

Upgrading your system is simple process that may be done by you with some help from Anthology Support department and this document. Before we begin there are few things to consider before you upgrade.

Getting the upgrade and password

1. Contact support@anthologysoftware.com to request a upgrade link and password.

Before you upgrade your system there are a few maintenance items to consider.

- 1. You should index your files to insure that there are none damaged prior to the upgrade
 - a. Open Tool \rightarrow Database Reindex
 - b. Select all files
 - c. Then run it
 - d. If there are any messages on screen during this procedure call Anthology support for assistance
- 2. You should next run the Quick Backup
 - a. Open Tools \rightarrow Quick Backup
 - b. Select the "Copy open files" option
 - c. Then run it
 - d. If there is a problem and we need to roll back, the only way is with this Quick Backup file
- 3. You should close all other programs on the computer (server) being upgraded.
- 4. We also recommend that prior to running the upgrade you reboot the computer (turn off for about 30 seconds and turn back on). You should be sure you know any passwords necessary to log back in before you do.

We're ready to run the upgrade

- 1. Locate the upgrade file you downloaded in step one. This should have been in the C:\Program Files\Anthology directory (C:\Program Files (x86)\Anthology) for 64 Bit systems.
- 2. Double click the file to start the process
 - a. You may see this screen Choose Run



b. Follow the on screen prompts shown below:



Welcome Screen \rightarrow Choose Next



Choose Server/Stand Alone to do

the server – you'll choose this an Workstation when you are updating your workstations later \rightarrow Choose Next



do Agreement page. You should read this and accept. The program will

not install unless you accept the terms and conditions \rightarrow Choose Next

Password				
This installation is passwor	d protected.			Ċ
Please provide the passwo case-sensitive.	ord, then click Ne	xt to continue. Pa	sswords are	
Password:				
Ī				



6.

Sector 2 Struct Anthology
Sector 2 Struct Anthology Into the following folder.

To continue, dot Next. If you would like to select a different folder, dok Browne.

Sector 2 Struct 2 Struct

Enter the password from the text This is the PCI compliance This is the path where Visual above. \rightarrow Choose Next statement and you should read this Anthology will be installed. You will

– Choose Next

NOT be replacing data. Typically this will be C:\Program Files\Anthology when you choose this it will tell you that Anthology already exists –



Ready to Install	
Setup is now ready to begin installing Visual Anthology on your computer.	e la caractería de la c
Click Install to continue with the installation, or click Back if you want to re- change any settings.	new or
Destination location: C: (Program Files (x86) (Anthology Setup type: Server/Stand Alone Computers	*
Server/stand Alone Computers Selected components: Server	
	-
4	•

Choose OK - we are updating you Visual Anthology \rightarrow Choose Next 9

Installing Please wait while Se	tup installs Visual Antholo	gy on your computer.	
Creating shortcuts			
C:\\Microsoft\Win	dows\Start Menu\Program	ns\Anthology\Utilities	Fox Pro G.Ink

Uncheck the two options on this This is the summary page telling you This is the progress bar – it closes screen \rightarrow Choose Next what is about to happen – Choose when it's finished \rightarrow Choose Next Next



10.

You should go to the icon on the If you have any workstations you'll server where you load Visual need to update them at this time. Anthology and start it.

It will update the file structure and index the system.

There will be a screen before this one with some basic information \rightarrow Choose Finish

Upgrading the workstations

- 1. To locate the Upgrade you'll need to log on to your workstations one at a time
- 2. Open Windows Explorer
 - a. Locate the Anthology folder on the server
 - b. Double click the Upgrade file you downloaded
 - i. Follow the same basic steps above except in screen number 3 choose "Work Station" ii. It skips

Step 4 and 6

You do not have to start and run Visual Anthology to finish the workstation upgrade.