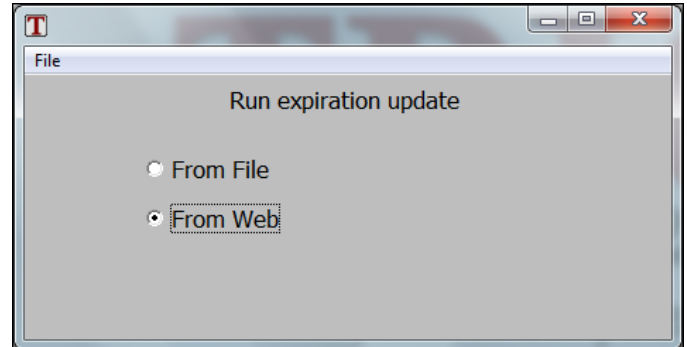


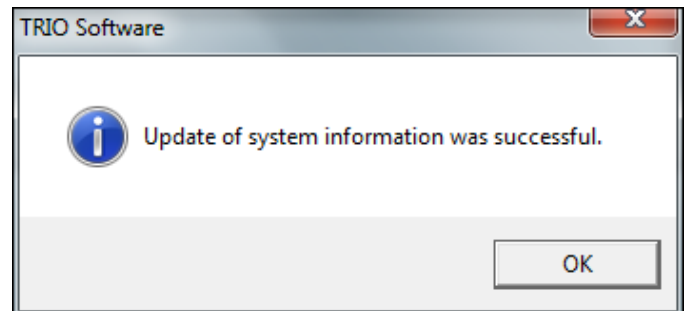
TRIO will now be delivering expiration updates over the internet whenever possible and sending emails to customers when their expiration update is available to process. The instructions below will guide you through the update process.

1. From the General Entry Main Menu, Select **M. System Maintenance > 5. Process Expiration Update.**

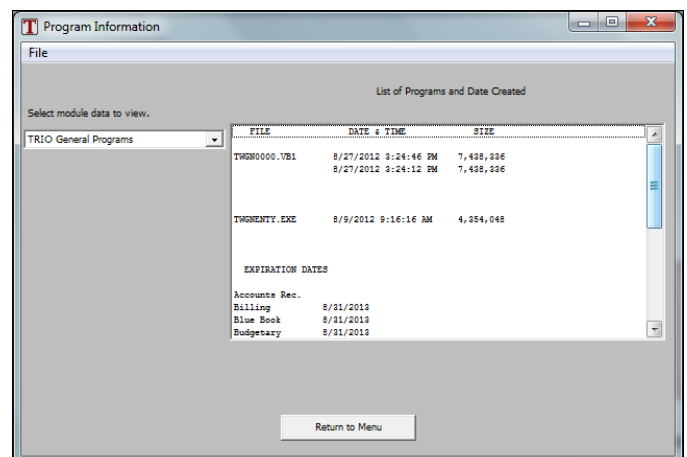
2. On the screen that opens (shown to the right) select **From Web** and press **F12** to start the process. This will download the update files for both Windows and DOS TRIO to the **Expiration** folder in your TRIO data directory (U:\triodata for example).



3. Once the process has finished, a message will display (shown to the right) indicating that it was successful.



4. To verify that the update was successful, select **7. Program Information** from the System Maintenance menu. On the screen that opens (shown to the right), scroll down in the larger white box and verify that the expiration dates look correct for the programs you use.



5. Repeat these steps in all of your TRIO icons including all icons for past fiscal year. Please note that these instructions will only update the Windows version of TRIO. Separate steps will be required to update any DOS TRIO environments.

If you experience any issues processing your update or if you have any questions about this process, please do not hesitate to contact TRIO Support at 888.942.6222 or email trio@harriscomputer.com.