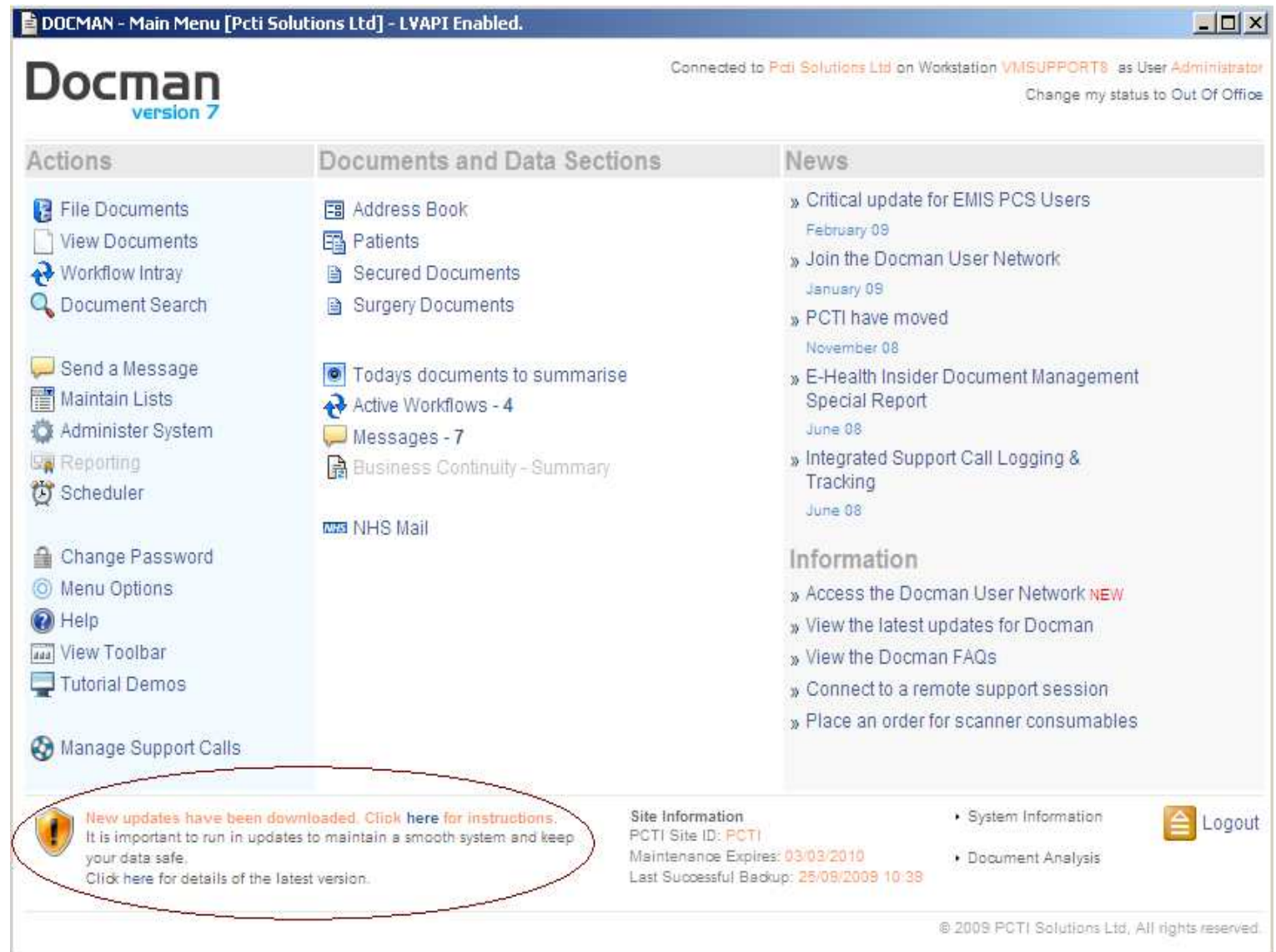


Updating Docman 7

To keep your Docman system up to date with all the latest features you must ensure that you run the updates regularly. Under normal circumstances, an update notification will be displayed on the Docman 7 main menu when an update is available.



There are three stages to the Docman update.

1. Preparing the update
2. Downloading and running the update
3. Finalising the update

Stage 1 – Preparing the update

In order to run the updates, you need to ensure everyone has logged out of Docman 7 and the 'Auto-Backup' has been closed down on the Docman server.

1. Right-click on the Auto-Backup (the traffic light icon) and choose 'Stop Auto-Backup' or 'Close'.



The Auto-backup will disappear from the system tray once closed.
NOTE - If the Auto-Backup icon does not appear in the system tray, this step can be skipped.

Stage 2 – Running the Update

1. Double-click the Docman 7 admin icon. If it asks you to select start mode, choose "System Administration".

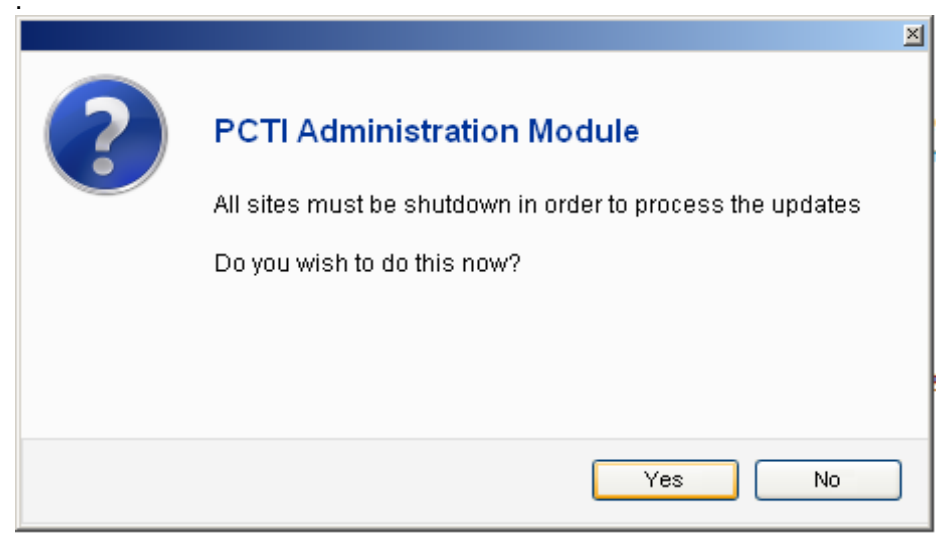


2. In the Docman 7 Admin module you will have either 'Check for New Updates' or "Process Available Updates". Click whichever option is presented.



NOTE - "Process Available Updates" appears when the Docman system has automatically detected and downloaded the update files. There is no difference in the process hereafter, but "Process Available Updates" won't need to download the update files, therefore speeding up the process.

3. Say 'Yes' when prompted to shutdown the sites



NOTE - If the update says people are logged in, open Docman 7 Admin and select the "Site and Engineering" section. Choose "Start-up a Site" and select your site's name from the list that appears. This will flush the Docman Access log of all users and allow you to attempt the updates again.


4. To proceed with the update, click verify.

Server Update Update Mechanism: 7.1.241

DOCMAN Server Update

Please ensure that any 'On-Access' virus scanning software is disabled otherwise some programs may not get updated.


Click Verify to check the update Files.













Server Update Update Mechanism: 7.1.241

DOCMAN Server Update

Processing database command 11 of 11
Please 'Check for new version' to download further updates.



-  Script verification started - Pass 2/2
-  Script verified OK
-  Run script started
-  Script processed OK
-  Set Versions started
-  Set Versions OK
-  Check Program Versions started
-  Version Checking Completed OK
-  Update complete: Server version: 71238.
-  Server Update Complete

End of update process: 02/10/2009 10:40:41

5. The update process will verify the downloaded files to ensure there are no problems, then the update will begin automatically.

Once the updates have completed, click "Close" to finish the process and return to the PC desktop.

6. Repeat from Step 1 until the update process informs you that there are no more updates to install.

Stage 3 – Finalising the update

SERVER

1. Once the update has completed, re-open the Auto-Backup by Double-clicking the Docman 7 Admin icon on the desktop and selecting option one (named either "Automated Backup" or "Service Control Manager", depending on how your backup is set up).

2. Log into the Docman 7 Client on the server in order to register the updated system files.

NOTE - If the Docman server does not have a client licence, you will get a "failed to process scripted update - out of workstation licenses" error. In the event of this error occurring, please contact your Docman 7 support provider.

CLIENT (workstation) machines

Now that the Docman server has been updated, you can allow your users to log back into the Docman system. When they double click on the Docman icon on the desktop it will run through the update process and register required components. Once done, they will be presented with the usual log in window.

PLEASE NOTE: If the site has clients connecting through Terminal Services, it is vital that the Client is run on the Terminal Server. This will run the updates in for each Terminal Services client and prevent any potential problems for these machines.

Your system is now up to date.