

Download & Installation Instructions – Applicable to all updates Please read thoroughly before starting

To install any new version of BatchLine, the file needs to be downloaded, and run from, your server machine. Client machines will update themselves to the new version when Batchline is started on them once the server install has been completed.

Before commencing, make sure no PCs are currently running BatchLine or Open Bravo.

To access the download file, log on to <u>https://www.batch.co.uk/batchone</u>. Once logged in you will see the following. Click on the **BatchLine Setup** button under the grey **More options** bar.

	Bookseller Account	5030671111111	
	Hillside Books - DEMO ACC	303007111111	
	123 Acevent Drive, Pollock, Branshire, Lancs, LA49 2BB, Unit	ed Kingdom	
	Launch Payments Launch Returns		
	More options		
	Supplier information		
	Supplier account number setup		
	Sage Supplier code setup		
	BatchLine setup		
	Gift & Loyalty Cards		
	🧫 Link to Xero		
	Link to QuickBooks Online		

You will see now see the following screen:

Batch	GLN / SAN / Postcode / Email / SiteName* Admin My Sites		
BatchLine Setup for Hillside Books-DEMO ACC			
National Book Tokens This site is configured to allow your BatchLine installation to accept National Book Tokens	Download BatchLine Version 5.1 This will install or update your existing installation to BatchLine 5.1. Release notes and instructions can be downloaded for this release.		
Gift & Loyalty Cards This site is configured to allow your BatchLine installation to use Gift & Loyalty Card	BatchLine v5.1 Update BatchLine v5.1 Release Notes BatchLine v5.1 Currency Convertor BatchLine Installation Instructions		

BatchLine Setup

The example above shows v5.1, but is applicable to all updates. Click on the **Update** link and the download will commence. The following instructions are for Google Chrome, but other browsers are similar. The download will appear bottom left. Right click and select Show in Folder. The download folder will open. To run the update, double click on the **downloaded file**.

False anti-virus warnings

If you get the following message, click on <u>More Info</u>, and select Run Anyway and the update will start. Follow the prompts to complete the update.



Microsoft Protection

Turning off PCs BatchLine and Open Bravo only need to be turned off on all PCs when running the update on the 'Server'. Once the server update is completed, BatchLine can be left to run on any PC other than the one being updated.

Support If you need help with any of the above, email <u>mail@batch.co.uk</u> and enter your shop name and **BatchLine Update** in the subject line and we will respond as quickly as possible. Please note that our social media channels are not monitored for support queries.

www.batch.co.uk

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