


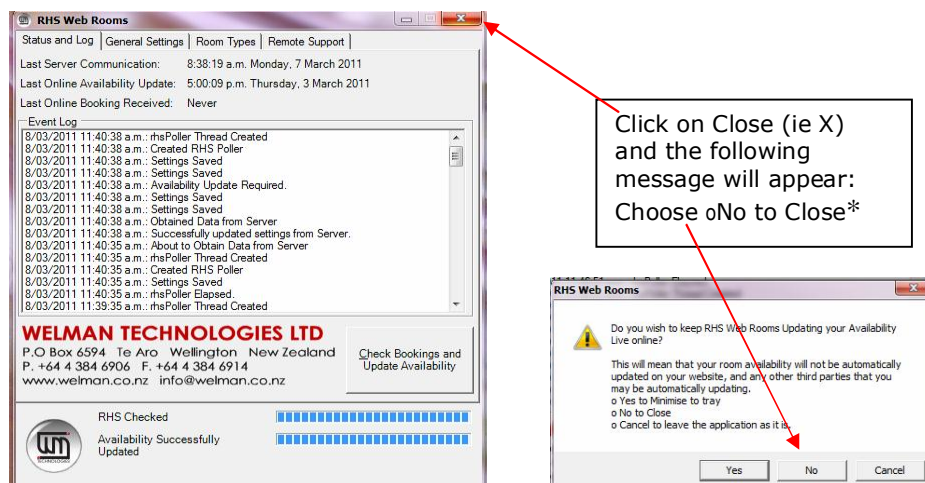
Updating your Web Rooms Application

While performing your Web Rooms Update we advise that you have all other programs closed on your pc. The update should take no longer than 5 or 10 minutes depending on your system

1. Close your Web Rooms Application by double clicking on your icon  which will be found on the bottom right-hand side of your Taskbar (you may have to open your hidden icons)

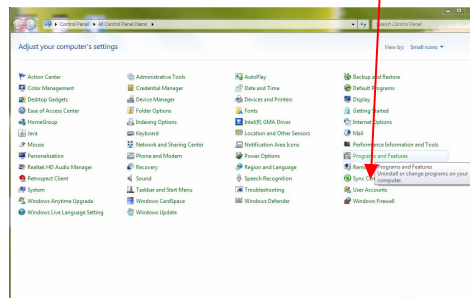
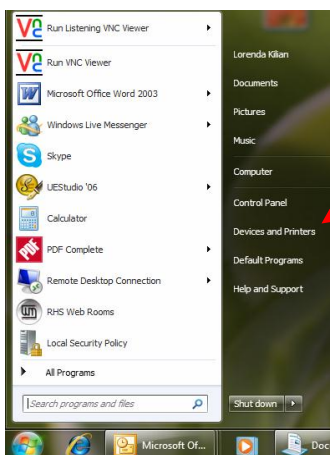


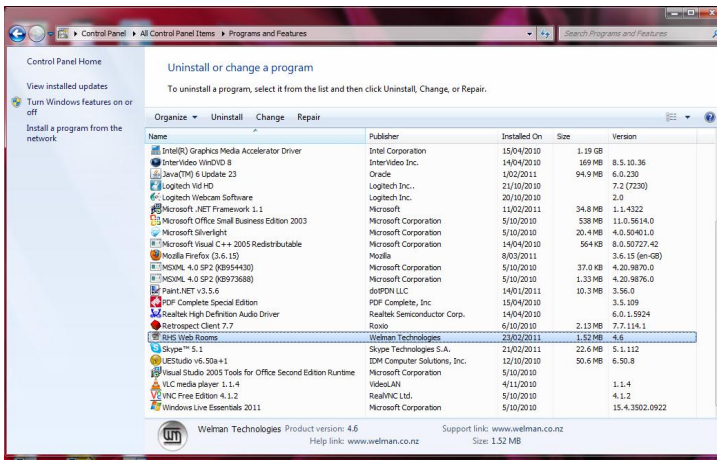
2. Your Application will open on the Status and Log tab:



*Some older versions of Web Rooms may require you to click oYes to Close

3. From your bottom Taskbar click Start  and Control Panel (some systems may have the option 'Settings' before Control Panel) and find the setting which allows you to make changes to your Programs (in this instance it is 'Programs and Features' but may say Add or Remove Programs)

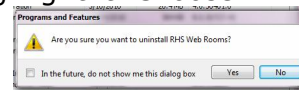




Your system will look like a version of this list of programs depending upon your system defaults

4. Scroll down to find your RHS Web Rooms and click to highlight it. Choose

Uninstall/ Remove. And you will get the following message: Click yes. Your Web Rooms program will be uninstalled.

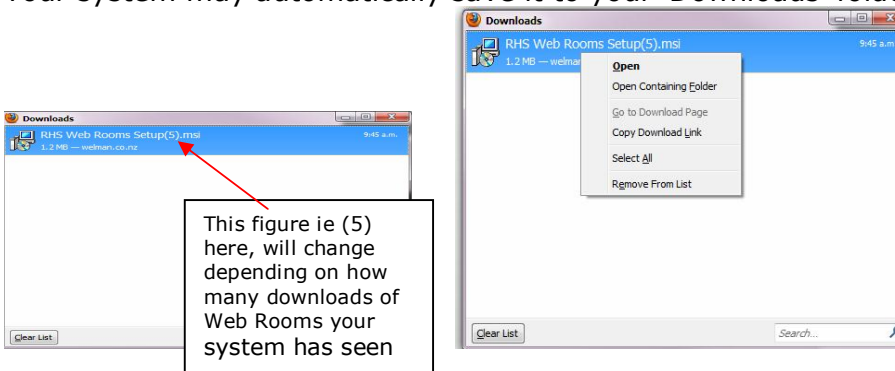


5. To install the latest version of Web Rooms click this link: (if this link doesn't open you may need to copy and paste into your browser)

<http://www.welman.co.nz/~downloads/RHS%20Web%20Rooms%20Setup.msi>
 Or go to www.welman.co.nz and click on the Download Web Rooms link on the Home page and click 'Save File':

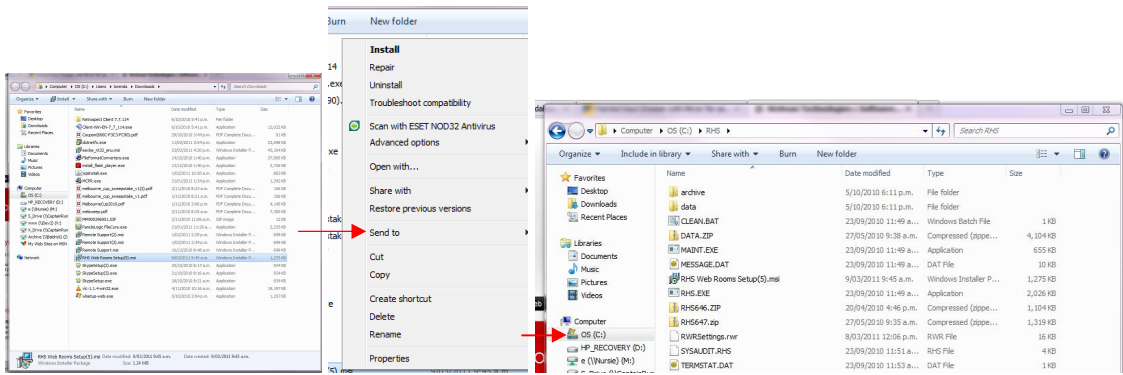


Your system may automatically save it to your 'Downloads' folder

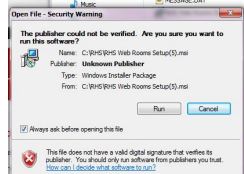


In this case you should follow the instructions below but if your system asks you which folder to save the application in go to 7.:

6. Right Click on the downloads listing and click on 'Open containing Folder'. This will take you to the destination/holding folder for your downloads. From here you will need to Right Click your RHS Web Rooms Setup link in order to 'Send to' or 'Move' the file to your C:\RHS folder:

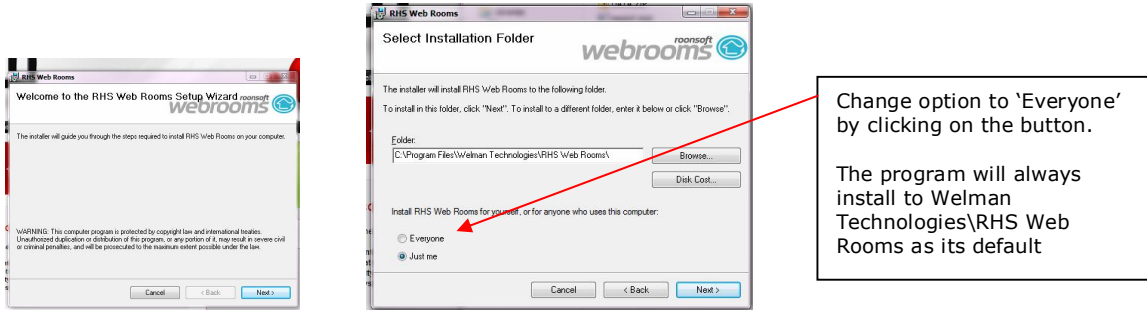


Double click on your RHS Web Rooms Setup.msi to run the program. You will get a



warning message: download the software.

Click Run and follow the instructions to

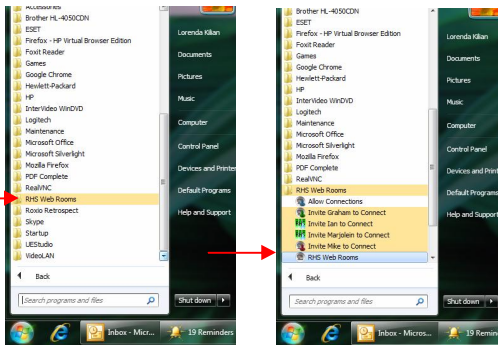


When you have the 'Web Rooms has been successfully installed' message, click Close

7. Alternatively your system will ask you which folder you would like to save in. It may already default to your C:\RHS folder, but if not please choose the 'Browse' option and find your C:\RHS folder.


From here follow the instructions above to 'Run' your RHS Web Rooms program.

8. Once the program is installed please close all open Windows and go back to your Start button and click All programs (you may find that your RHS Web Rooms is already highlighted):

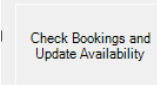


9. Click RHS Web Rooms to open the folder then click RHS Web Rooms from the list to run the Application. It will briefly appear on your screen




Your Web Rooms icon will appear at the bottom right hand side of your screen:  Double Click to open and click on the 'Check Bookings and Update Availability

button to force your Web Rooms to update:



Your Web Rooms should be running successfully. Minimise the application by

clicking the small 'dash' top right-hand corner . Your Web Rooms should be running in the background at all times in order to connect to your rhs and update your availability.

There should never be more than one Web Rooms icon showing at the bottom of your taskbar – if you find that a second has been opened inadvertently please close one of them.