

## Upgrading a In-House Server Installation to FileBound ver. 4.02.006

Upgrading a local installation is very much like the original installation. The one exception is that the security settings, etc should already be established and therefore an upgrade should be much easier than the original installation. This document outlines the “best practice” approach of upgrading a FileBound server to version 4.02.006.

### 1. BACKUP DATA

There are four items that need to be copied to backup all data. This is very important to ensure nothing is lost in the upgrade process. It is especially important for systems that use Microsoft Access for their database. It is recommended that these files be copied into a folder called “Backup” onto the Desktop of the local machine that is being upgraded.

1. Select “Start>Run>” then type in “IISRESET” in the dialog box
2. Click “OK”, a window will popup giving the status of the Internet Information Services Reset
3. Make a copy of the “\_Data” folder. The default location is: C:\Program Files\FileBound\Website\\_Data
4. Make a copy of “vars.asp”. The default location is: C:\Program Files\FileBound\Website\Includes
5. Make a copy of “ImgSrv.dll”. The default location is: C:\Program Files\FileBound\Website\Includes
6. Make a copy of the “Events” directory. The default location is: C:\Program Files\FileBound\Website\Includes

**Note:** When systems that utilize LocalHost for their website (i.e. demo systems) are used a choice will have to be made. Each upgrade has a new set of demo data included. If you want to retain your demo data please be sure to move your data and documents before proceeding. If you want fresh demo data then you do not need to backup and restore your “\_Data” folder during this process. The demo data will be placed in the LocalHost location for proper operation.

### 2. UN-INSTALL OLD VERSION

Make sure that all FileBound related programs are shutdown and not running in the background. In order to ensure correct installation run the Un-Install process from the Add/Remove Programs section of the Control Panel (from the Start menu select Control Panel – on older systems it is Start>Settings> Control Panel).

1. Select FileBound Server from the list of programs that are listed
2. Click “Change/Remove”
3. Select “Remove” and continue through the prompts in the un-install process.
4. Un-Install is now completed

### 3. INSTALL NEW VERSION

Run the installer you received either via the download section of the website or from an installation CD. This should be done in accordance with the installation guide available on the CD or online. Be sure to pay special attention to the security rights section of the installation guide to ensure the rights are set properly.

### 4. RESTORE OLD DATA

When the installation is done, the data that was backed up in Section 1 should be restored.

1. Delete the “\_Data” folder that was created during the new install at: C:\Program Files\FileBound\Website\
2. Copy the “\_Data” folder that is in the “Backup” folder to the same location as above.
3. Delete the “vars.asp” file that was created during the new install at: C:\Program Files\FileBound\Website\Includes
4. Copy the “vars.asp” that is in the “Backup” folder to the same location as above.
5. Delete the “ImgSrv.dll” file that was created during the new install at: C:\Program Files\FileBound\Website\Includes
6. Apply the **NEW** ImgSrv.dll file that was created by the Marex Group for the 4.02.006 installation.
7. Copy the files located within the “Events” directory that is in the “Backup” folder to the new location: C:\Program Files\FileBound\Website\Includes\Events. If prompted that a new version exists accept the **OLDER** copy. *(This may be possible due to Event files having been updated with scripts that are used by the server)*

The next time someone logs into the system FileBound will automatically upgrade the existing database to the newest specification to allow for proper operation of the new version. If you receive any errors, check your security settings and try again if needed.