



I-Suite 2011 AD Rate Updater

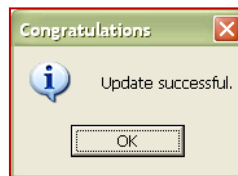
Follow the instructions in this document to update the 2010 AD rates in a I-Suite database to the new 2011 AD rates.

- Make sure you have the most current version of I-Suite (**10.01.02**), as well as the latest database (**10.01.02**), installed on the server computer before running the AD Rate Updater. To identify the I-Suite version, select the **Help** menu and the **About** option in I-Suite.
- This utility **ONLY** needs to be run on the server computer and must be run separately for each 10.01.02 database that needs the 2011AD rate update.
- Database(s) must be attached for the update to apply.

1. Download the **AD Rate Updater** from the **I-Suite** Website to the server computer.
2. Ensure the database(s) needing the update are attached.
3. **Close** the I-Suite Application on **all** client and server computers.
4. Double click the **I-Suite AD Rate Updater** icon to launch the **I-Suite AD Rate Updater**.



5. Select the database to update from the drop-down list on the I-Suite AD Rates Updater window.
6. Click the **Update the Selected Database** button.
7. The following message displays when the update is complete. Click the **OK** button to close this window.



8. Repeat steps 2 through 7 for all 10.01.02 databases requiring the new 2011 AD rates.
9. Verify the update applied correctly by selecting the **Help** menu and the **About** option in I-Suite for each updated database. The Database Version will display the updated version: **10.01.03**.

(Note: the AD Rates Version will continue to display 2010)



- Update will only affect newly added resources.
- To update existing AD Rates, edit the resource and reselect Area and Class and Save.