

## SUPER-GENESIS23-117 UPDATE/INSTALLATION INSTRUCTIONS FOR INSTALLER “GEN-INST-260215-G”

Please follow the instructions in this document **exactly as published** to help ensure a successful upgrade. **IF THIS IS A NEW SUBSCRIPTION, PLEASE START AT STEP #3.**

1. **Make a backup copy of your data.** Click the “Save Data” button in the current software. Software will save your backup data to the desktop “GenBack” folder. **DO NOT save and/or install the program to “One Drive.!”** Windows saves to “One Drive” unless you have disabled this function. (See step 4.c.)
2. **Uninstall your current Super-Genesis23-117 program by executing the instructions that follow.**
  - a. Use “File Explorer” to double-click and open your “C” drive.
  - b. Open the “Users” folder and your personal folder that is in this folder. (It is **NOT** the “Public” folder.)
  - c. Open the “Documents” folder, find and open the “Sup-Genesis23-117-Programs” folder.
  - d. Double-click the **colored icon** that is named “Uninst” to uninstall (This may take a little time,)
  - e. Delete any old installer files and shortcuts. (They usually start with: INST, SG or GEN)
  - f. **Use File explorer to find/ delete** file on your “C” drive that ends in “XLSC”. (*This may take several minutes.*) **This step is very important.** (NOTE: This file will **NOT disappear** when deleted.)
3. **Download the software ONLY on the computer you plan to use. Installed software cannot be transferred to another computer at a later time. It is locked to the computer where installed:**
  - a. If you have a **3<sup>rd</sup> party Virus detection/prevention** programs, **temporarily turn them off** until the installation is completed. Alternatively, you can enter the following 2 files as exceptions: The current installer is “GEN-INST-260215” and the program is “SUPER-GENESIS23-117.”
  - b. Go to the “Genesis Apostille Software-Order” page of our website, download the Genesis software.
    - i. Select **“Run/Download Anyway”** or answer etc. to allow the download to continue.
    - ii. **DO NOT OPEN THE SOFTWARE OR DOUBLE-CLICK IT AT THIS TIME.**
    - iii. When the download is completed, right-click the downloaded installer file in your “Downloads” folder, then Left-click the “Properties” selection, Left-click the “Unblock” checkbox, Left-click the “Apply” button, left-click “OK” then close the “Properties” window.
  - c. Open EXCEL, Click “Options, Trust Center, Trust Center Settings, Enable all controls, Macro Settings, Disable VBA macros except digitally signed macros,” (If desired, you can reverse these options (3.c) at any time to return to your previous protection state.
  - d. Go to the “Genesis Apostille Software-Order” page of our website, download the Genesis software.
4. **Install the new program (or update).** **Do not get “click happy.” Wait for each step to process.**
  - a. **Now, double-click the downloaded software to begin the installation.**
  - b. Read and answer each of the info windows that are presented.
  - c. **DO NOT INSTALL THE SOFTWARE TO “ONE DRIVE.”** If “One Drive” is linked as an automatic backup, it will show in the installation path during the installation. **If so, please remove “One Drive” from the path.** Our software **will not** operate properly from “One Drive.”
  - d. After installation is finished but app is not open, minimize all open windows to ensure that the program did not open behind one of them. If it did not open, go to the Sup-Genesis23-117-Programs” folder in your Documents folder and double-click the “SUPER-GENESIS23-117.exe” file.
  - e. **OPTIONAL STEPS TO TAKE IF YOUR ANTI VIRUS APPS CONTINUE TO BLOCK OUR DOWNLOADS:**
    - i. Open Excel. go to the bottom of items listed in Excel and L-Click “Options”
    - ii. L-Click “Trust Center,” then L-Click “Trust Center Settings”
    - iii. L-Click “Add New Location” button, then L-Click the “Browse” button.
    - iv. Go to “Documents” folder on the “C:” drive, **NOT ON THE ONE DRIVE.**
    - v. Open folder and L-Click once the “Sup-Genesis23-117 Programs” folder, L-Click “OK”
    - vi. You may also need to list as a trusted item in windows Defender.



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### 5. Activate your updated software:

- a. Copy your computer number to your clipboard **via the copy button in the software**. Paste and send it to us via email addressed to [apostilletraining@gmail.com](mailto:apostilletraining@gmail.com). (Please include your name & phone number on a separate line in your request)
- b. We will send you a new activation key to open the software after we receive your computer number.
- c. Open the software and use the button in the software to paste the activation key that is on your computer’s clipboard and click “OK”

### 6. Operate the new software

- a. When asked what to load, load the ‘**Original Workbook**’ option. **(This is only done 1 time.) If you do not receive this question AND YOU ARE UPDATING, you have either uninstalled incorrectly or did not delete the one file ending in ”XLSC.”**
- b. **If this is a new subscription**, please L-click the “Custom View” button that is located at the top left of your screen after the software opens, then L-Click the “QK START” button (located at the top left of your computer screen) to view your quick start instructions.
- c. **Current Subscribers who are updating AND DO have the “GENFILES’ and/or “GENBack” folders on their desktop** should now load the backup files from their desktop that were created in step 1 by clicking the “**LOAD DATA**” button and following the presented instructions. **THE ‘LOAD’ FUNCTION TAKES A FEW SECONDS, PLEASE BE PATIENT.**
- d. **ALL OPERATORS, TRIAL AND SUBSCRIBERS, MUST then click the gray “SAVE DATA” button to create the ‘GENFILES and GENBack’ folders on their desktop. DO NOT delete or move these 2 folders from your desktop!**



### TO CLOSE THE PROGRAM:

**ALWAYS USE THE RED BUTTON “EXIT & CLOSE SOFTWARE” to close/exit program Do not use the Excel “X.”**

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### HOW TO OPEN THE PROGRAM AFTER COMPLETING ALL OF THE ABOVE:

#### 1. METHOD 1: (PREFERRED METHOD is METHOD 1., a.)

- a. L-Click the Windows start icon located in your task bar. If the Super-Gensis23-117 software is shown , click it. If not, L-Click the search area at the top of the small form that opened when you L-clicked the “Start Icon,” type “Sup” in the search space and press enter. This will bring up a direct link to the “Super-Genesis23-117.exe” program for you to click.
- b. If you optionally generated a shortcut in the installation process, go there to open the program

#### 2. METHOD 2 : ADD a shortcut to your Task bar for faster and easier software access:

- a. L-Click the “Start” icon then L-Click “File Explorer” and Double L-Click “Documents.”
- b. Open the “Super-Genesis23-117 Programs” folder.
- c. **R-Click** the “SUPER-GENESIS23-117,” L-Click “Show more options,” L-Click “Pin to taskbar.”  
**FUTURE OPENINGS ONLY REQUIRE L-CLICKING THE PROGRAM ICON IN YOUR TASK BAR.**

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**PLEASE SAVE THESE INSTRUCTIONS:** THESE SAME INSTRUCTIONS CAN BE USED EACH TIME THERE IS AN UPDATE. THE ONLY THING THAT MAY CHANGE IS THE NAME OF THE INSTALLER FILE. Please remember that the **“TRIAL MESSAGE BOX opens for both the trial and full versions.** If you have a paid subscription, the program will be operable until your subscription expires. **The purpose of the “trial version” box on all software downloads is meant to keep all users aware of their full subscription/trial end date.**