

# How to update the ASAP Utility

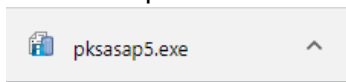
## ■ Overview

This document will walk you through the steps to update your ASAP utility from either 4.12.0.1 or 4.12.0.2 to 4.12.0.3. You will need to perform these steps on all machines that run ASAP reports. You may provide these instructions to your IT person if you are unsure of any of the steps or you can call PK Technical Support for assistance.

**Step 1:** Download the new ASAP utility from the PK Software website by clicking the link below:  
<http://www.rxcmpd.com/downloads/pksasap5.exe>

**Step 2:** Make sure you know where the file is downloaded to, each browser may be different:

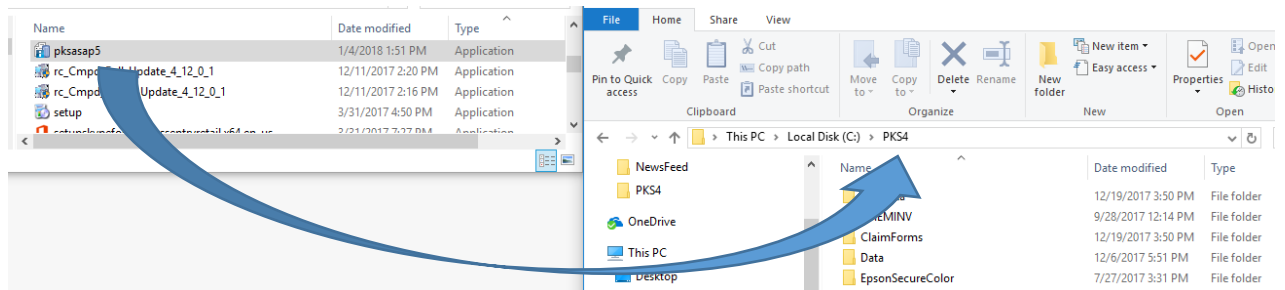
For example: Chrome may download to the bottom of the browser screen.



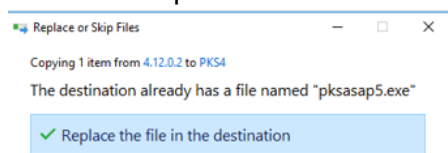
Internet Explorer may allow you to **Save** the file, click **Save As** from the **Save** drop down. **Do not click Run.**



**Step 3:** After the file has downloaded, copy the pksasap5.exe file from the download location to the PKS4 folder



**Step 4:** You will get a message to either replace or overwrite the existing file. Select the option which will replace the file.



**Step 5:** Your ASAP utility is now up to date and you can begin reporting as normal.