



October 21<sup>st</sup>, 2014

## UPGRADE NOTICE

Will Builder Version 16.2C is now available for upgrade. This release includes the new sophisticated user interface, designed to help improve your workflow and create a consistent look and feel across all Do Process products. Note the following major enhancements:

- We have added a **Login** screen that contains links to valuable resources.
- There is a **Home** page that provides access to Will Builder features and a quick way to create new records or search for and open existing records.
- The redesigned **Parties** topic makes it easier to indicate each party's role in a Will or POA (Executor, Beneficiary, Guardian, Attorney).
- A redesigned **Dispositions** topic simplifies the addition and view of dispositions.
- New components surround each topic to provide access to record-related features.
- A **Tools** page replaces the main toolbar and provides access to commonly used features and modules.
- A **Configuration** page provides a quick way for the Default user to access frequently used configurable features.

Please [click here](#) for more details about these and other features.

## Renaming the Upgrade File

If you are upgrading Will Builder from Version 16.2, you will need to rename the **UPGRADE.EXE** file in the Will Builder program directory if the file **DPS\_UPGR.EXE** does not exist. Follow these steps to ensure a successful upgrade:

STEP 1: Locate the Will Builder program directory (e.g. **C:\WILLBUILDER** for standalone installations or on the server for a network installation).

### How do I find the program directory?

- i. Launch Will Builder.
- ii. Click **Help > About > Info**.
- iii. In the **System Info** screen, click **Explorer**.
- iii. Click **1. Program Directory** in the popup box.

The program directory opens in a separate window.

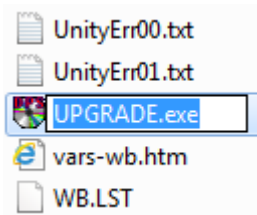


STEP 2: In the right panel of the program directory window, use the vertical scrollbar to locate the **UPGRADE.EXE** file.

STEP 3: Rename the file to **DPS\_UPGR.EXE**.

#### How do I rename the file?

- i. Right-click the **UPGRADE.EXE** filename.
- ii. Choose **Rename** in the popup box.  
A box surrounds the highlighted file name.



- iv. Type **DPS\_UPGR.EXE** and press **Enter**.

### How Do You Upgrade?

All users must log out of Will Builder during the upgrade. Then the Default users goes to **Configuration > Live Upgrade > [Check for Update]** and follows the installation directions. If you require further assistance, contact the Customer Service Centre at [inquiries@doprocess.com](mailto:inquiries@doprocess.com) or 1.866.367.7648.