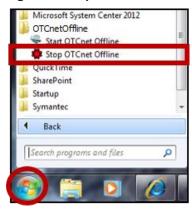## Upgrade OTCnet Offline Check Capture Software

To upgrade OTCnet Offline Check Capture software, complete the following steps:

1. Close any open batches and upload all existing batches in **Batch Management**.

2. From the Windows Start Button menu, select **Stop OTCnet Offline** to stop the offline application as shown in Figure 1.

Figure 1. Stop OTCnet Offline

3. After downloading the latest version of OTCnet Offline, locate the folder on the workstation where the OTCnet Offline zip file resides e.g., your Downloads folder. Double click the zip file. Double click the EXE file to start the installation. *Welcome to OTCnet Offline QA Setup program* dialog box appears.

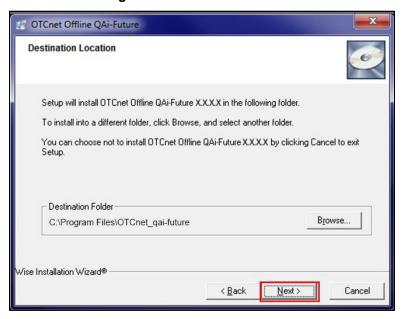4. Select **Next**. The *Destination Location* dialog box appears as shown in Figure 2.
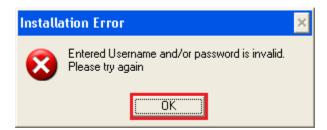
Figure 2. Destination Location

Application Tips

- To install the software to another folder destination, select **Browse** to select a different folder.
- Select **Back** to go back.
- Select **Cancel** to exit the setup.

5. Select **Next**. The *Start Installation* dialog box appears.

6. Select **Next**. The *CCA Offline User Credentials* dialog box appears.

7. Enter your **User ID** and **Offline Password** in the appropriate text boxes and select **Next**. Wait while the files install.

Application Tips

- If an incorrect **User ID** and/or **Offline Password** is entered, an *Installation Error* dialog box message appears stating that the entered username (User ID) and/or password is invalid as shown in Figure 3.
- Select **OK**. The upgrade process is cancelled.
- Run the installer again and enter the correct credentials.

Figure 3. Installation Error

8. After the *OTCnet Offline has been successfully installed* message appears, select **Finish**. You have the upgraded version of OTCnet Offline Check Capture Software.

Application Tip

- The Offline Installer verifies that Java is installed on the workstation.
- If Java is not installed, you will receive a "*Java must be installed for the Offline to function. The JAVA_HOME environment variable must also be set pointing to the main Java installation folder*" message. A Windows Administrator must install Java.