

CFAR “How-To” Series

How to Update CFAR

CFAR is a dynamic program whose content and capabilities are constantly changing. To take advantage of new features and reports, you should periodically update your copy of CFAR.

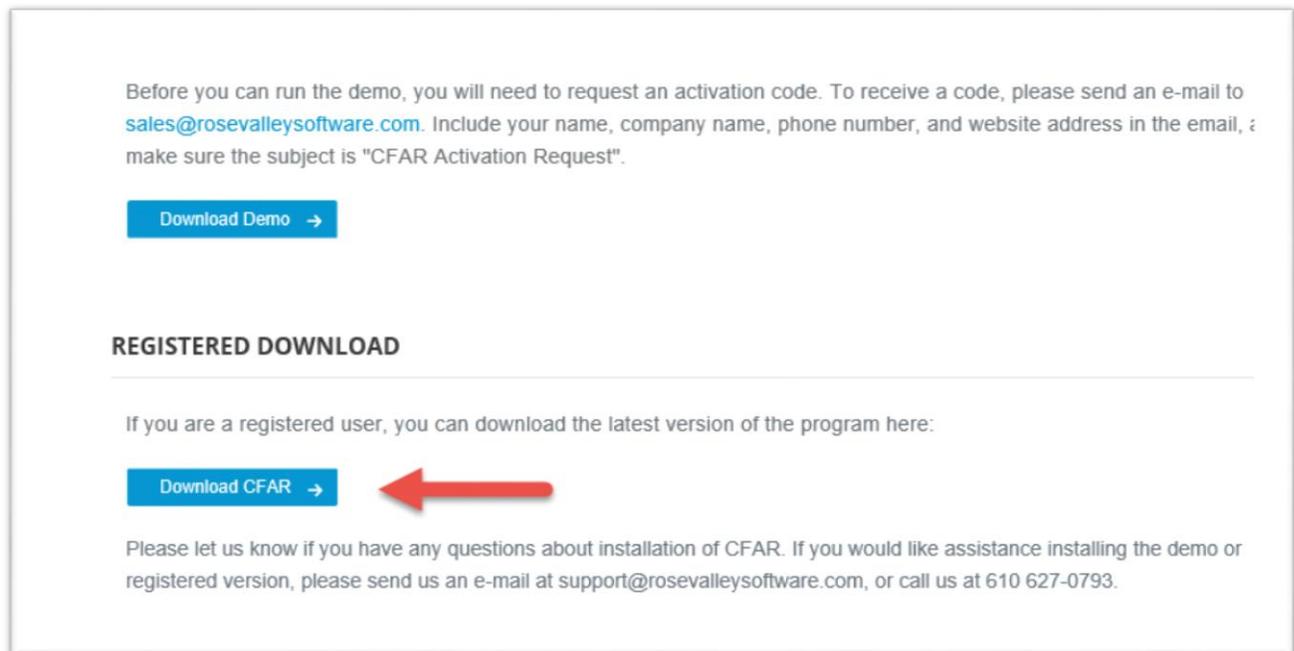
There are three steps to updating CFAR:

1. Download the latest CFAR release from the Rose Valley Software Studio website;
2. Install the downloaded version
3. Update the list of CFAR sample reports.

Let’s take a closer look at each of these steps...

Step 1: Download Latest Release

Use a browser to navigate to www.rosevalleysoftware.com. Once there, click on the “Download” link that appears at the top of the page - this will take you to the download page. Find and click the Download button for registered users on the Download page:

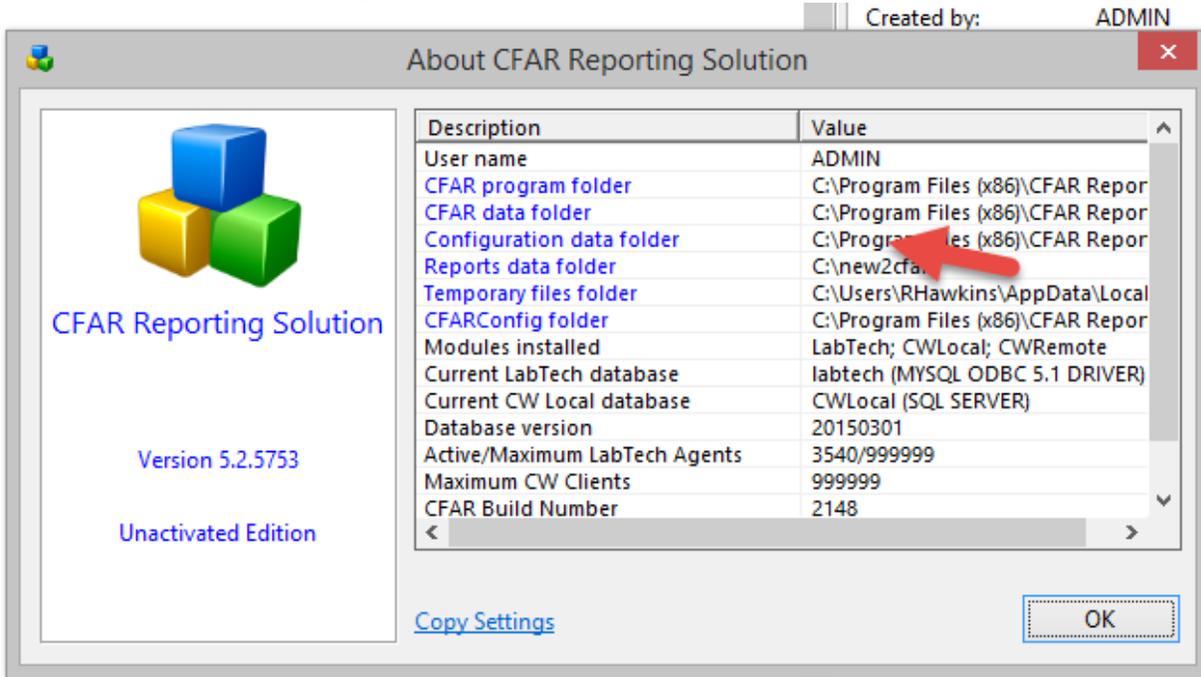


After a few seconds, the download should begin.

Step 2: Install the Downloaded Version

Before you install the new version of CFAR, you may want to consider backing up your reports data folder. To locate where your reports folder is, click on the Help menu (not the Help file system), then

click the “About CFAR Reporting Solution” menu pad. You should see something like this:



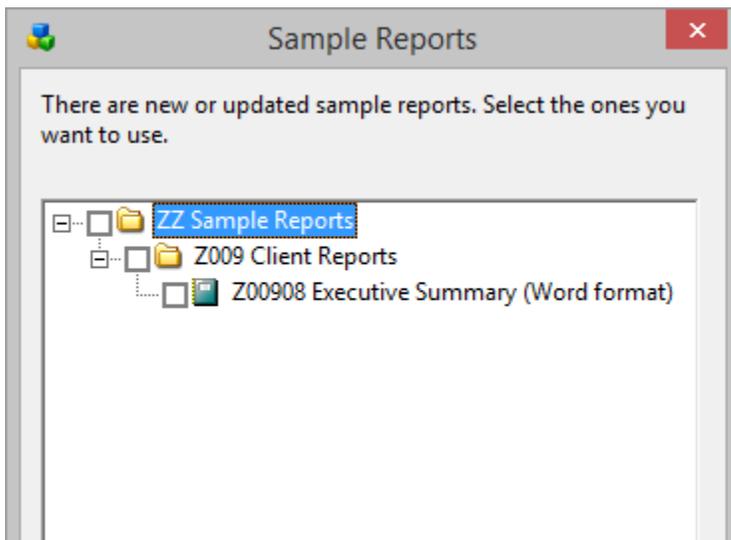
If you want a backup of your report information, backup all of the files found in the “Reports data folder” and those in its subfolders.

Now you are ready to install the downloaded version. Double-click the Setup.EXE file and accept all the default choices. This will install the update over the existing version of CFAR.

Only one step left...

Step 3: Update the list of CFAR Sample Reports

After installing the new version, start CFAR, login, then click the Tools menu and select “Check New or Updated Sample Reports”. In a moment the following window appears:



Place a check next to each new or updated report you want to add to your CFAR Reports folder.

NOTE: If you want to make sure you have the latest version of all reports, first delete all of the existing sample reports by deleting the “ZZ Sample Reports” node in the report treeview. Next, repeat the steps for checking for new or updated reports, and make sure that all reports are checked.

If after reading this you still have a question about the update process, please contact us at support@rosevalleysoftware.com.