![Wolters Kluwer]

5 Steps to your CCH update

The following is a comprehensive checklist and will guide you towards completing your CCH Suite update.

Step 1 - Planning

- ☐ Release Notes Reviewed / Stakeholder Approved
- ☐ Pre-Requisites Reviewed
- ☐ Downtime Planned
- ☐ CCH Suite Component locations reviewed
- ☐ Software Superuser Credentials Available

Step 2 – Safeguarding

- ☐ End Users Isolated
- ☐ Machine Snapshot(s) Completed *
- ☐ Database Backup(s) Completed

Step 3 – Primary Update

- ☐ Central Suite Installer Update [CSI] Completed
- ☐ Database Update Process Completed

Step 4 – Testing

- ☐ Key Functions Tested & Approved by Stakeholder

Step 5 - Secondary Update

- ☐ Workstations Updated *
- ☐ Laptops Updated *
- ☐ Thin Client Machines Updated *

* Environment Dependant