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## Upgrading Your MACS Multi-User Level or Adding a MACS Module

### Requirements

**Operating System:** Any  
**MACS Version:** 3.5 or higher

### Situation

Procedure to upgrade your present MACS Multi-User Level or add a MACS Module(s). MACS strongly recommends that you perform a MACS Data Backup before making this change.

### Solution

1. Access MACS in the normal manner and go to Supervisory Functions.
2. From the Supervisory Functions Menu [SF] select Option 1, "Agency Information Record." The following will appear: **\*\*Installation Information Record\*\***, with the prompt:  
  
**ENTER FIELD NO. TO CHANGE, <F4> TO CONTINUE.**
3. Press F4 and the following will appear: "Update Installed Module Table" with the prompt:  
  
**ARE THE CURRENT SETTINGS CORRECT (Y/N)**
4. Press **"N"** for **no**, then select RETURN until the cursor is at the **MULTI-USER SYSTEM** (if you are changing number of users) or press RETURN until the cursor is at the **MODULE** (if you are adding a module or modules).
5. A. **If changing your Multi-User System**, change the number of users from \_\_\_\_ to \_\_\_\_\_. Proceed to Step 6.  
B. **If adding a module(s)**, with the cursor at the left of the module, press F1 to change **"Ø" to "1"** or to the code indicated at the left of the module on the Installation Information sheet. Proceed to Step 6.

6. Press RETURN through the remainder of the modules.

**ARE THE CURRENT SETTINGS CORRECT (Y/N)**

7. Press **"Y"** for **yes**, then enter the following  Temporary  Permanent  
Authorization Code: \_\_\_\_\_. ***This temporary code is valid for 30 days only.***  
Five days *before* the code expires, you will be prompted to contact MACS Support to secure your Permanent Authorization Code.

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*File these instructions in the MACS Software User's Manual*