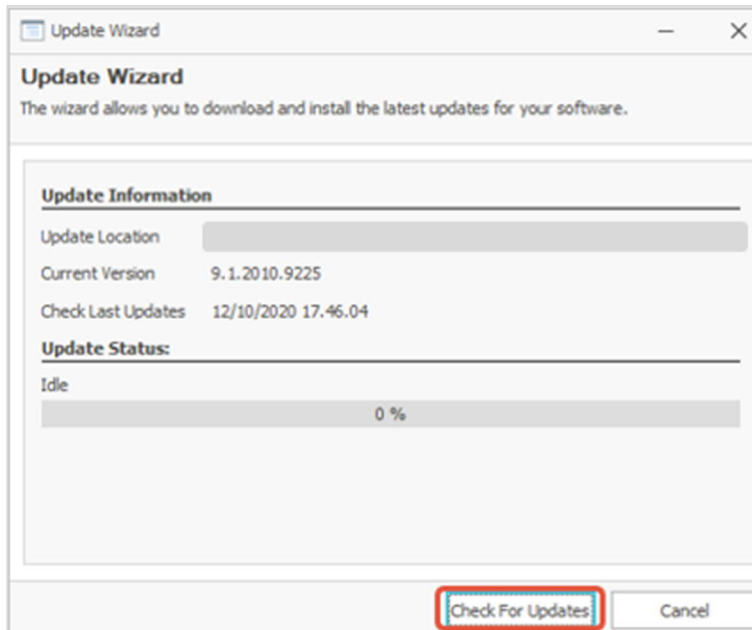
- 2) The software opens the Settings window. Scroll down its folder list until you find Software Management > Maintenance.



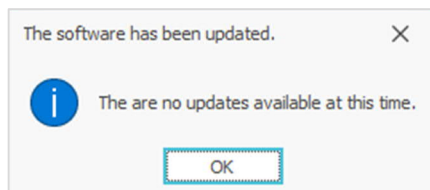
- 3) Open Maintenance. Select System Updates from the window that opens.



- 4) The Update Wizard page opens, showing where the updates of your office are searched from (Update Location) as well as the Current Version. Select Check For Updates at the bottom of the window.

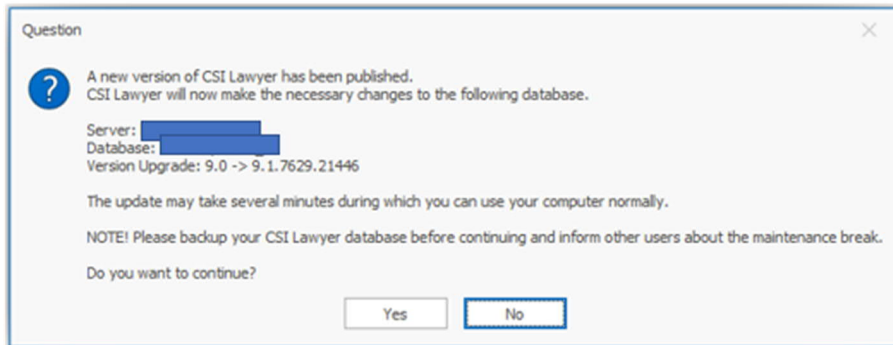


- 5) The software will now check the location of the updates for newer versions.



– If you already have the latest version you will be notified.

- 6) If a newer version is found, the software will notify you and confirm that the office's CSI database will also be updated when the version is updated. Select Yes, if you are ready to update the version and the database



- If your office uses the CSI software as a cloud service, you can ignore the backup warning. In the cloud service, the database is backed up automatically.
  - If the software is installed on a local server environment of your office, especially for major production version updates, it is recommendable to check that the database is backed up properly.
- 7) After the power user has updated the software, the new version will be available to other users in the office the next time they start the software.
- 8) If a regular user installs a newer version than used by the others in the office, the software notifies that the power user must update the database to match the version. This is because only power users have the right to make database updates according to step 5). In this case, the power user must follow the instructions in this manual.

