

Updating Docman 7

To keep your Docman system up to date with all the latest features you must ensure that you run the updates. If connected to the internet (and “auto-backup” is running) you will be notified if an update is available when you login to Docman. It will be displayed under the information page.

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 and choose ‘Stop Auto-Backup’



2. The Auto-backup will disappear from the system tray once closed.

NOTE – If the update says people are logged in. Open Docman 7 Admin and choose the Option to 'Shutdown a site'. Then choose the option to 'Start-up a site' and select your site. This flushes the Docman Access log of all users.

Stage 2 – Running the Update

1. In the Docman 7 Admin module you will have option 'Check for New Version'. This will start downloading the update files
2. Say 'Yes' when prompted to shutdown the sites.
3. If users are still logged in, the update will not proceed at this point. See the notes to Stage 1.
4. To proceed with the update, click verify.



5. Once the verification process has completed click on the Start button



6. The update will now commence.
Once the update has finished click on the close button.



7. Now 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 choose option: 'Automated Backup'.
2. Run the Docman 7 Client in order to register the updated DLL's etc.

CLIENT (workstation) machines

Now that the Docman server has been updated you can allow your users to log back in to 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.

NOTE – If the site has clients connecting through Terminal Services, just running the Client on the Terminal Server will run the updates in for each Terminal Services client.