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StandAlone System - Upgrade to 2.0

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- 1.0 From the workstation, download the latest "upgrade" version of OEW from [www.irpws.com](http://www.irpws.com), save it to the Desktop and dbl-click to Run.
- 2.0 Once the upgrade is complete, start OEW and set up the users e-mail:
  - A. File->Setup->Login as Admin
  - B. File->Setup->User Preferences
  - C. Set up the User's e-mail address. If known, enter the user's e-mail server. If not known, leave the server information blank and enter the user's e-mail address. Click the "Test" button to confirm setup is OK. If setup is OK, then an e-mail should be sent and the user should receive an e-mail back from OEW as confirmation. Check the user's inbox to confirm.
  - D. Close and Restart OEW. This will reset the login from Admin to User.
- 3.0 End.