



## How to update the Ultramate Long Expansion Notes

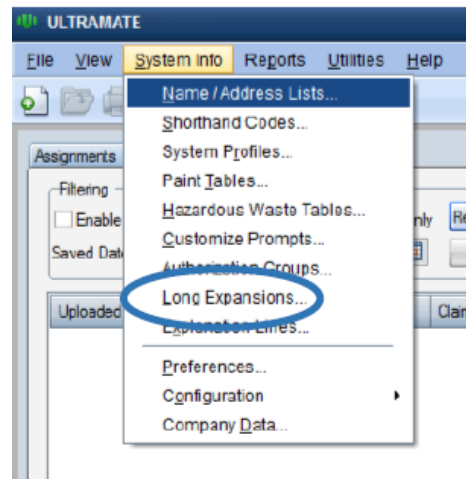
**Please complete these steps for all computers that have the Mitchell Estimating/Ultramate software installed.**

1. Go to the [Express Repair programs - Mitchell](#) page on the ICBC Partners Page.
2. Scroll down the page to the **Mitchell UltraMate Config** section.
3. Click the [UltraMate Config](#) (Application) to open the **Ultramate\_May16\_Shop.exe** file and agree to the computer prompts. The file is now downloading to the computer.

If your computer network is managed by a system administrator you may need to call them for assistance.

4. Once the **Ultramate\_May16\_Shop.exe** file download is complete, open **Ultramate**.

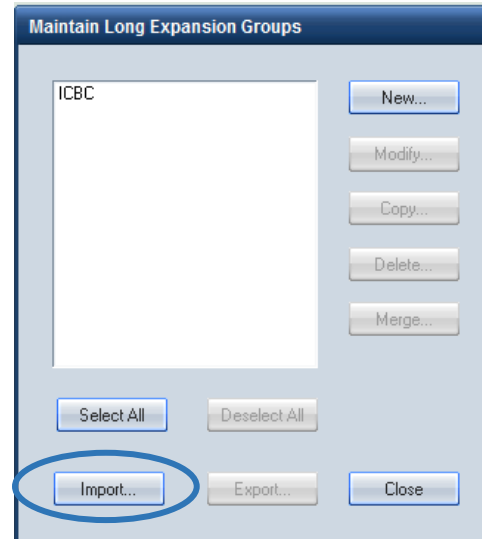
5. Click on **System info** and select **Long Expansions** from the drop down menu.





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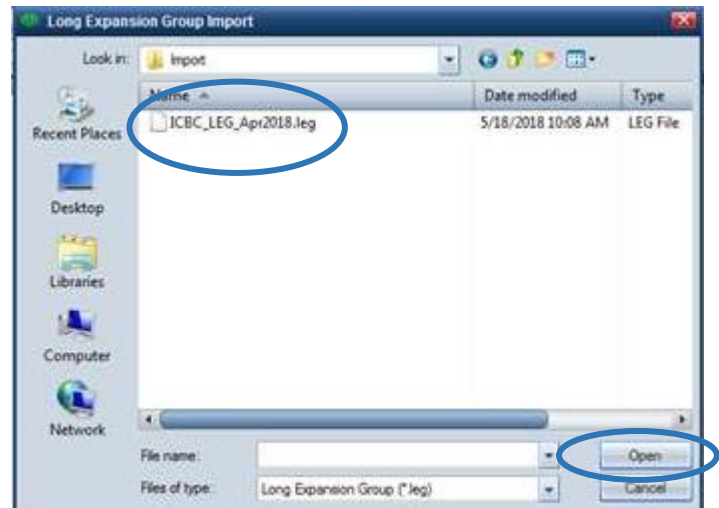
6. From the **Maintain Long Expansion Groups** window click the **Import** button.



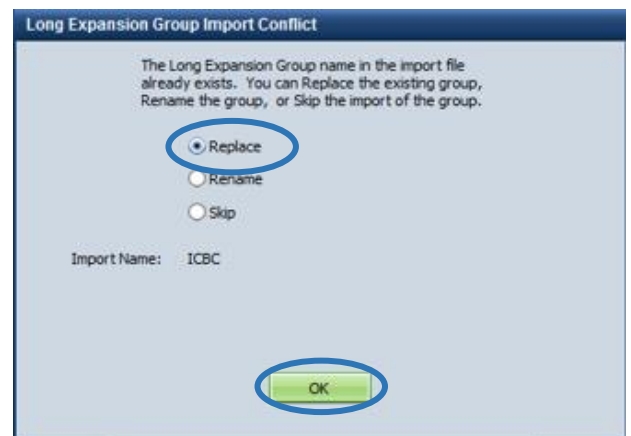
7. To locate the LEG file, navigate to the following folder:  
**C:\Mitchell\Aces\Longexp\Import\**

If you cannot find the file here, it may be located in another folder you or your system administrator may have designated for system download files.

8. Select the **ICBC\_LEG\_Apr2018.leg** file and click **Open**.



9. When the Long Expansion Group Import Conflict window appears select the **Replace** radio button and click **OK**.





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10. Click **OK** on the Long Expansion Group Replacement Confirmation window.

The Long Expansion Groups is importing into your computer.



11. When completed a confirmation log will appear. Click **Close** and **OK** on the windows. Your system will now be updated to reflect the most current Long Expansion notes.

