

Payroll Africa How to download and install a program version update

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WESTERN CAPE (HEADOFFICE) T: 021 874 1047 | **F:** 021 874 1341 **E:** sales@donkerhoekdata.co.za **W:** www.donkerhoekdata.co.za PHYSICAL ADDRESS Simondium Guild, R45 Simondium 7670 POSTAL ADDRESS: P.O. Box 110 Simondium 7670





Payroll Africa version update process:

Before updating your payroll system to the latest version, create a backup.

Refrain from updating during periods where employees have already been paid. Perform the update in a period before payroll processing is done.

When a new update is released, the following message will be displayed when you try to open the Payroll Africa program:



When clicking on 'No', you will be able to login to the Payroll Africa program, without updating the program.

When clicking on 'Yes', you will be navigated to the website update page, where you will be able to download the update, and the program will remain closed.

If you chose not to do the update, there will be a button displayed in the Payroll Africa program with a red check mark, 'GET LATEST UPDATE'.



You will be able to click on this button to download the latest update. Once you clicked on the button, the following message will display:



When clicking on 'No', you will be able to work on in the Payroll Africa program without updating the program.

When clicking on 'Yes', the following message will display:



When you click on 'OK', the program will automatically close and you will be navigated to the website update page, where you will be able to download the update.

Alternatively, you are also able to navigate directly to the website update page, where you will be able to download the update wizard. Navigate to https://donkerhoekdata.com/updates/



On the updates page that will be opened, the **<u>latest version number will always be displayed</u>**. Close your payroll program before updating.

As per the example above > Payroll Africa: 1.38.001

If you *do not* use Office 365, then click on 'Download Payroll Update' button. If you *do* use Office 365, then click on 'Download Payroll Update for Office 365' button. To determine what office package you have installed on your windows computer:

If you have Windows, open a Word document, choose **File** from the top left corner, and then click on either **Account** or **Help** on the left nav bar.

You'll see your Office version and information under **Product information**, on the right side of the window.



Once you have selected the correct option to start the update process, the following page will display:

	Payroll Updat	e
Company Name *		
Email *		
I'm not a robot	reCAPTCHA Privacy - Terms	
		\rightarrow Download

Complete the Company Name and Email address. Select the tick box next to 'I'm not a robot' and wait for the green check mark to appear. Thereafter, click on the Download button.

When using Google Chrome as your main browser, on the top-right corner of your window, the update will start downloading, and display as DLS_UPDATE.exe once the download is finished.

Other browsers may display the downloads differently.



Once downloaded, click on DLS_UPDATE.exe

<u>Please note:</u> If you do not have downloaded icon displayed in your browser, navigate to the Downloads folder on your computers' C drive and you will find the DLS_UPDATE.exe in that folder. Double click on the DLS_UPDATE.exe to start the update process.

Should the following page display, click on 'More info'.



At the bottom of the next page, click on 'Run Anyway'.



Should the following page display, click on Yes.



The update wizard screen will then display, click on Next.

💦 Update Wizard Ver	sion 1 28 0	\times
Î	Welcome to the Payroll Africa update wizard!	
	This wizard will guide you through the process of updating you Donkerhoek Data software to version 1.38.000.	Ir
	The wizard cannot update files that are in use. Please close an running programs to ensure that the update wizard completes successfully.	ny
ZZSAN	Please click Next to begin the update.	
donkerhoekdata		
	< Back	

The following notification message will display. **Please read** this thoroughly before continuing with the process, then click on OK.

PLEASE ENSURE THAT YOUR CURRENT PAY PERIOD IS CLOSED OFF BEFORE YOU CONTINUE WITH THIS UPDATE. YOU SHOULD NOT UPDATE YOUR PAYROLL AFRICA SOFTWARE IF YOU ARE CURRENTLY IN A PAY PERIOD IN WHICH YOU HAVE ALREADY PAID OUT YOUR EMPLOYEES, AS THIS MIGHT HAVE TAX IMPLICATIONS. IF YOU ARE UNSURE THEN CANCEL THIS UPDATE PROCESS AND CHECK YOUR PAYROLL BEFORE YOU CONTINUE. Ok

On the following screen, ensure 'Install the update on this computer' is selected, and click on Next.

💦 Update Wizard Vers	ion 1 28 0	×
	Selecting a Task	
donkerhoekdata	Please select the task you want the wizard to perform, and cli Next to continue. Install the update on this computer Copy the update to diskette Check for newer updates on the internet	ck
	< <u>B</u> ack <u>Next</u> > <u>C</u> ancel	

The following screen will then display, click on Next.

💦 Update Wizard Ver	sion 1 28 0	×
A +t Com	Confirming Settings	
TX	The update wizard is ready to begin updating your Payroll Afr software.	ica
	If you are satisfied with the actions the wizard will perform, list below, please click Next to update or click Back to change a settings.	ed any
	Drive C: - Update C:\AFRICA	
donkerhoekdata	~	
	< <u>B</u> ack <u>Next></u>	;I

The update will now be installed and the following screen will be displayed:

💦 Update Wizard Version 1 28 0		Х
^ *	Updating	
	The update wizard is busy performing the requested actions. Please be patient.	
	Installing to C:\AFRICA	
donkerhoekdata		
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel	

Once the update is successful, the following screen will display:

💦 Update Wizard Vers	sion 1 28 0	\times
Î	Updating Complete	
	Update Succeeded!	
	The update wizard has completed updating your Payroll Africa software successfully!	
donkerhoekdata		
	(<u> </u>	

Click on Finish.

Should the following page display, click on 'This program installed correctly'.



Your Payroll Africa program version will now be successfully updated.

When opening the Payroll Africa program, the new version number will be displayed at the bottom-right corner of the screen.



Please note the above is only an example. As the program version number is incrimented with new releases en new versions are installed, this number will also change.

For any assistance, you can phone Donkerhoek Data's friendly support team at 021 874 1047 or email us at support@donkerhoekdata.co.za.