

Updating THOMAS

This document will provide information on how to update your THOMAS software (for both e & dTHOMAS).

This document will detail:

- Prerequisites to updating
- How to update your system

Prerequisites to Updating

Genius Solutions recommends you backup your THOMAS software prior to updating. It is good practice to backup your software not only every day but especially before performing any type of maintenance. It is also a good idea to restart your THOMAS server prior to backing up and updating in order to close any open connections or files that may be held open. Additionally, you will need an Internet connection in order to update. Everyone will need to be logged out of THOMAS prior to backing up and updating. Genius Solutions recommends updating from the THOMAS server whenever possible. If are not updating from the THOMAS server, and you are using an interface to exchange data between THOMAS and another program such as an EHR or lab, you will need to manually stop the interface on your server. This is usually done by right clicking on the interface and selecting stop. If you run the update from the server, the update will attempt to stop the service for you.

How long will the update take?

This is a common question. The length of time it will take to update your system will vary from system to system depending upon the amount of data in your system and the speed of your internet connection. If you haven't updating in a really long time and can't recall how long it takes your system to update, you will want to give yourself enough time to update so that you are not holding up productivity in your office since everyone will need to be out of the program to update.

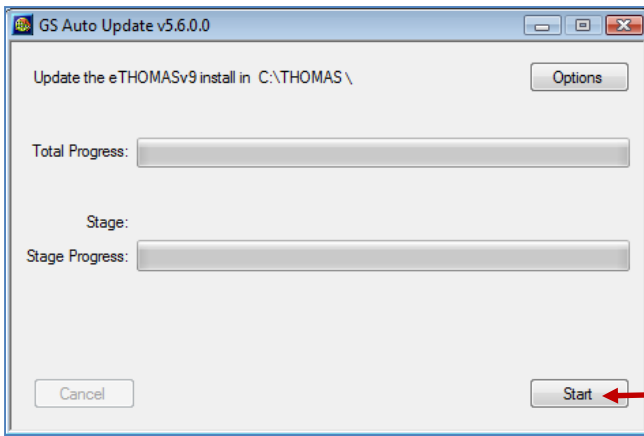
How often should I update?

This, too, is a common question. Genius Solutions recommends updating when there are industry changes that we have made to our software. Genius Solutions will typically email its clients when an industry change is made to the software. In addition, our First Friday of the Month Conference call is a good way to stay on top of industry changes that may be released soon.

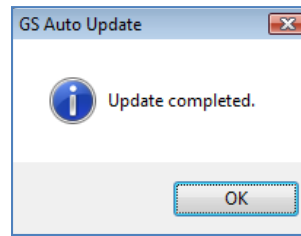
How to update your system



Locate and open the GS Update icon on your desktop. It is typically located on the THOMAS server or the main computer. Once you have opened the GS Update, click the Start button.



Once the update has finished, you will receive a message that the update completed. Click OK and go back into THOMAS.



Once the update is complete, you can go back into THOMAS. Remember to turn on any interface that you may have stopped prior to updating. If you are an eTHOMAS user, be sure to check out the **What's New** section from the Messaging Tab and selecting What's New on the left side menu.