

DOWNLOADING SAGE EVOLUTION AND OTHER APPLICATIONS:

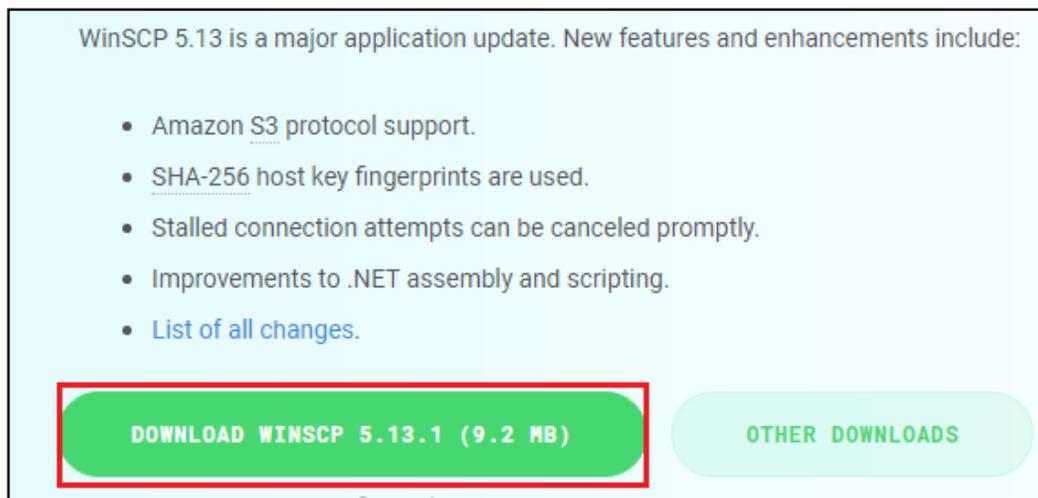
INSTALLING, SETUP AND DOWNLOADING PROCEDURES FOR WINSCP

PHASE 1: DOWNLOADING OF WINSCP

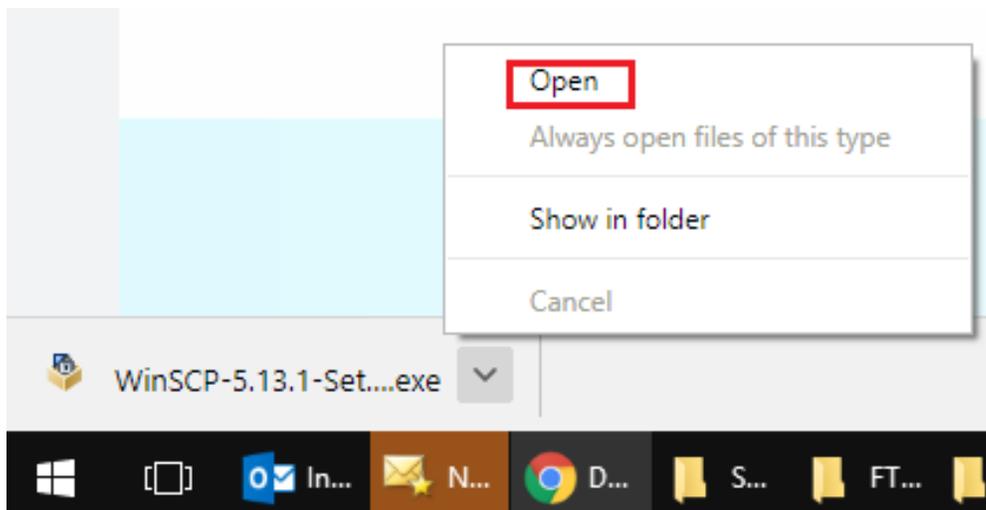
1. Go to:

<https://winscp.net/eng/download.php>

2. On the landing page, click on the button below to download WINSCP (note that the specific version may be different as displayed below as these versions are constantly updated)



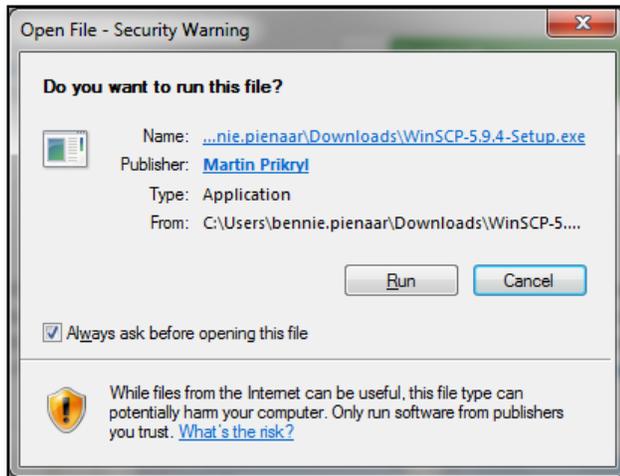
3. When the download has been completed, find and open the **WinSCP-5.13.1-Setup.exe** installation file



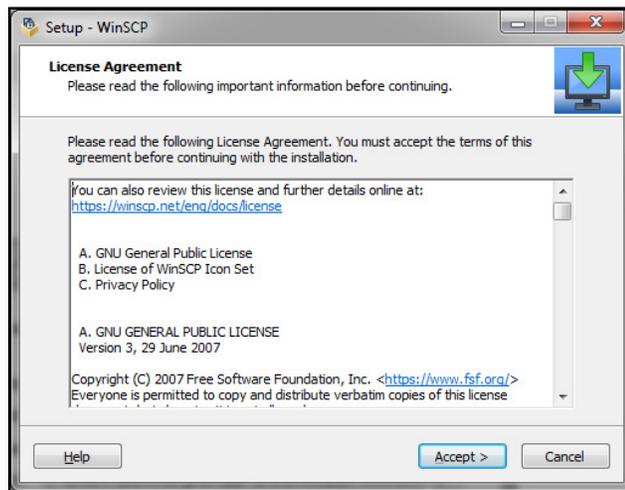
PHASE 2: INSTALLATION OF WINSCP

Double click on the installation file above to start the installation and follow the installation wizard as can be seen below.

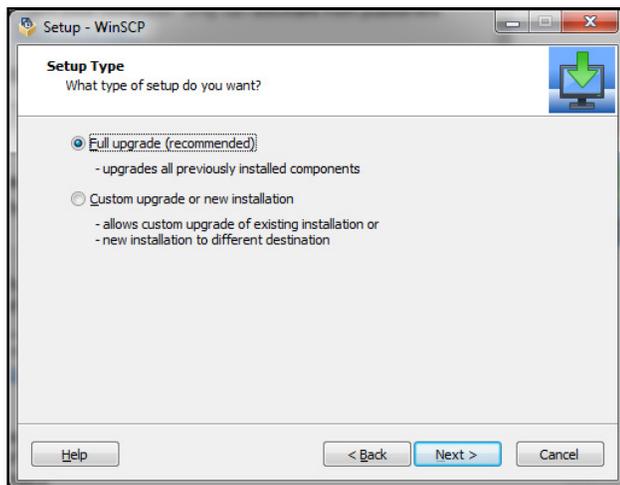
1. Click the Run button below.



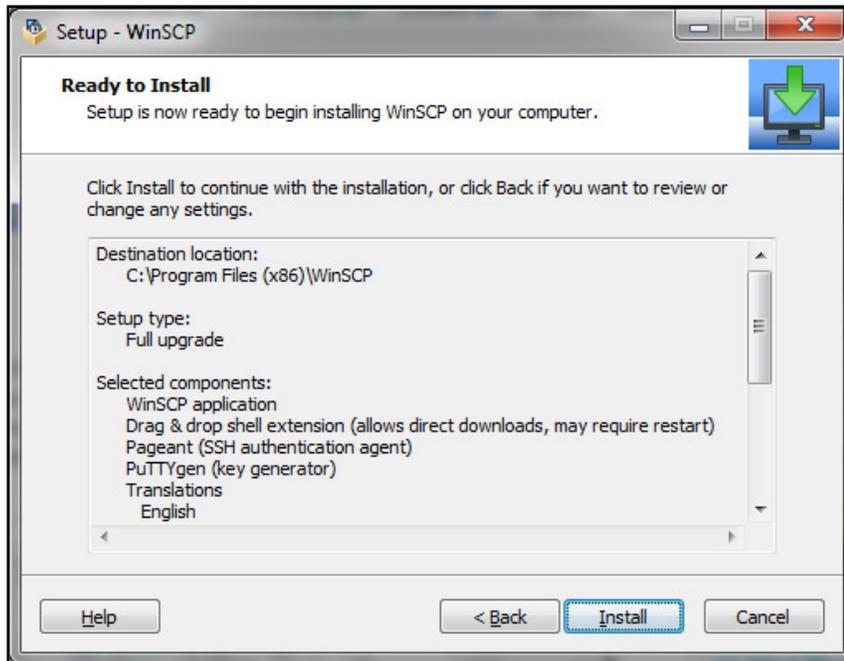
2. Click the Accept button below.



3. Select the **Full Upgrade** option and click the **Next** button below



4. Click the **Install** button below.

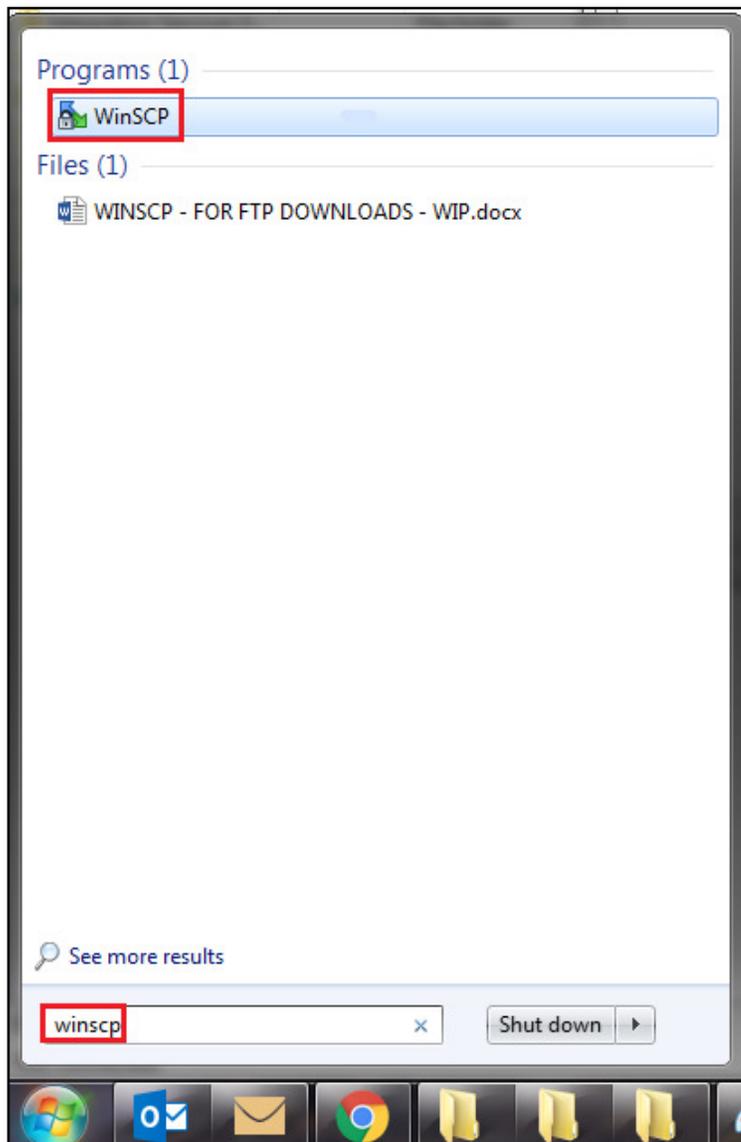


5. When successfully installed, the following screen should display. Click the **Finish** button



PHASE 3: SETUP OF WINSCP

1. When installed, go to **Start | Run** and enter: **WINSCP**. Then open it by double clicking it. From here you can also create a desktop shortcut for future use.

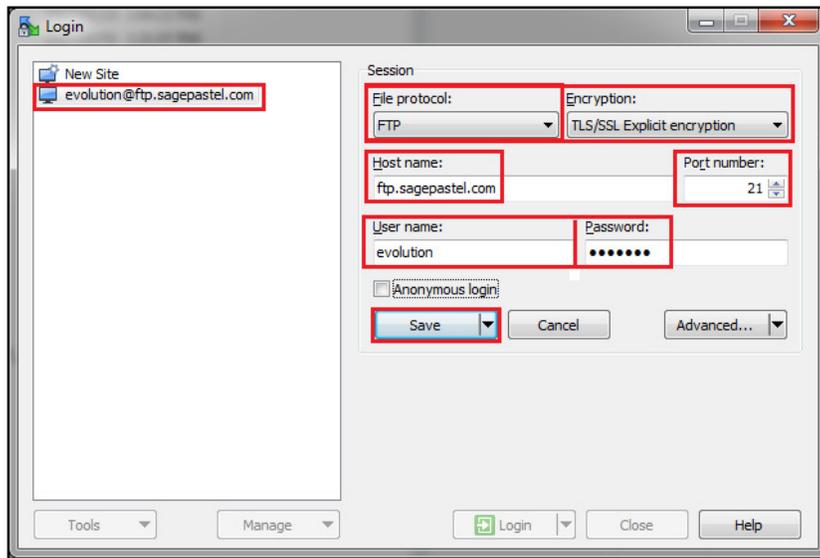


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2. When opened, click on the **New Session** button below.



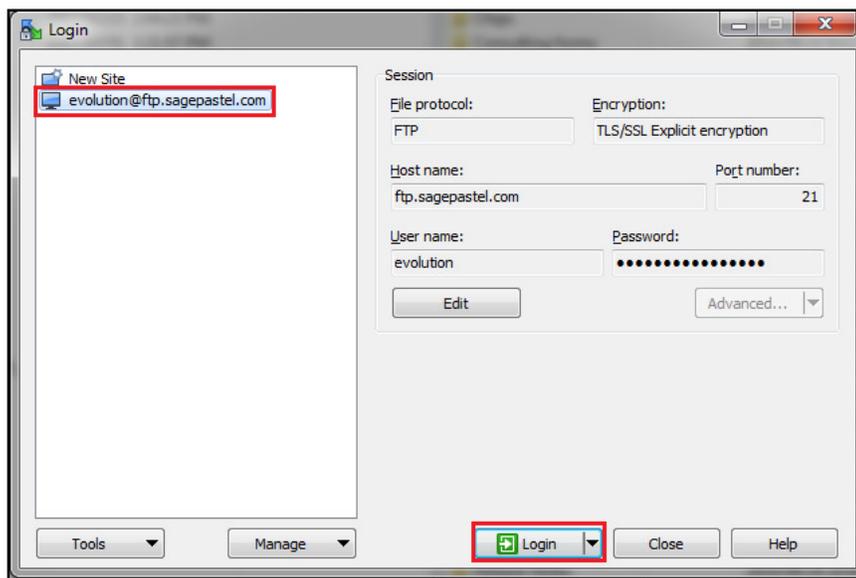
3. Setup a new FTP connection site profile as below



- Host Name of the site: **ftp.sagepastel.com**
- File Protocol: **FTP** (File Transfer Protocol)
- Change Encryption: **TLS/SSL Explicit encryption**
- Anonymous Logon: **Unselected**
- User name: **evolution**
- Password: **1840851**

4. When done click on the **Save** button above.

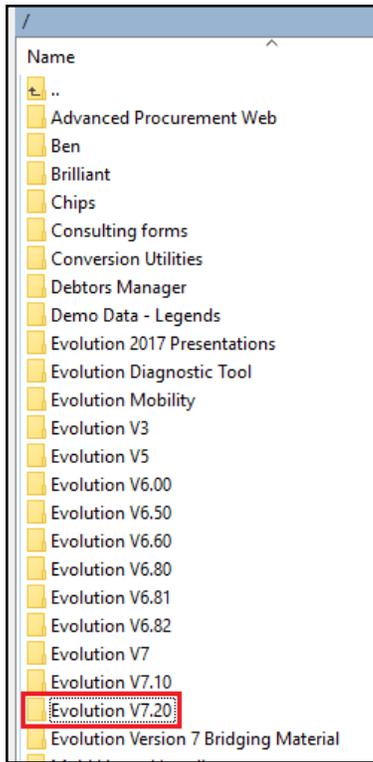
5. Re-open it, click on the **Login** button



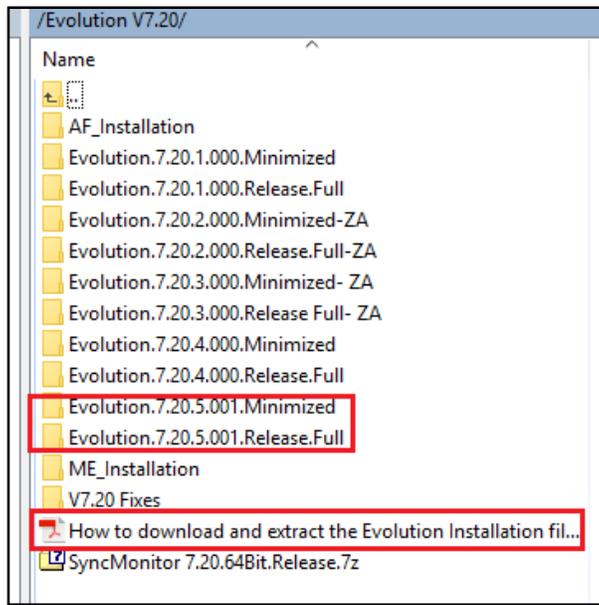
PHASE 4: DOWNLOADING OF SOFTWARE PACKAGES

1. When opened, the main FTP site screen should look like the image below.

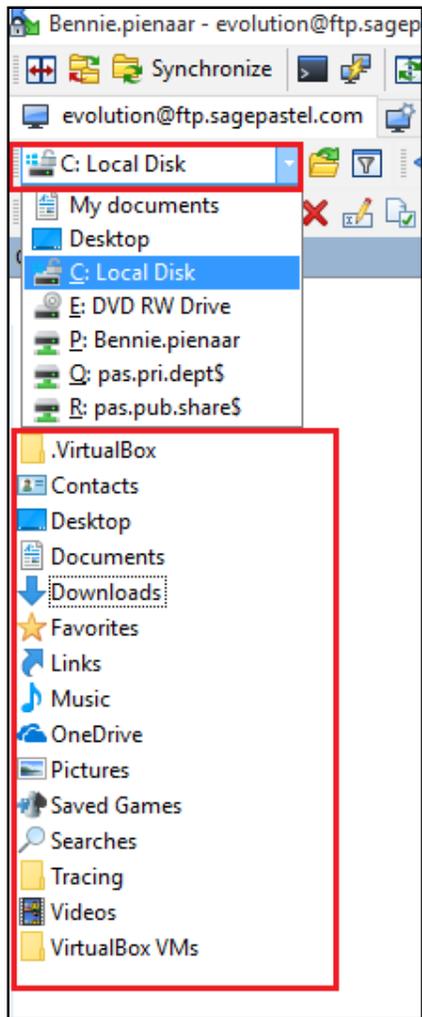
Identify the specific package/version you want to download and double click on the relevant application/version folder above e.g. **Evolution 7.20**. (please refer to **step 6** below to access the latest, current Evolution version).



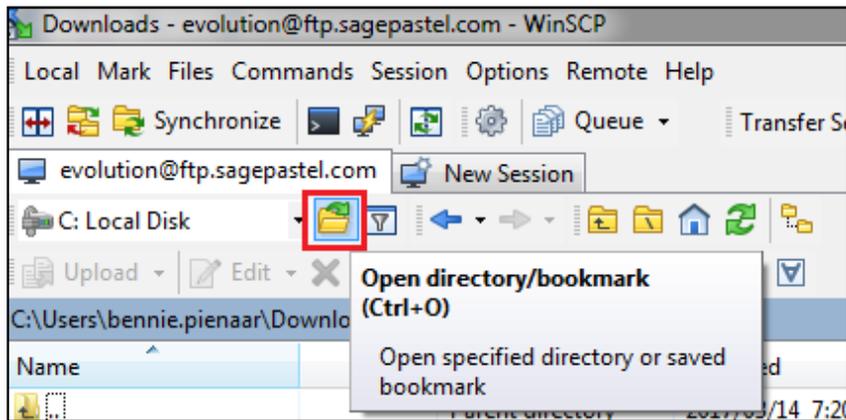
2. Below you should notice the choice between the minimized and full downloadable versions of Evolution ver 7.20.5. The **Minimised** option, for instance, doesn't have MS SQL included.



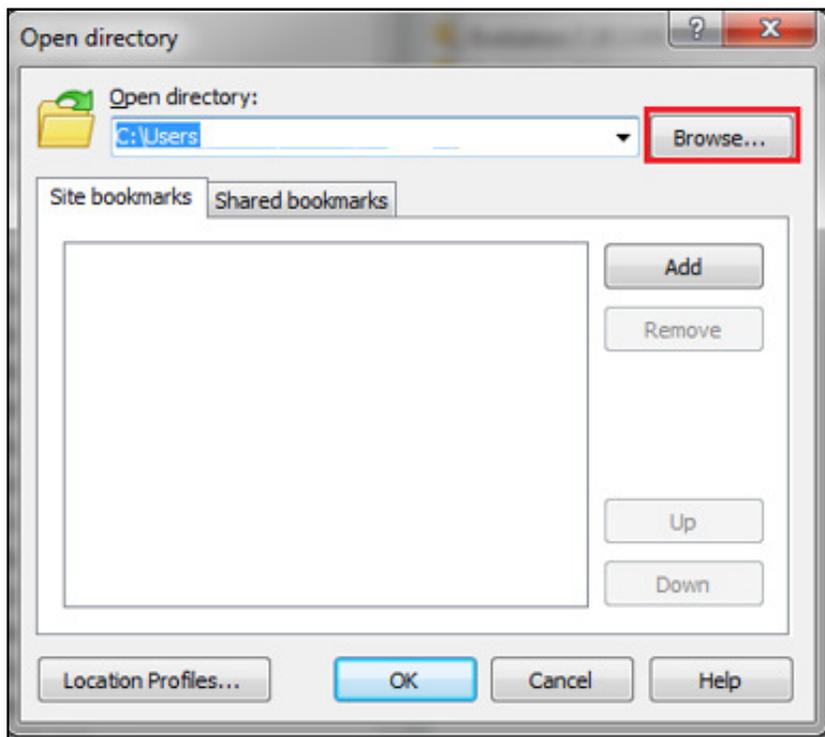
3. Please refer to the PDF guide (**How to download and extract the Evolution Installation files.pdf**) also marked above to have a full understanding on how to extract the content of each folder above.
4. The **first way to download** would be to do the following:
 - a. First select the specific folder you want to download
 - b. Click on the dropdown on the top left of the screen
 - c. From here browse to a specific location on the local PC/network where to download to.



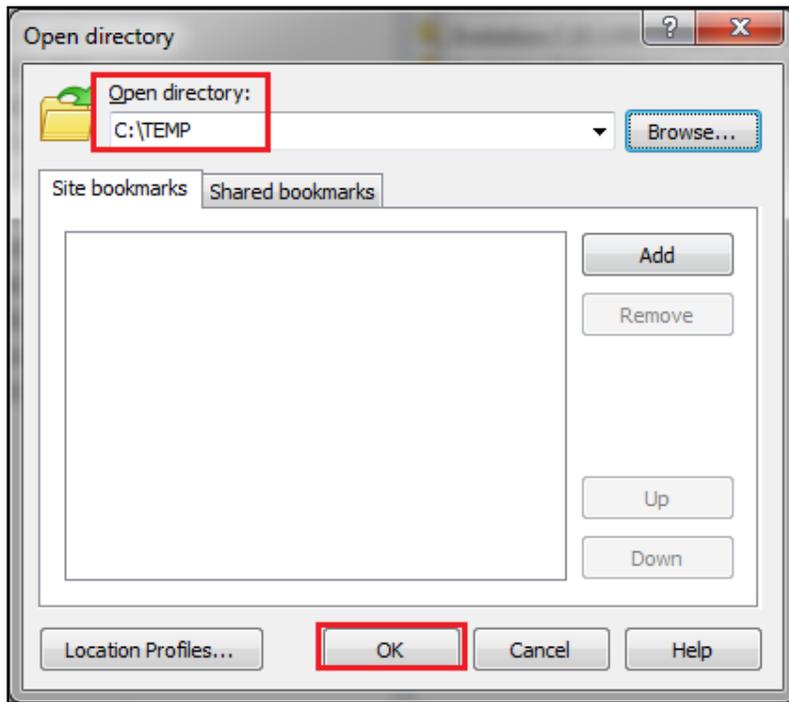
- d. Or browse to a specific location on the local PC/network where to download to.



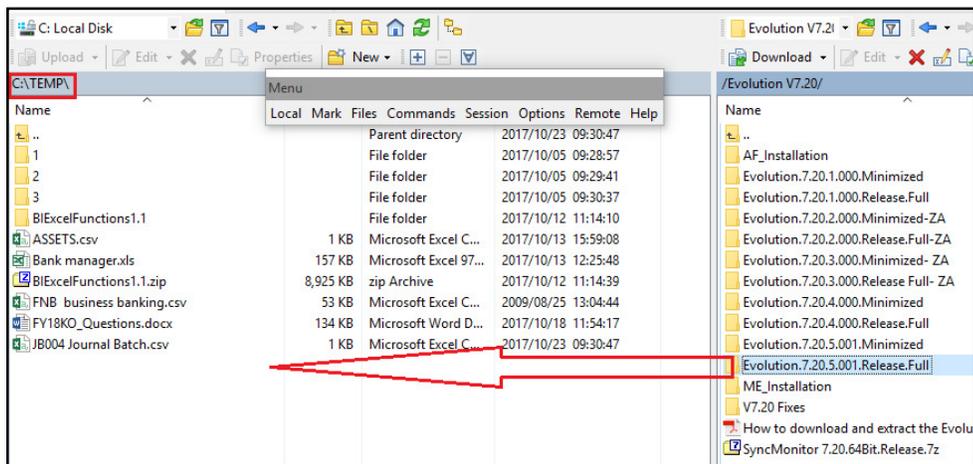
- e. Then click on the **Browse** button.



- f. Navigate to the specific folder on the local PC where to download the file to and click on the OK button when done.

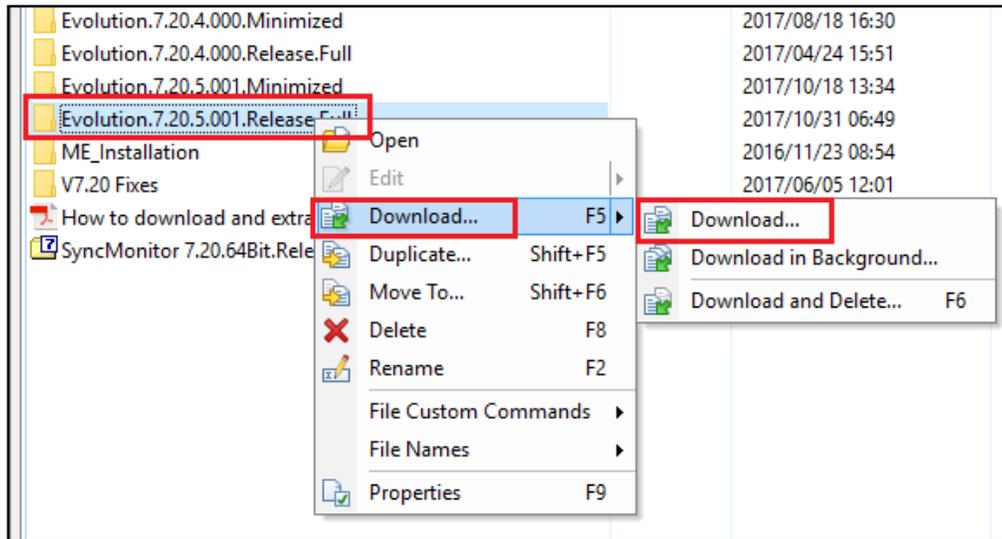


- g. The nominated folder above should open and you can now simply **drag and drop** the specific file to be downloaded from the right- to the left panel of the screen.

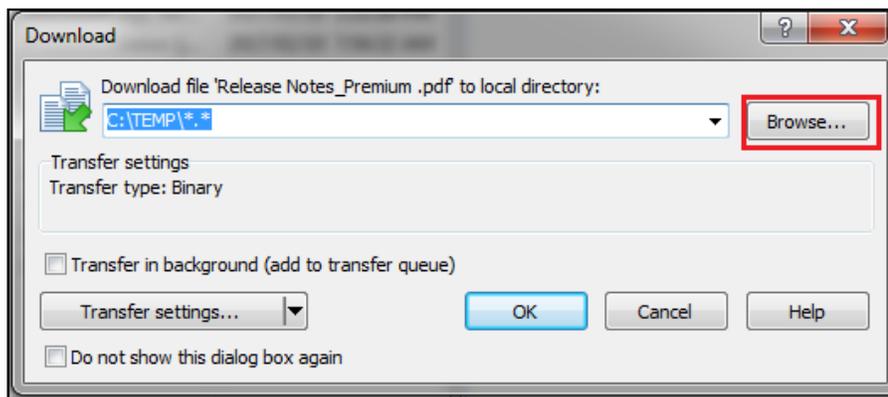


5. **The second way to download** would be to do the following:

a. Simply right click on the specific file that needs to be downloaded, and click on **Download**.



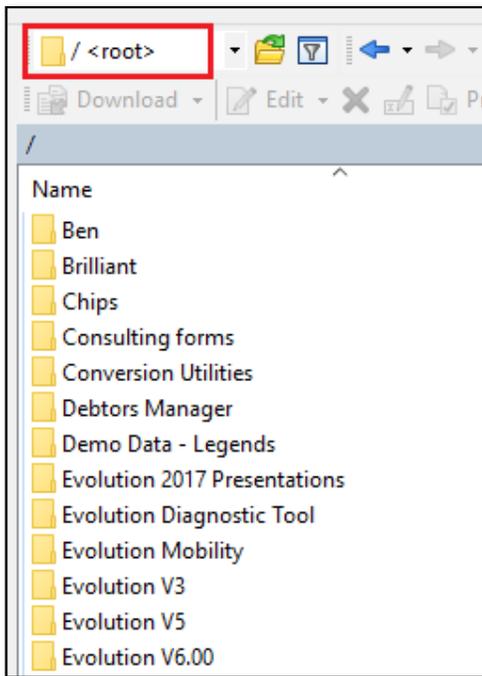
b. Browse to a suitable location where to download and continue from here until done.



Please refer to step 3 above to understand on how to extract the zipped downloaded files.

6. To download the latest version:

a) Go back to the main landing page where all folders are and the <root> folder on the top, as can be seen below



c) In here look for the latest Evolution 7.20 build – 7.70.9 in this case, and downloaded it from here.