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## H&S Compliance Manager 8.0 - update instructions

Dear H&S Compliance Manager User

We are pleased to release the latest update for the H&S Compliance Manager. The details below will assist you with the installation. I would like to thank users who contributed ideas and suggestions implemented in this update and to be implemented in future updates.



### Important - before installing

1. Shut down the HSE email event notification service – "HSENotifier" otherwise the installation will fail.
2. Determine where the software is currently installed.
3. It is always good practice to BACKUP your current H&S Compliance Manager folder BEFORE applying updates.



### Installing the update

1. **Download** the installation file to your desktop
2. **Run** the installation file and accept the agreement. Press **Next**.
3. **Enter the password** (lower case) you were given in the email. Press **Next**.
4. **Destination Folder** - press the **Browse button**
5. **Select the folder** where your current copy is installed. Press **OK**.
6. **Verify** it is the same folder your current software is installed in. Press **Next**.
7. Press the **INSTALL** button.
8. **Login** to the updated H&S Compliance Manager in the normal way. This will complete the upgrading.

For new features check: [http://www.cslnz.co.nz/support/hse\\_release\\_notes.shtml](http://www.cslnz.co.nz/support/hse_release_notes.shtml)



The software Help button links to this website so is always up to date.

As usual, desires exceed the time to achieve them! But don't worry, over the coming months we will be adding more of your suggestions and sending out updates. If you have made suggestions and they are not in this update, they will be coming soon. If you have other suggestions please let us know.

On-site training is available if you are interested, just contact us on 0800 438 674 or email [support@cslnz.co.nz](mailto:support@cslnz.co.nz). Thank you for your ongoing support.

Best regards

Kevin Dunsford

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### Shutting down email event notifier

Login to H&S Compliance Manager

- Go to File / Options / List Started Event Notifiers
- Delete all entries in the list
- Wait 15 seconds & press Refresh button. Any active Notifiers will create a new entry.
- Highlight new entries & press "Shutdown highlighted email notification server"
- Wait until all entries have gone.

### Determining where software is installed

Log in to H&S Compliance Manager. Go to File / Registration / View registered options and look under locations for "installed here".

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