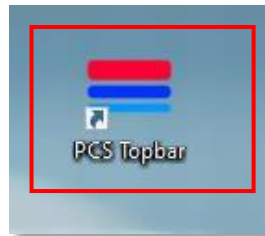# Practice Guide: How to Update Topbar

Updating your Topbar is a simple and automatic process. When you open your Topbar, the following actions should automatically appear, so there is no additional work for you.

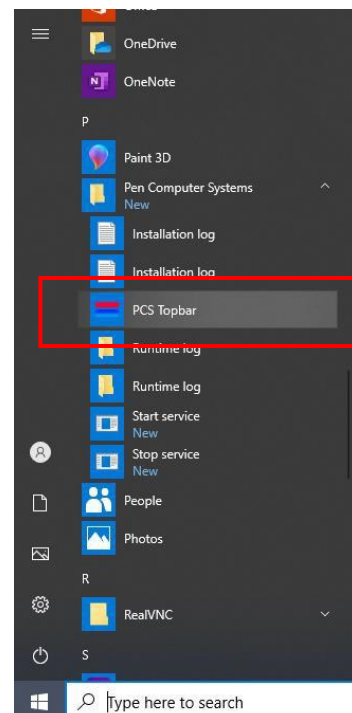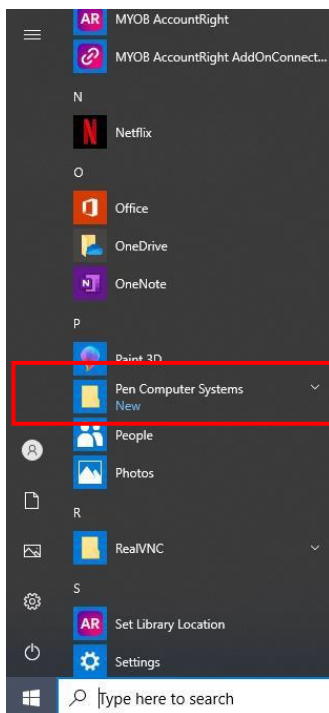To update Topbar, please follow the below steps to update to the latest version.

Updating your Topbar

Step 1:

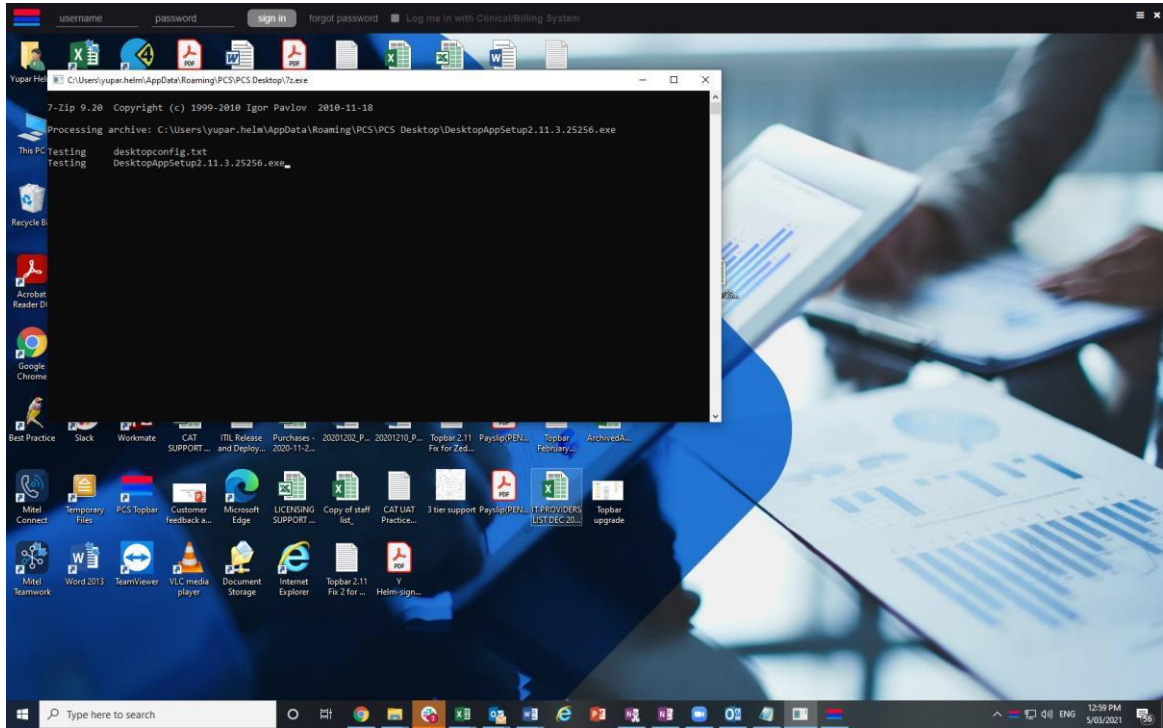Open your Topbar. This is generally found as a shortcut on your desktop.

Topbar can also be found in your Windows Start Menu. Open the 'Pen Computer Systems' folder to see Topbar.

Step 2:

After opening Topbar, if there is an update, the following black screen with text will automatically appear for a couple of seconds.

Step 3:

A download screen will then automatically appear, showing the progress of the update. This will continue to run until it completes, and once complete, the black box will also disappear.
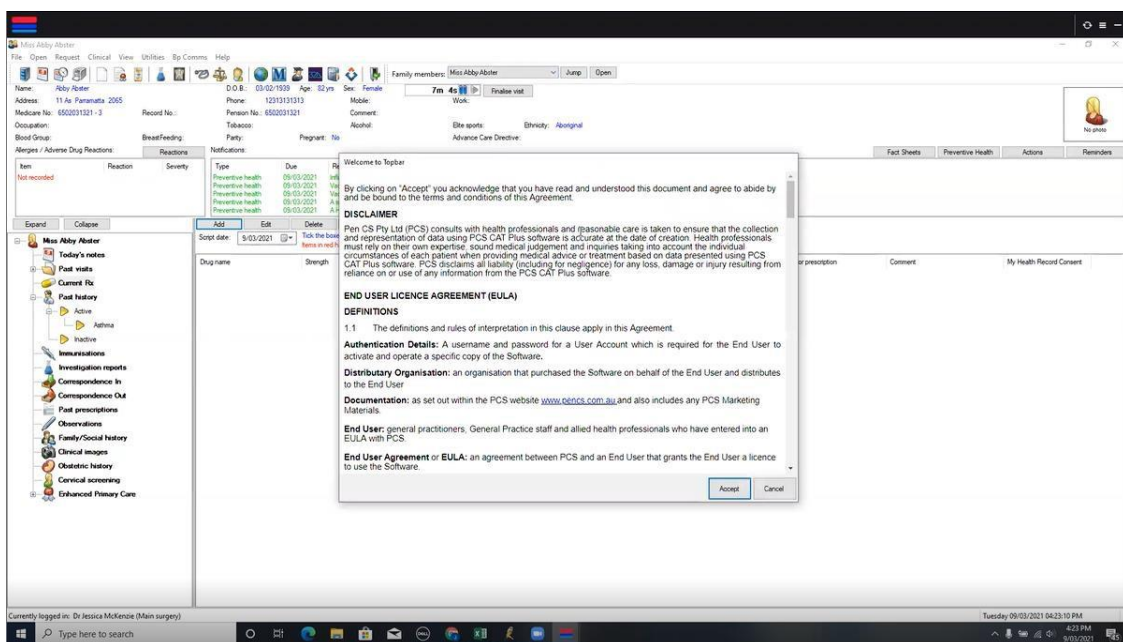
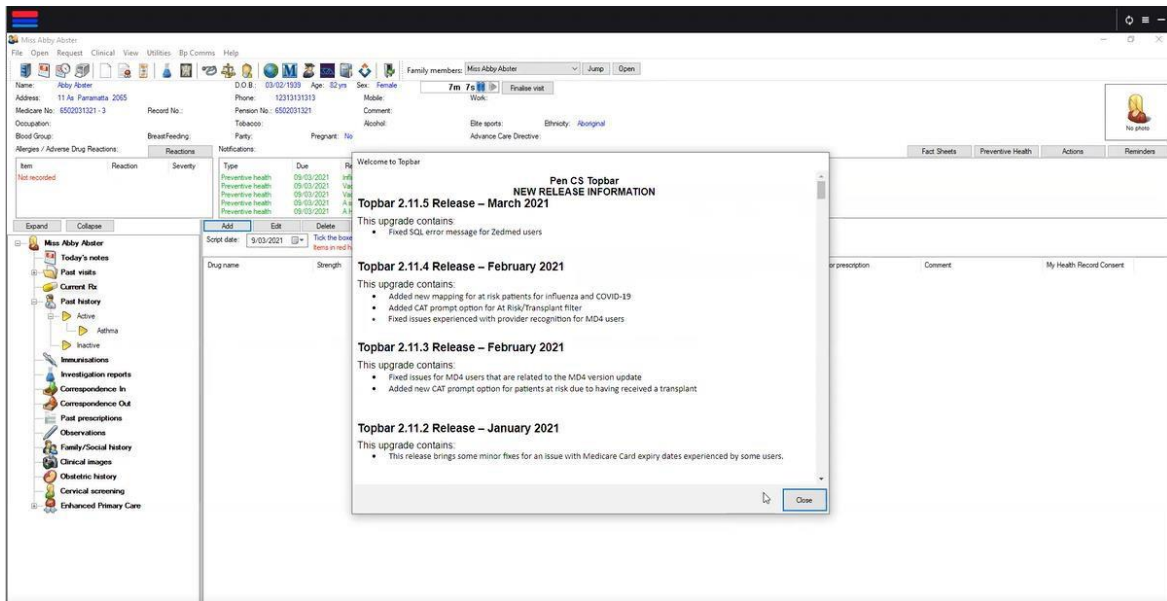Your update is complete when these screens disappear.

Step 4:

Your Topbar log in screen will now appear at the top of your screen.

Once logged in, the Terms and Conditions and new release information from the latest updates will appear. If you are happy to proceed, press 'Accept'.
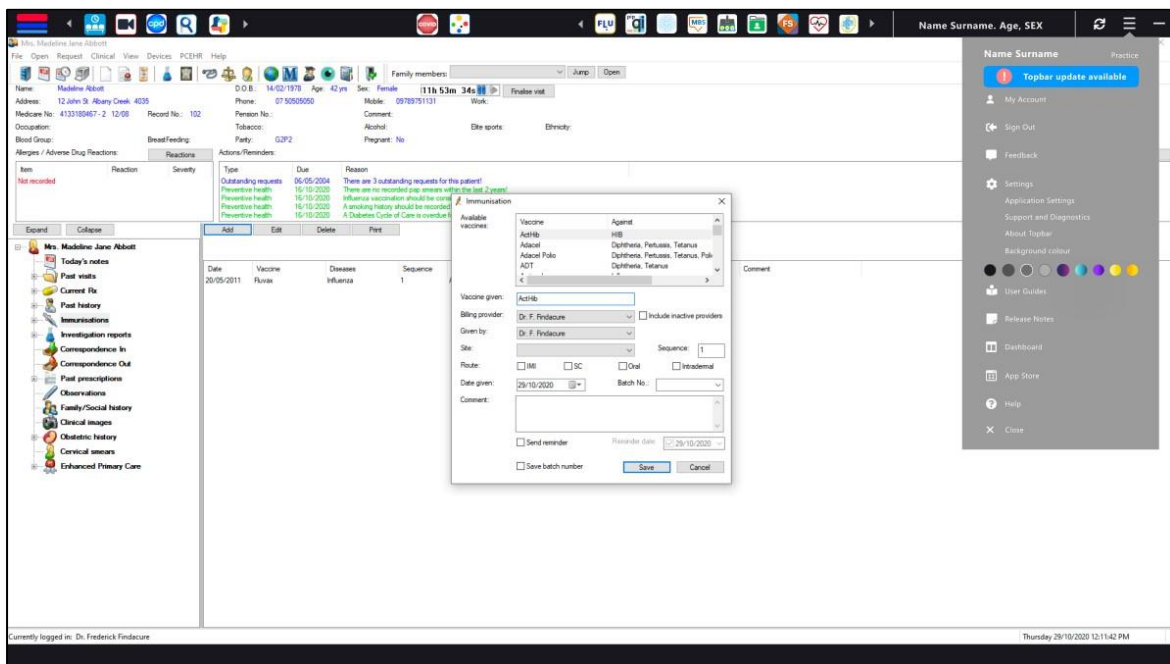

Terminal Server Note:

Please note, if your computer is on a Terminal Server, an Administrator must be logged in to update your Topbar.

For further information, please speak to your IT team.

Staying Up to Date

You will automatically be notified on Topbar when a new update is available. To update to the latest version, click on the notification button located on the top right corner to update your Topbar.

Need more help?

Please contact Pen CS Support for further assistance in updating your Topbar. P: 1800 762 993
Email: support@pencs.com.au