



Batchline POS version 4.30 Installation Instructions

This version will only upgrade from **version 4.24**. If this upgrade asks for 4.24 to be installed it is available for download on the [Batch One Batchline Setup Page](#)

For information and guidance on previous releases, notes are available on:

<https://www.batch.co.uk/web/bertline-batchline/bertline-batchline-pos>

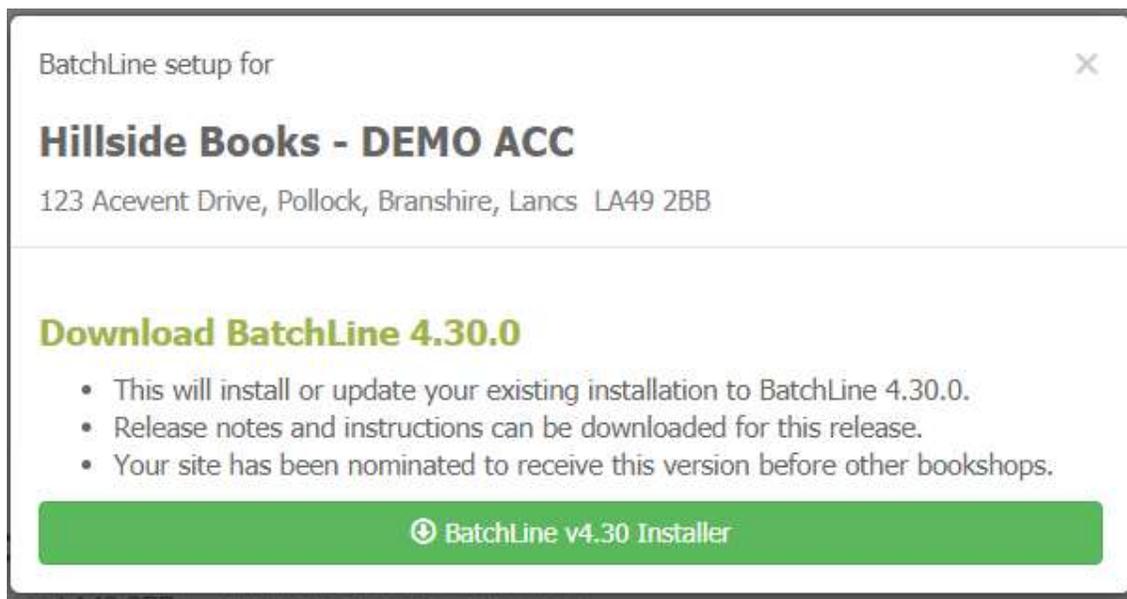
Installation Instructions – Please read thoroughly before starting

To install the new version of Batchline the file needs to be downloaded onto each PC in turn. If you have more than one PC running Batchline it is best practice to do the Server first. **To install on the server make sure Batchline and Open Bravo are turned off.** As installation is completed Batchline and Open Bravo can be started and left running on each completed PC whilst other updates are made. To get the download file logon to <https://www.batch.co.uk/batchone> . Once logged in you will see the following:

A screenshot of the Batch One web interface. At the top, it displays "Hillside Books - DEMO ACC" in bold. Below this, the address "123 Acevent Drive, Pollock, Branshire, Lancs LA49 2BB" and GLN "5030671111111" and SAN "xyxyxyx" are shown. A large orange button labeled "Launch Payments" is prominent. Below it, there are several smaller buttons: "Supplier Setup" (orange), "National Book Tokens" (light blue), "BatchLine Setup" (light blue with a gear icon), and "Gift & Loyalty Cards" (light blue). At the bottom, there are two white boxes: one with the Xero logo and "Batch Testing" text, and another with the QuickBooks Online logo and "Link to QuickBooks Online" text.

Batch One

Click on the Batchline Setup Button and you will see the following:



Batchline Setup

Click on Download Batchline 4.30.0. The download will commence. The following instructions are for Google Chrome only but other browsers will similar. The download will appear bottom left. Right click and select Show In Folder. The download folder will open. To run the update double click on the Batchline10v4_22_0_Update.exe file If you get the following message, click on More Info and select Run Anyway and the update will start. Follow the prompts to complete the update



Microsoft Protection

Turning PC's Off. Batchline and Open Bravo only need to be turned off on all PC's when running the update on the 'Server'. Once the server is completed, Batchline can be running any PC other than the one being updated.

Support If you need help with any of the above please email mail@batch.co.uk and enter 4.22 update in subject line and we will respond as quickly as possible