

Confirm Version Number for SagePay 2007 SP1

Before Installation

IMPORTANT NOTE:

It is recommended that the update to SagePay 2007 SP1 be carried out after an End of Pay process has been run and there are no transactions in the system.

1. Permissions

To perform the update you need to have the appropriate system access rights. If you cannot read and write to the SagePay directories the update will not install. Consult your network administrator with questions relating to your access rights.

2. Check your current version number

Select **About** from the **Help** menu. If you are on the current version of SagePay 2007, you will see **Version 3.10.30 SP 3b** as the current version number as shown below.



You must be on SagePay 2007 **Version 3.10.30 SP 3b** to continue. If you are not on this version, contact your SagePay Provider for the **Version 3.10.30 SP 3b** CD.

3. Transactions

Make sure that no transactions have been entered for the next payroll.

4. Backup

You must take a backup of all your company databases and your SagePay Common database. Refer to the SagePay FAQ **How do I Backup and Restore a Database?** at www.sagepay.com.au

Do not proceed with this upgrade if you have not successfully backed up your Company databases and Common database.

5. Exit

Ensure you are not logged on and SagePay is not running.

Complete Installation

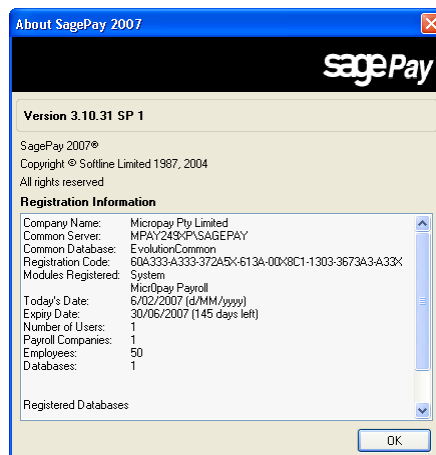
To upgrade, you will need to click on the link in the email sent to you. It is used to upgrade from an existing version of SagePay.

For upgrade details, refer to the Support FAQ "**Upgrading SagePay**" on the SagePay website.

After Installation

1. Check System Build Number

Check your SagePay version number. You can view the Version numbers in the **Help > About** window.



If your version number is different to the one shown above please contact your SagePay Provider.

2. Backup

Before using your updated SagePay, ensure you have taken a backup of your Company databases and Common database.

Refer to the SagePay FAQ **How do I Backup and Restore a Database?** at www.sagepay.com.au