

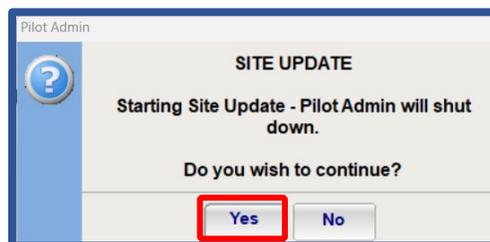
RUNNING A MANUAL BATCH UPDATE

Before proceeding to do a manual batch update, please ensure you **exit** Pilot POS on all stations.

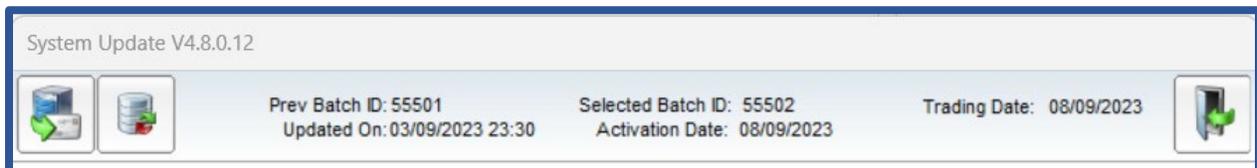
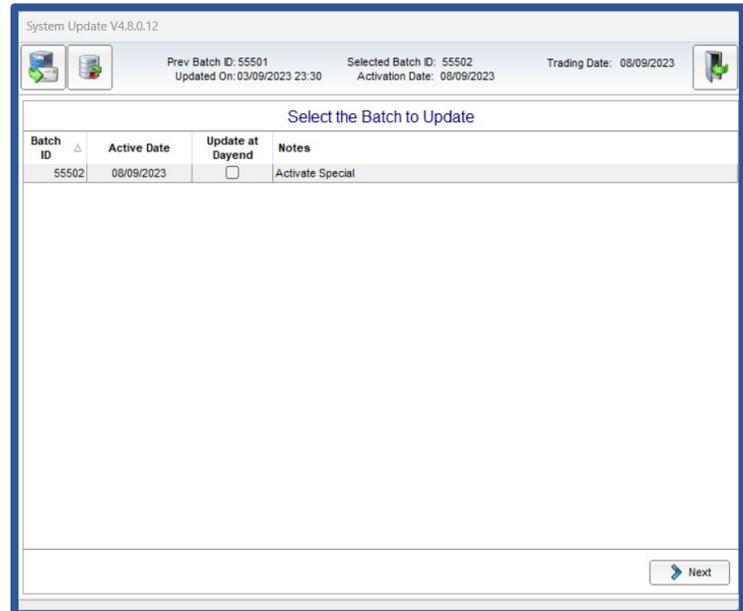
From Pilot Admin, select Setup and Import Data.



The system will inform you that Pilot Admin will shut down and ask if you wish to continue. Select Yes.



The System Update window will open. Select from the list the batch that needs to be updated.



Prev Batch ID: Shows the last batch number that was run,

Updated On: Shows the date and time the last batch was run,

Selected Batch ID: Shows the batch you have selected to run,

Activation Date: Shows the date this batch is set to be active on. The system will not allow you to run the batch before this date,

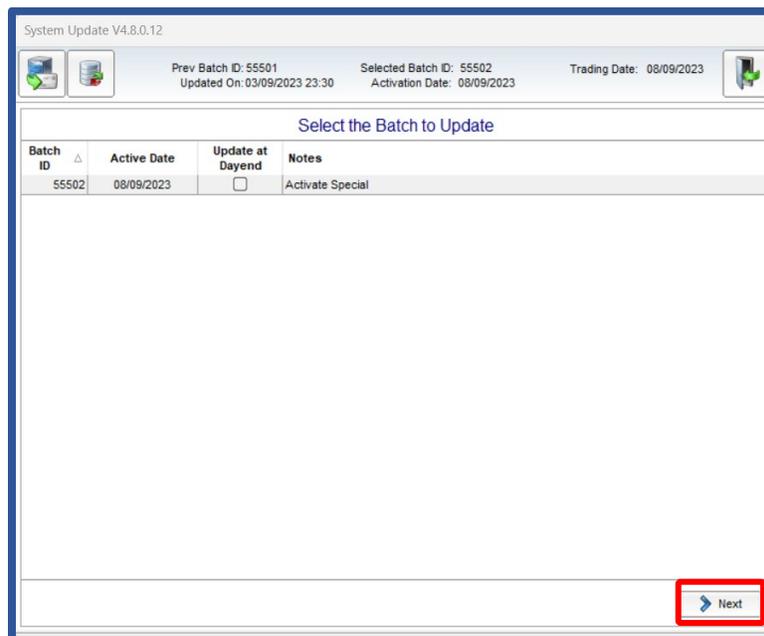
Trading Date: Shows your current trading date in Pilot.

Select the Batch to Update			
Batch ID △	Active Date	Update at Dayend	Notes
55502	08/09/2023	<input type="checkbox"/>	Activate Special

1. Batch ID: Shows the ID of batches that can be run,
2. Activate Date: Shows the date the batch can be run.
3. Update at Dayend: If this option is selected, the batch will auto run with day end.

Notes: This displays any notes that have been added to the batch by your data administrator/head office.

After selecting the batch you wish to run, click on the next button. If the batch does not show in the list, check your internet connectivity, if you have internet connectivity and the batch does not reflect contact Pilot Support for assistance.



System Update V4.8.0.12

Prev Batch ID: 55501 Selected Batch ID: 55502 Trading Date: 08/09/2023
 Updated On: 03/09/2023 23:30 Activation Date: 08/09/2023

Select the Batch to Update			
Batch ID △	Active Date	Update at Dayend	Notes
55502	08/09/2023	<input type="checkbox"/>	Activate Special

➤ Next

The system will show certain details of the batch you have selected. Click the Do Update button if you have chosen the correct batch to run, or the Back button to selected a different batch.

Select Yes to proceed with the batch update. Do not open Pilot while the system runs the system update.

Once the update has finished, you can see if there were any errors on the update. Click the exit button to exit System Update.

