

## *TimeTrack Website Update Installation Procedure*

1. Go to <http://www.time-track.com>, PCC, Inc. web page.
2. Click on [Download Updates](#) button from the panel on Left hand side
3. Click on “[Download TimeTrack/PCC Oasis Software Updates](#)” link from the top of the list
4. Click on [Release Notes](#) hyperlink to view the changes in a specific update. The system will request a User ID and Password. Enter the User ID and Password supplied to you by PCC personnel.
5. Click on [TimeTrack x.xx](#) or [PCC Oasis x.xx](#) hyperlink from the desired update. Usually you would select the update at the top of the list when you are upgrading to the very next update. If you missed an update and you are trying to upgrade from version 4.21 to 4.24 for example, you must first install version 4.22 followed by 4.23 and then 4.24 in sequence.
6. From the File Download, select “**save this program to disk**” option and click OK.
7. From the Save As window, browse to the **WTIMETRK** directory on your network and click on Save. The download will start.
8. Once the update is downloaded, start your Windows Explorer and browse to the **WTIMETRK** directory.
9. Double click on the **WTTxxxxc.EXE** or **OSSxxxxc.EXE** file and click on the “**Unzip**” button, where xxxc can be 425d for example that represents the latest version downloaded
10. Make sure no one is using TimeTrack at this point. Select the **\WTIMETRK** directory (or you can enter a period “.” instead) to unzip the files to.
11. Enter the Unzip password. PCC personnel will supply the unzip password to you.
12. The unzip will take place automatically. Once the update is unzipped you are done with the update installation.
13. Start TimeTrack as you would normally. Please note that some updates might take some time to startup while the update is installing its self. Please wait for few minutes before you try to double click on the program again.