

Installing Hotel PM Version 2.2.0

The latest version of Hotel PM can be downloaded from the Computer Ingenuity Associates web site (www.ciasoft.com). The CIA software home page is shown on the left below. Open Internet Explorer or other browser and enter the CIA URL in the address field.



On the CIA home page click on the Hotel PM icon which appears at about the middle of the page. This will open the Hotel Preventative Maintenance page seen on the right above. Then click on the computer image seen second from the right at the bottom of the web page. This will open the Hotel PM Documents and Downloads page shown below.



The Hotel PM version 2.2.0 is a full install that is password protected. The new version will appear near the top of the Download list. In the image below it is the second item in the list of available downloads. As of July 2006 the latest version is 2.2.0.

Hotel-PM Downloads

[Download Hotel PM Program v2.0.8 \(Password Protected\)](#)

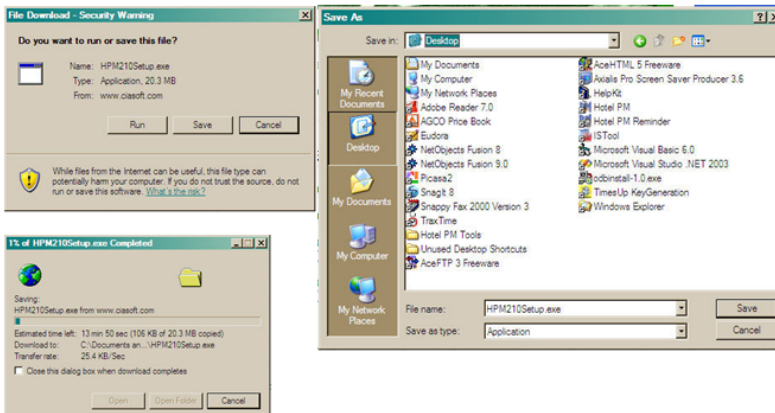
[Download Hotel PM Program v2.2.0 \(Password Protected\)](#)

[Emergency Repair Utility for Hotel PM database \(Emergency Repairs contact CIA first.\) \(ver1.8.0\).](#)

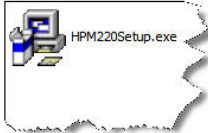
[Emergency License Repair Utility for Hotel PM \(Emergency utility contact CIA first.\) \(ver1.0.0\).](#)

Click on the line to download the Hotel PM program, highlighted above to start the download. A dialog box will appear asking if you want to "Run or Save" the file, the image on the left below is

typical. Click on Save! Due to the size of this install you should save it on your computer before you run the install. Clicking on Save opens a new dialog window which will allow you to specify where the install program should be saved, see image on the right. We recommend that you select Desktop for the drop down list at the top of the dialog window, labeled "Save In:". This will simplify the process of locating the install when you are ready to run it.



While the Setup program is downloading a progress bar will be displayed in the file download dialog box. Please note that the full install is about 21MB in size and may take 20 minutes to download with a high speed Internet connection.



When the download is complete you can close the dialog box and Internet Explorer. On your desktop you should find the icon for the Setup or install program. **Before running the Hotel PM install you need to verify that you have administrator privileges on your computer. For most stand alone installations this is not an issue. If your computer is connected to a network or is used by more than one person under different user names; then you need to verify that you are an administrator before running the install. The network administrator or hotel IT person should be able to answer this question.**

Once you have verified that you have the proper privileges you are ready to install the new version of the Hotel PM program. Double click this icon to begin the installation process.

Installing a new version of the Hotel PM program will not affect your hotel database. Never the less this would be a good time to make a back up copy of the database if you have not done so recently. We encourage you to make regular back ups of your database file. See the "[Hotel-PM v2.x User's Guide](#)" for information on back up options.

Follow the on screen directions in the setup program to complete the install. When asked for the install password enter **cindy** in the text field. Once the install is complete you will be ready to run the new version of the Hotel PM program. The new version will replace the previous version icon on your desktop. If you installed your copy of the Hotel PM program in a non-standard folder you will want to enter the same path during the install process. This is typically done when the program has been installed on a network to allow multiple users to access the database.

The first time you run the new version of the Hotel PM program a special dialog box will pop up telling you that your database needs to be updated. The image below shows a typical dialog box. Click the Begin Upgrade button to complete the upgrade process. Any changes to the structure of the hotel database will be made at this time.



The installation and upgrade process is now complete. Continue using the Hotel PM program as before. Please refer to the release notes for details on changes in this new version of the Hotel PM Program.