If you subscribe to ARITA Personal templates, call Support or raise a support ticket with MYOB Insolvency support so we can arrange access to the updated templates.

Install Guide for ARITA personal MT 190426 updated.zip file

Download files

1. Contact support to get a link to the download files:

   - ARITA_Personal_MT_Full_Set_190822.zip
   - General Hotfix 20190417 ARITA Templates Personal (updated 17 April 2019)
   - An installation guide is also available for download

Updating the merge templates

> Note: Make sure you have backed up your merge template folders and files before extracting the ARITA_Personal_MT_Full_Set_190822.zip. To do this, take a copy of the merge template root directory and all subdirectories and files.

Locate the merge template root directory and extract the **ARITA_Personal_MT_Full_Set_190822.zip** file into that location.

To locate the merge templates root directory

1. Open MYOB Insolvency.

2. Click Application Settings.

3. Click the Documents Settings tab.

4. Highlight the path to the location of the Merge Templates root directory.

   For example, \\My Server\\MYOB\Insolvency\Merge Templates.

5. Right-click on the folder and select Copy.

   Once you have identified and copied the location of your Merge Templates root directory to the clipboard, you will need to extract the updated templates from the provided zip file.

To extract the updated templates

1. Navigate to the location where you copied ARITA_Personal_MT_Full_Set_190822.zip

2. Right-click on the zip file and select Winzip > Extract To….

   The Win Zip Extract window opens.

3. Right-click in the Extract To: field and click Paste.

   The Merge Templates root directory location is pasted into the Extract To: field.

4. Click Extract.

   The message Would you like to replace the existing file? is displayed.

> **Note:** Ensure you have backed up any customised templates.

5. Click Yes to All to update the templates.

6. If you had any updated/new custom templates you needed to keep a copy of you can copy them back into the Merge Templates folder category now.