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Application Processing System (APS 4.0) Software Forms Update Instructions

Update Instructions

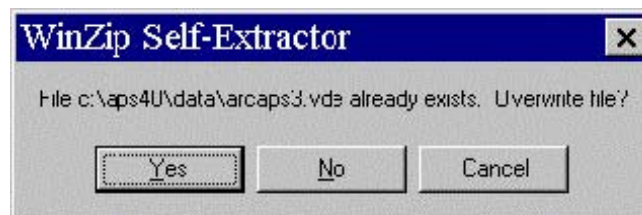
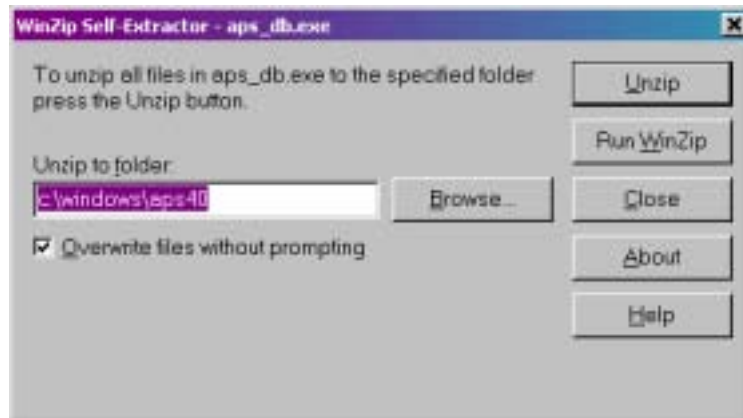
This document will show how to update your current APS 4.0 database with a newer version.

(Note: before updating the database, please have all the users who are currently using APS 4.0 exit the program)

1. Download the updated APS 4.0 database (13.9 MB) from the link on page 3 of this instruction.
2. You will be prompted to **“Run this program from its current location”** or **“Save this program to Disk”**. Choose the **“Save this program to Disk”** option and click **“OK”**.
3. A dialog box will appear asking where you would like to save the **“APS_DB.exe”**. This file is a Self-Extracting file. You can save this file anywhere, but it is recommended to save in the **“C:\Temp”** directory and click **“Save”**.
4. Using Windows Explorer go to the **“C:\Temp”** folder or the folder where the **“APS_DB.exe”** was saved. Double click on **“APS_DB.exe”**.
5. The **“Winzip Self-Extractor”** dialog box should appear. The default location for the self-extractor is **C:\windows\aps40**. If your current APS is in other directory path, you must adjust the directory path to its aps40 location.
6. Three (3) files will be placed into your aps40 directory (arc-aps.exe, readme.txt, and arcaps3.vde). Replace the current **“arcaps3.vde”** in your **aps40’s Data directory** with the new **“arcaps3.vde”**. (If you are unsure of the current location of this file, please see the instructions at the end of this document to help you find the file).
7. **Note:** Step 6 is going to overwrite the existing **“arc-aps.exe”** file. The **checkbox “Overwrite Files Without Prompting”** may be checked. If it is, it will not prompt you to overwrite database. If you want the prompt to appear you must uncheck this box.
8. If the checkbox **“Overwrite Files Without Prompting”** is not checked you will receive the following dialog box asking if you would like to **“Overwrite file?”**. Choose **“Yes”**. Once completed APS 4.0 will recognize the updated database. The APS 4.0 database has been successfully updated.



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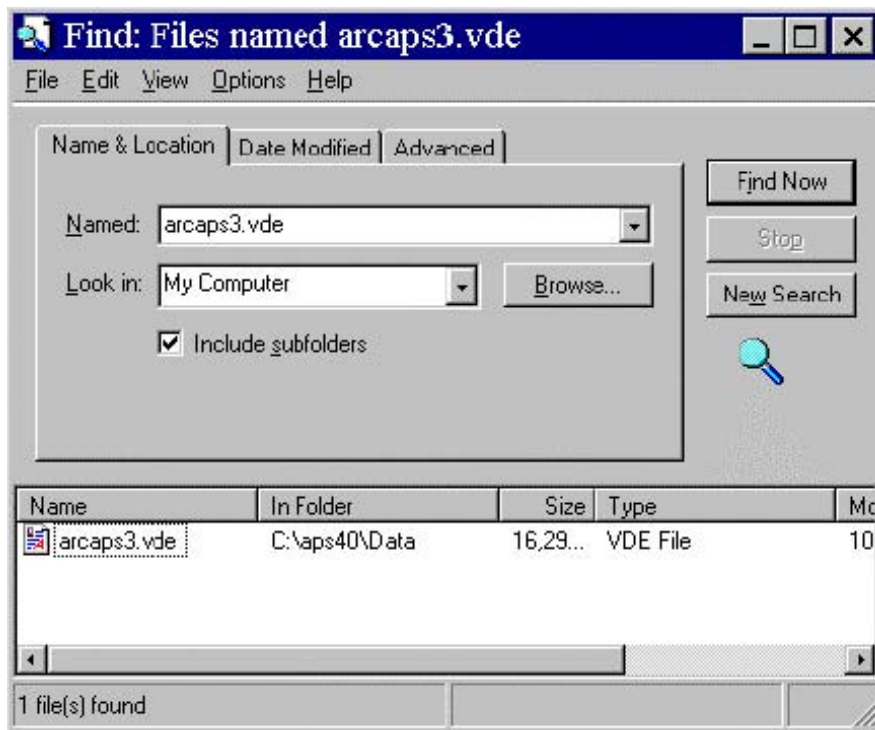




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Instructions on Finding/Searching for the current arcaps3.vde file

If you do not know the location of the current database you can do a “**Find**”. To do this click on the Windows “**Start**” button, click on “**Find**”, and then click on “**Files or Folders...**”. This dialog box will appear. Type in “**arcaps3.vde**” and click on “**Find Now**”. The location of the database will appear in the bottom portion of the “**Find**” dialog box.



- [Agent Reporting Agreement](#)
- [Application and Agreement Covering Use of APS \(form 101\)](#)
- [Download APS 4.0 Software \(26.4 MB\)](#)
- [Download APS 4.0 Database Update\(21.6 MB\)](#)
- [FAQ \(Frequently Asked Questions\) about APS](#)
- [Firewall and Configuration](#)
- [Help!](#)