


## UPGRADING USER INTERFACE TO 2.1

1. Open Windows Explorer. (Start - Programs - Accessories - Windows Explorer)
2. Change directories to My Computer - Y:\UI.
3. Double click UIDesktop210Setup.EXE.
4. Click Next at the Welcome screen.
5. Select Standard, then click Next.
6. Click Next at the Destination Folder screen (C:\ProgramFiles\Datatel\UI).
7. Click Change. Change the folder name to Y:\UI, then click OK. Click Next at the License folder.
8. Leave the Database Information blank, then click Next.
9. Click Install.  
The install will take a few minutes. It will install files into the C:\Program Files\Datatel\UI directory.
10. Click Finish when the install is completed.
11. Click File - Close to close Windows Explorer.
12. You will now have a Datatel icon  on your desktop.
- 13 To access User Interface, double click the Datatel icon.
14. If you see the message, “Your scripts are out of date and must be refreshed”, click OK. This will take a few minutes. After the scripts are updated, you will see the message, “You need to restart the Datatel application now.” Click OK. Then click the Datatel icon and proceed with logging in.
15. The first time you login you will need to change your Application. Click on the Apps menu button at the top of the screen and highlight the application you wish to work in (ex. ST-Student System, CF-Colleague Financials, HR-Human Resources. Note: For XMMI, choose CF). You may have to do this twice for it to change.

If you experience problems with the install, contact ITS Operations, x4146.

NOTE: The minimum requirements for User Interface is an operating system of Windows XP with 35MB of free disk space. To check your operating system, right-click on My Computer and choose Properties. To check your disk space, left click on My Computer, right click on Local Disk (C:). If your current system does not meet or exceed these specifications, please contact the ITS Support Center at x4225.