Upgrading your Visual Anthology system

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 → 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 → 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
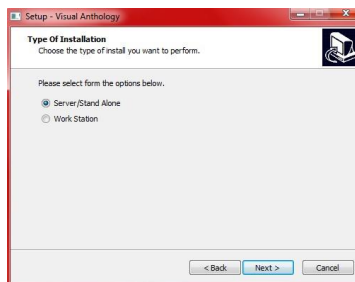   a. You may see this screen – Choose Run

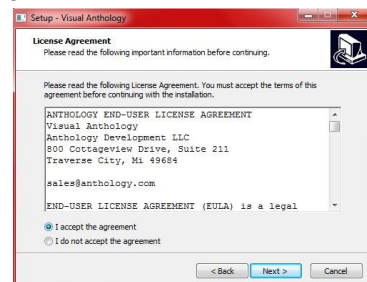   b. Follow the on screen prompts shown below:

1.

Welcome Screen → Choose Next

2.

Choose Server/Stand Alone to do the server – you'll choose Workstation when you are updating your workstations later → Choose Next
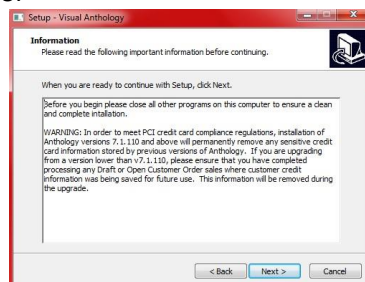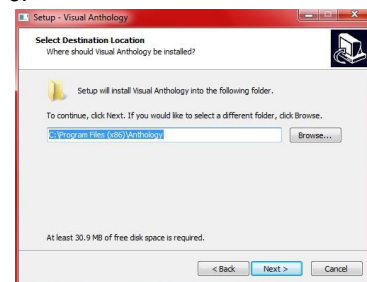
3.

Agreement page. You should read this and accept. The program will not install unless you accept the terms and conditions → Choose Next

4.

Enter the password from the text statement and you should read this – Choose Next

5.

This is the PCI compliance Anthology will be installed. You will – Choose Next

6.

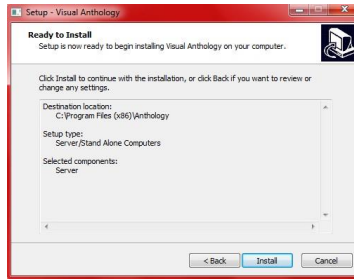This is the path where Visual above. → Choose Next NOT be replacing data. Typically this will be **C:\Program Files\Anthology** when you choose this it will tell you that Anthology already exists –

7.

8.

9.

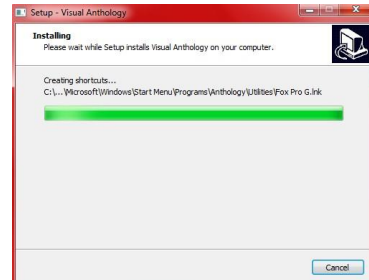Uncheck the two options on this screen → Choose Next

This is the summary page telling you what is about to happen – Choose

This is the progress bar – it closes when it's finished → Choose Next Next

10.

You should go to the icon on the where you load Visual start it.

If you have any workstations you'll server need to update them at this time. Anthology and

It will update the file structure and index the system.

There will be a screen before this one with some basic information → 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.