

FileBound V5 Server Upgrade Instructions

The following are the instructions to upgrade an existing FileBound Version 5 Document Management Solution.

Pre-Installation

Before upgrading the FileBound server it is necessary to identify and note the database connection information before starting the upgrade process. This information will need to be entered, verified, or possibly re-entered when the new version is installed.

NOTE: It is not recommended to copy the existing web.config file that stores this information and then paste it back after the new installation. Changes and updates to the format of this file can occur during a FileBound Server upgrade.

1. Open the FileBound System Configuration Wizard. Click the Start button, and then point to All Programs. Point to FileBound, then point to FileBound Version 5 and select System Configuration Wizard.
2. Note the Server Name:

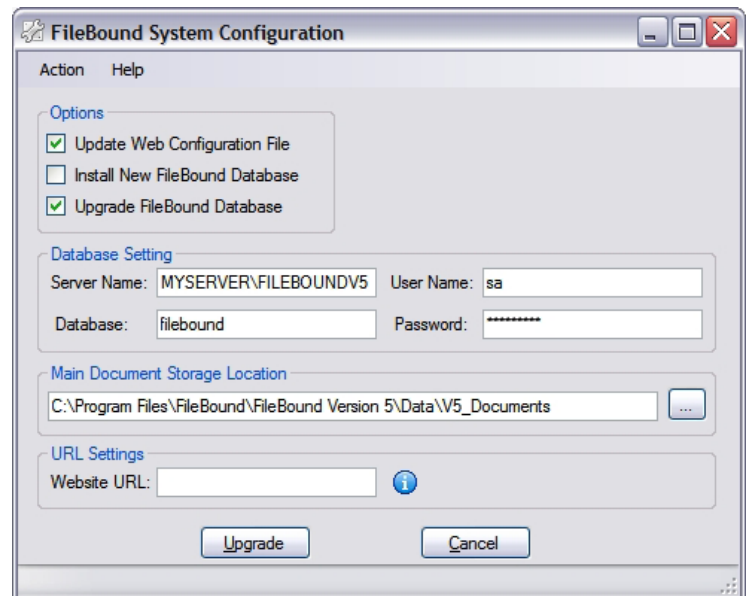
3. Note the Database Name:

4. Note the User Name:

5. Note the Password (This you will have to know, the default is "filebound")

6. Note the Document Storage Location:

7. Note the Website URL (This may be blank):



NOTE: If you are using more than one document storage location you will need to update the additional locations within the Admin Console.

Un-Install Previous FileBound Installation

When upgrading FileBound it is necessary to uninstall the previous version of FileBound that is installed. When FileBound is uninstalled it **WILL NOT** remove the FileBound database or documents that are currently stored in the document storage location. It is recommended that both the FileBound database and the document storage location(s) be backed up before the upgrade is performed but is not required for the installation to be performed.

1. In Control Panel double-click **Add or Remove Programs**. Highlight **FileBound Version 5** and click **Change/Remove**. The uninstall process will start.
2. Select Remove and click **Next**
3. Click **Yes** to confirm the removal of FileBound
4. Click **Finish** to complete the removal of FileBound

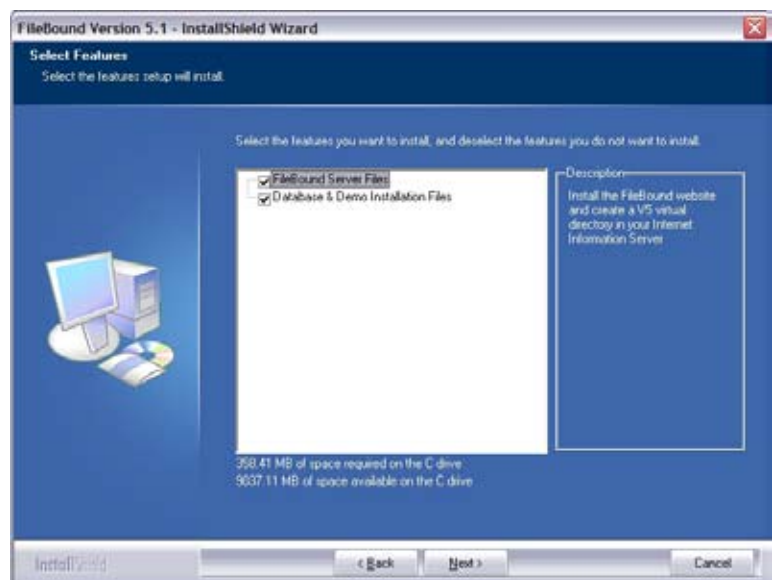
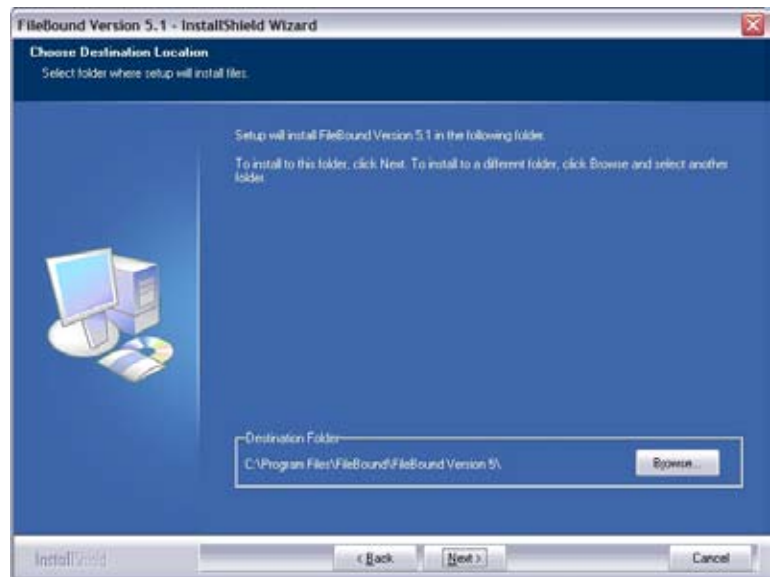


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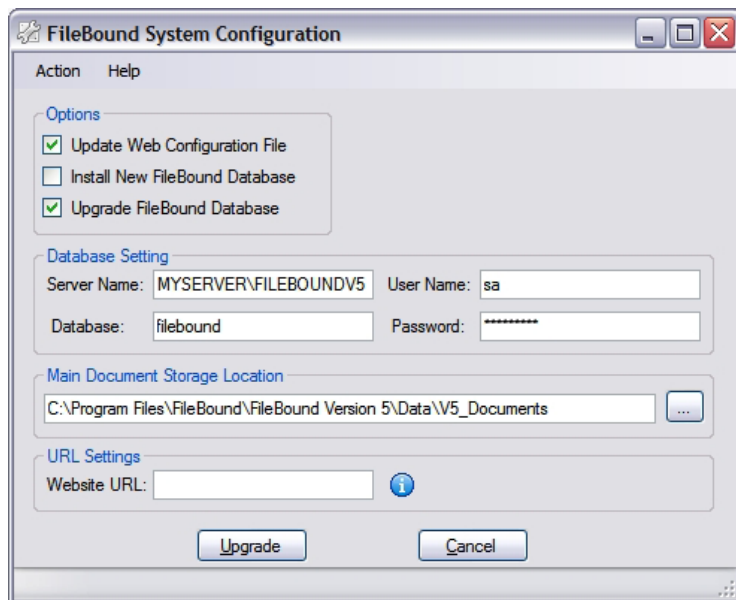
Install New Version of the FileBound Server

The FileBound Server can be downloaded from the FileBound FTP server or may have been provided on a CD.

1. Double-click on **Setup.exe** in the FileBound Server installation folder.
2. Click **Next** to continue with the FileBound Server Installation.
3. Select the Destination Folder to install the FileBound Server program Files. (For demo system installations it is recommended to use the default location that is provided.)
4. Select to install the **FileBound Server Files** and **Database & Demo Installation Files**, click **Next**.
5. After review the Current Settings click **Next** to start the installation.
6. Click **Finish** when the installation is complete.



7. Click **OK** to message box stating that the FileBound System Configuration Wizard will need to be run.
8. Open the FileBound System Configuration Wizard. Click the **Start** button, and then point to **All Programs**. Point to **FileBound**, then point to **FileBound Version 5** and select **System Configuration Wizard**.
9. Select **Update Web Configuration File** and **Upgrade FileBound Database**.
10. Enter **Database Settings** information that was noted at the beginning of the upgrade process.
11. Enter the **Main Document Storage Location** that was noted at the beginning of the upgrade process.
12. Enter a **Website URL** if one was noted at the beginning of the upgrade process.
13. Click **Upgrade** and then click **OK** to the Upgrade Confirmation message box. The web configuration file and the database will now be updated.
14. When the upgrade is complete click **OK** within the Actions Complete message box.



NOTE: If you are using more than one document storage location you will need to update the additional locations within the Admin Console.

The FileBound Server upgrade is now complete.

Enter the FileBound URL to access the upgraded FileBound Server. For demo systems the URL will be <http://localhost/v5>.