



Managing Content Revisions

ATP provides updates to your content to keep your libraries current with the latest information. Receiving these updates and integrating the new content into your libraries must be done regularly. ATP provides flexibility with options for doing this.

1. **Fully Automated*** – Use EZ Update to download revisions over the internet and use the EZ Update Scheduler to automatically download based on your preferred frequency.
2. **Semi-Automated*** – Use EZ Update to download revisions on demand, when you choose to manually run EZ Update.
3. **Manually** – Do not depend on the internet at all and manually load revisions through discs.

***Automated with Disc Back-Up** – You can choose either of the automated options to update your content and still have discs with the same content delivered to you for back-up.

EZ Update

With the release of NavigatorV[®] 7.0, ATP now delivers content revisions over EZ Update on a weekly basis. Regulatory and Maintenance content updates are delivered separately within the same week. Use the EZ Update Scheduler to automate the receiving and installing of your content updates.

To Use EZ Update Scheduler: Click the **Set EZ Update Scheduler** button on the top right-hand corner of the EZ Update tab to set the time and date for automatic downloading

To prepare for any scheduled download, please remember to do the following:

1. SET UP the EZ Update Scheduler with your email address.
2. CLOSE all NavigatorV[®] sessions including Disc Manager.
3. Leave your computer turned ON.
4. Make sure the internet is CONNECTED. (Wireless connections may have multiple attempts with longer downloads).
5. ALSO, some laptops automatically shut down after a period of time with no activity. You will want to check to make sure yours can be left on for the scheduled download.

Once a content revision has been successfully downloaded, you will get an automated email notifying you. As a precaution with using EZ Update, you will need to allow for more free storage space should you need to reload all your content (roughly double the size of your libraries).



Disc Revisions

Content revisions delivered through disc will require you to manually load the disc(s) to keep your content current. Please take note of the revision discs and schedule below for your subscription libraries:

Library	Revision Disc	Schedule
Regulatory	Yellow	2 x per month
Maintenance	Yellow + Silver	1 x per month
Regulatory & Maintenance	Yellow	2 x per month
	Yellow + Silver	1 x per month

The revision discs must be loaded every time you receive them. This includes the silver for maintenance libraries. Once you receive your new revision disc(s), you should discard the old versions of only those discs. All revision discs are labeled with reference codes and dates to indicate their currency.

Special Note for Maintenance Subscriptions: Like Regulatory libraries, you have the option to install content on your computer's hard disk. When you don't install on the hard disk, you must have the silver content discs available whenever you view documents.

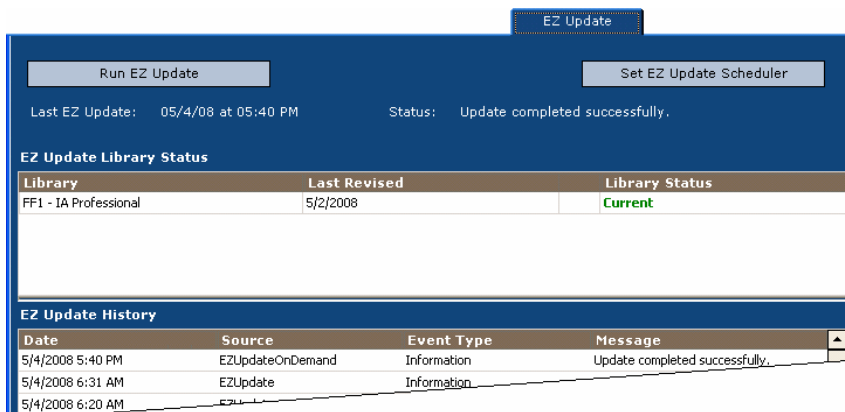
- **If you choose to install one or more libraries on the hard disk**, you will be automatically prompted for the new revision silver discs that apply to those libraries during your content update. If you are not prompted, you do not have any library updates for that revision so keep the new revision silver disc as the replacement for backup.
- **If you choose to leave one or more libraries uninstalled from the hard disk**, you will not be prompted for the new revision silver discs that apply to those libraries during a content revision and the Disc Manager will automatically open to remind you of your library content location. You must continue to have the new revision discs available for viewing the most recent version of documents from those libraries. Use each new revision silver disc to replace the applicable old disc in your set. You will only get new revision silver discs for the discs that have been updated.

Tracking Content in NavigatorV[®]

Tracking content revisions is easily managed in NavigatorV[®] for any of the automated or manually updated options. If you have discs, you can switch between manual and automated methods based on your preference. The following are available to you in NavigatorV[®] at any time for checking content status.

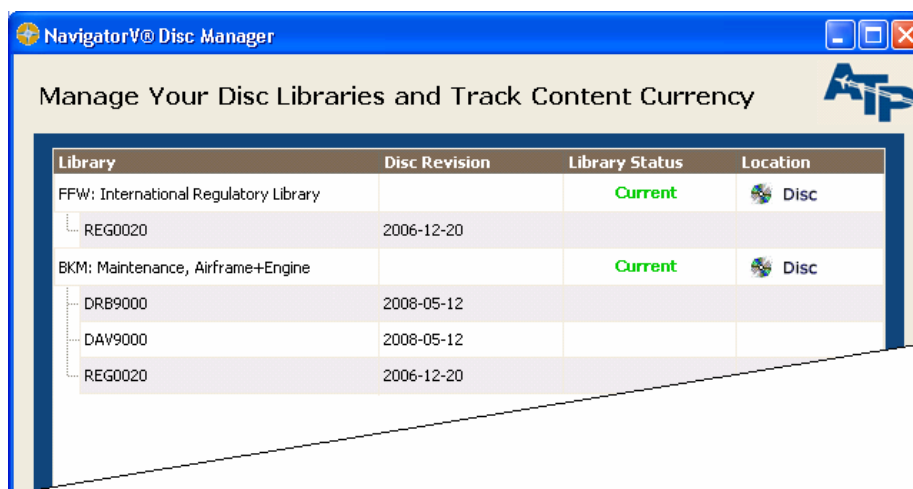
- EZ Update** ▶ **EZ Update tab**
- Discs** ▶ **Disc Manager**
- Both** ▶ **Welcome tab**

Checking Status in the EZ Update Tab. EZ Update allows you to download application and library content updates over the Internet. The process involves automatically checking for any updates that might be available for your libraries, downloading of updates, and subsequent installation of these updates. This service is available to all users. An Internet connection is required.



The EZ Update tab shows the currency of each library in your subscription. "Last Revised" refers to the Revision Date of the content that you are currently using. A "Current" status indicates that your library content is up to date. You will need to run EZ Update if the status indicates "Run EZ Update" for any of your libraries.

Checking Status in the Disc Manager. The Disc Manager displays all the libraries in your subscription.



The **Library Status** column indicates if the library content that you are using is current or has been revised. **Location** shows whether content is accessed directly from the hard drive or from your base set of library content discs on hand.



Checking Status in the Welcome Tab. ATP NavigatorV[®] defaults to the Welcome tab when you open it. The Welcome tab contains important information to keep you up to date and current. It will give you a status message regarding your content currency. Networked clients will also see these messages in network configurations.



Displayed if you have the most current revision from ATP.



Alerts you to update your library content to the latest revision either from disc or from EZ Update.



You will see a warning message if you have not installed your entire base set of library content on the hard drive.



Displayed if one or more of your libraries have exceeded their expiration dates.



You will see this message for any of the following conditions:

- No product code entered in your Product Registration.
- Your library user account was not assigned a library.
- Clients have no libraries available to them because all user licenses are taken for assigned libraries.

As always if you have any questions about the information presented here, please contact ATP Customer Care and they will be happy to assist you.

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