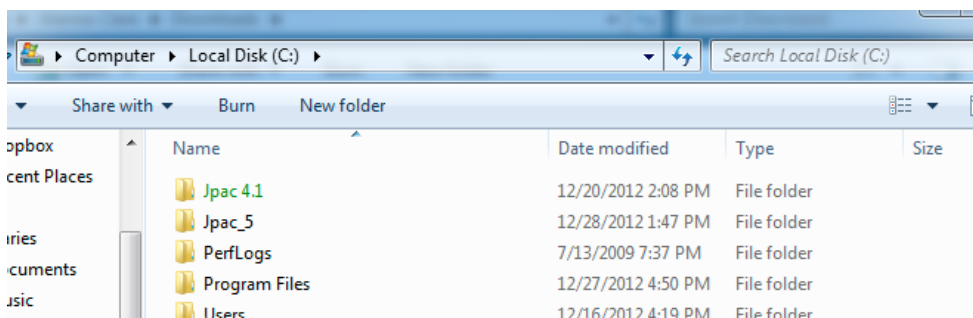
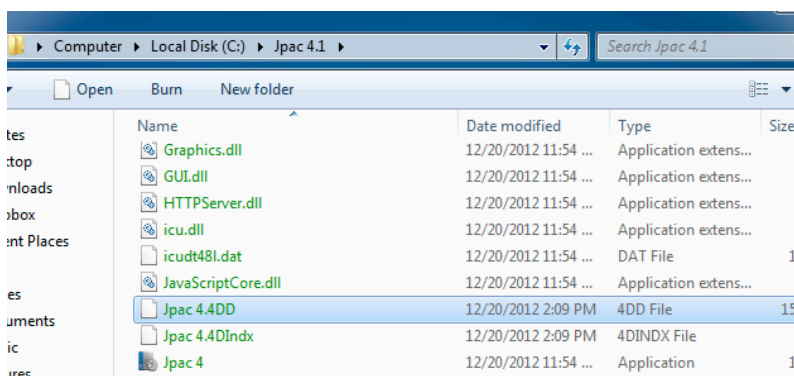


## J-Pac “Work Order” Installation

1. Open [http://jordanpropeller.com/updates/jpac5\\_download.html](http://jordanpropeller.com/updates/jpac5_download.html) in a browser such as Internet Explorer, Firefox, or Chrome.
2. Click on the link for “Jpac\_5\_Work\_Order.zip”
3. When the dialog box appears, select “Save.” (Note: You may also right-click on the link and choose the option “Save link as...” This will prompt you for a location for the downloaded file.)
4. When the download is complete, open your Downloads folder (or wherever you saved the file), and find the “Jpac\_5\_Work\_Order.zip” file. Right-click on this file, and choose “Extract All.” Wait until the extraction process is complete. This may take a few minutes.
5. Once the extraction is complete, open the folder. Inside, there should be a folder labeled Jpac 5. Right-click on this folder and select “Copy” from the list of possible actions.
6. Navigate to your C: drive, and right-click in a space where no other folders or files exist. Select “Paste” from the list of possible actions. This will place the Jpac 5 folder at the root level of your computer.

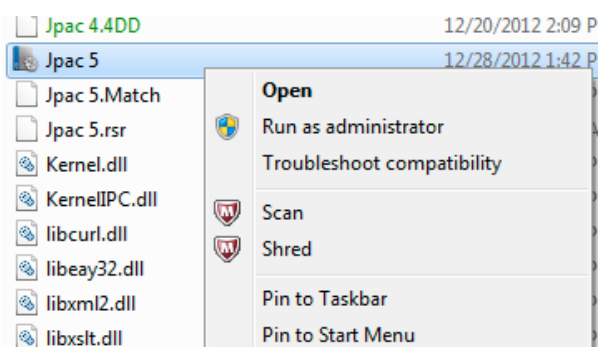


7. You should have a folder at this location labeled something like “Jpac NW 4.1.” Open this folder and scroll down to the ‘j’s in the alphabetical list of files. Find the file there that has the suffix .4DD; it should be named something like Jpac 4.4DD, Jpac NW 4.4DD or the like. (Please note, the text may not be green in your version, and the file name may vary slightly. If you cannot find a Jpac 4 folder in this location, please contact Jpac for support.)

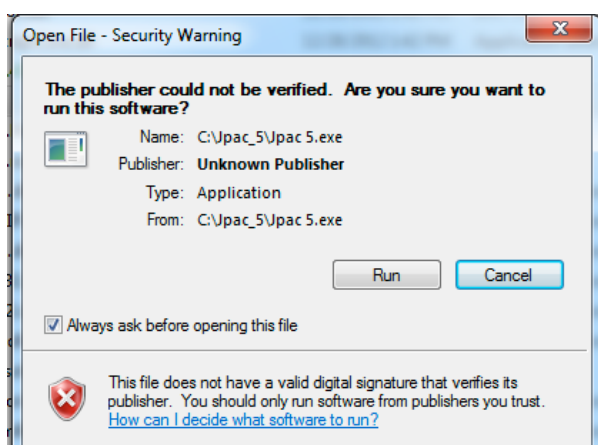


8. Right-click on this file and choose “Copy.”
9. Go back to the Jpac 5 folder. Right-click on the folder and select “Paste” to paste a copy of the .4DD file into this folder.

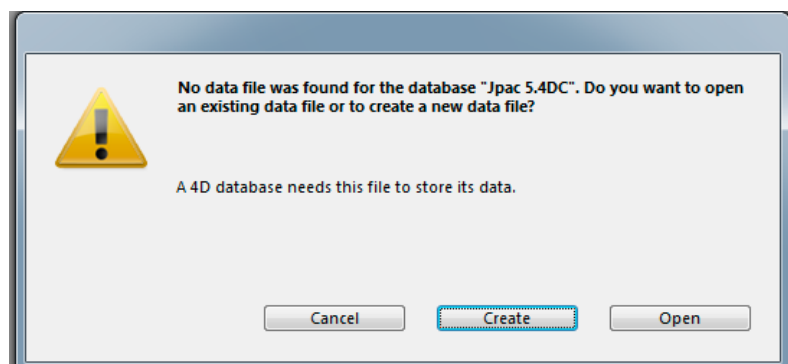
10. Open the Jpac 5 folder and scroll down to the Jpac 5 application file. Right-click on the application file, and select either “Pin to Taskbar” or “Pin to Start Menu.” This gives you easy access to the application.



11. At this time, double-check to make sure you have a copy of the .4DD file in the Jpac 5 folder.
12. Double-click on the Jpac 5 application icon, either in the file or on the Taskbar or the Start menu, if you pinned it to one of those.
13. If you get a security message like this one, uncheck the box before “Always ask before opening this file” and select the “Run” option.



14. When Jpac 5 opens, select “Work Order” from the list of login options and click “Connect.”
- a. If you get a message like the one below, please select “Cancel” and contact Jpac for further help.



15. Once you have verified that Jpac 5 works for you, you may delete the old Jpac 4 folder, the downloaded zipped Jpac\_5 file, and the extracted copy of the Jpac 5 file in your Downloads folder.