

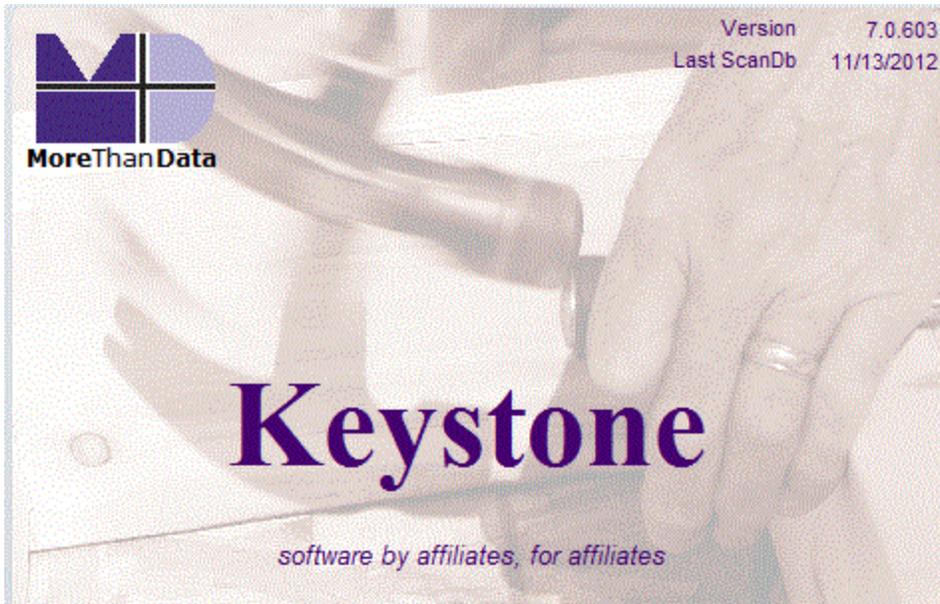
Updating to MTD Keystone 7.1

Before You Install the MTD Keystone 7.1 Update



Verify that all computers at your affiliate with Keystone installed are running Keystone version 7.0 before you install the version 7.1 update. The Keystone 7.1 update will not run on computers with versions of Keystone prior to 7.0.

Open Keystone on each computer and verify that version 7.0 is installed on each of them. You can determine whether version 7.0 is installed by looking at Keystone's opening screen (the last three numbers may vary).



If the *Version* you see begins with a 5 or 6, or if you do not see a version number on this screen at all, you must upgrade to Keystone 7.0 first. Any computer that is not currently running version 7.0 must be upgraded to 7.0 prior to running the version 7.1 update.

If you are on version 6.1 and need the 7.0 upgrade, go to the [Product Downloads page](#) on the MTD web site, and choose the *Keystone 7.0.603 Update*.

If you are on 6.0, go to the [Product Downloads page](#) on the MTD web site, choose the *Keystone 6.1.473 Update*, install that update, then go back to the web site and get the *Keystone 7.0.603 Update*.

If you are on a version before 6.0, contact [MTD Support](#).



If your computer has already been updated to version 7.1, you do not need to run this update.



Before you run the update, open Keystone on the first computer you will be updating, then open the Tools tab in the Keystone ribbon and click *ScanDb*.

Running ScanDb will ensure that your database has as few errors as possible before it is updated. You only need to run ScanDb on one computer if the database is shared by multiple users or computers.

Installing the MTD Keystone Update

1. Verify that Keystone is not currently open on your computer or on any other computer on your network.

2. If you downloaded the version 7.1 update from the MTD web site: If you haven't already, right-click the *MTD_Keystone_7_1_Update.zip* file you downloaded and choose *Extract All*. This creates a separate folder that includes the Keystone 7.1 Update file and an Additions and Modifications file. Double-click the *MTD_Keystone_7_1_Update.exe* file within that folder to run it.

If you have a Keystone CD: insert the CD and the update should start automatically. If it does not, browse to your CD and double-click on the *MTD_Keystone_7_1_update.exe* file.

3. Follow the directions on each screen in the update wizard until you see the Finish screen. At that time, click the **Finish** button to complete the update process.
4. Open your newly-updated Keystone program, then open the Tools tab in the Keystone ribbon and click *ScanDb*.
You only need to run ScanDB on the first computer you update.
5. Next, open the Finances tab in the Keystone ribbon and click *Update Mortgage Status*.
This runs the Status update. You only need to run the Status Update once and only on the first updated computer.
6. Close Keystone.
7. Run the Keystone 7.1 update once on each computer that has Keystone installed.
If you have multiple users on a particular computer, you will only need to run the update once on that computer.

It is not required that you download the update file again from the MTD web site for each computer. We recommend you save the *MTD_Keystone_7_1_Update* files in your shared *MoreThanDataSBE* folder so you can readily access the update from each computer on your network.

If you need to perform a completely new install of Keystone on another computer or for another user, visit <http://keystoneinstall.morethandata.org> for instructions.