

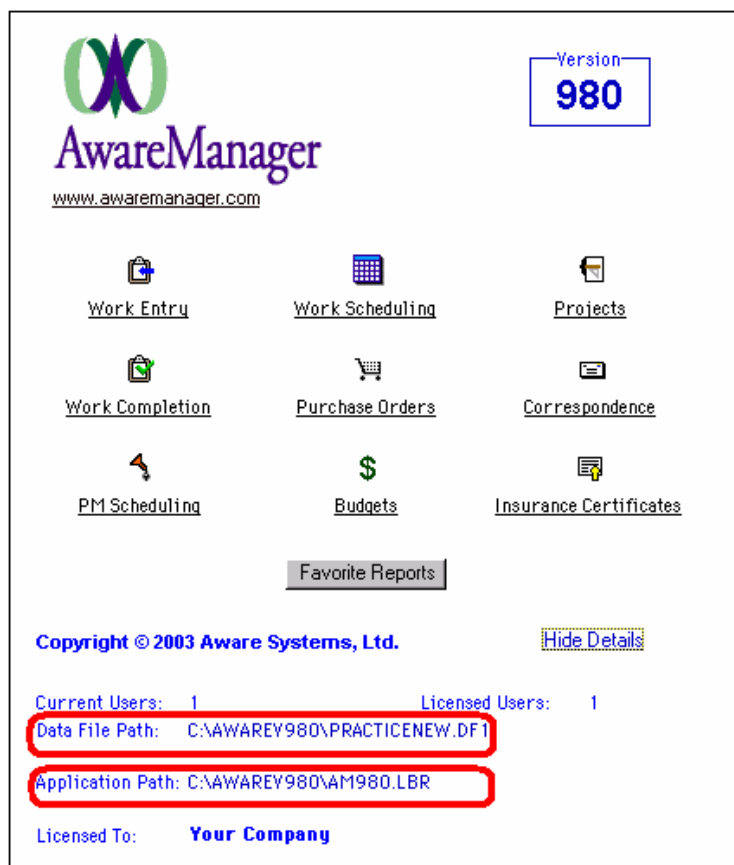
This document describes how to install the latest version of the Aware Manager by downloading it from the Aware Manager website. The person performing this procedure should be proficient in executing MS Windows commands and must have master access to all functions in the Aware Manager.

If you have previously used the Aware Manager with Omnis7rt, then follow steps I-III, if this is a new install, then start at step IV.

Steps I through V should be performed prior to calling Database International Group.

Step I Record the location of your Aware Manager library and data files

- A) Open the Aware Manager and go to **File > About Aware**
- B) Click on Details and record:



- C) Data file path: _____
- D) Application path _____

Step II Back Up Your Aware Manager Data File

- A) Have everyone exit properly from the Aware Manager (to exit properly select **File> Quit** from the menu bar). Let all Aware Manager users know that they will not be able to go back into the program until you have finished the upgrade process (approximately an hour, longer depending on the size of your data file).

- B) Make a copy of the data file (refer to Appendix A for instructions on backing up your data file).

Step III Uninstall the Aware Manager

- A) Using the uninstall feature on the computer remove the Aware Manager completely from your machine (Control Panel>Add/Remove Programs)
- B) Add a new Aware folder to your C:\ drive (the uninstall process may have removed your Aware folder). The folder should be empty. If the uninstall process did not remove the Aware folder—make sure it is empty.
- C) Also delete any and all Aware Manager shortcuts (the uninstall process should have removed your shortcuts, but if not delete these manually).

Step IV Download the Aware Manager Installation Files

- A) Open your web browser
- B) Go to http://www.awaremanager.com/html/software_downloads.html and click on **Aware Manager v1060 Install File**.
- C) Your web browser will probably give you the option to open or save the file, select **Save**.
- D) Save the file to your Desktop and accept default file name (AM1060Install.exe)

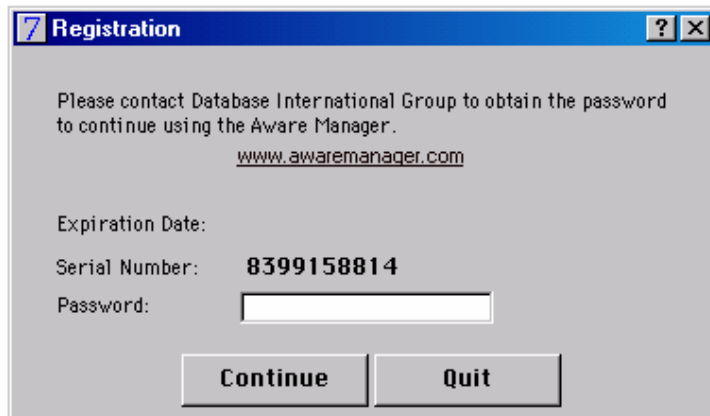
This process will download an executable installation file to your local machine, depending on the speed of our connection it should take less than three minutes to complete.

Step V Install the New Version of the Aware Manager

- A) Find the AM1060Install.exe file on your desktop.
- B) Double click on it.
- C) Follow the prompts and accept all of the defaults (placing the files in the Aware folder on the machine's C:\ drive).
- D) This will install the new Aware Manger onto the C:\ drive of the this computer. Two default shortcuts are installed – to the Desktop and the Start Menu.

Step VI Register the Aware Manger

- A) Double click on the new Aware Manager shortcut.
- B) When you run the new version for the first time you will be asked to register the program. You will see a screen similar to the one shown below.



- C) Call Database International Group, Inc. at 617-542-8555 (between 9AM and 6PM Eastern Standard Time) for a registration password.

Step VII Open Your Aware Manager Data File and Proceed with the Automated Conversion

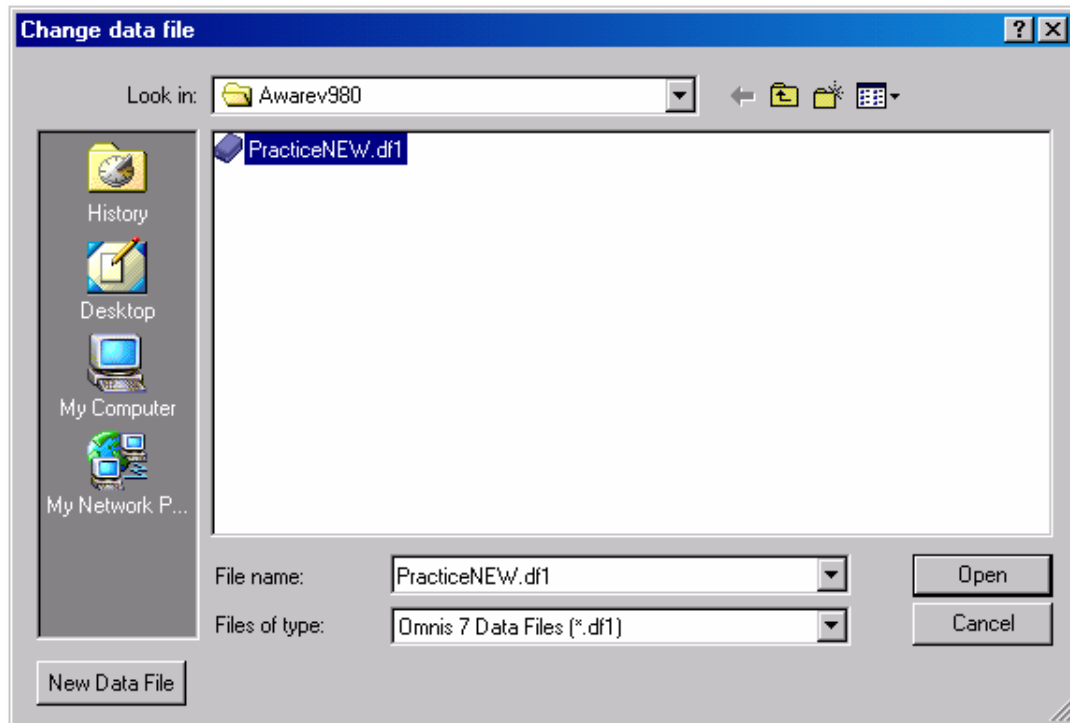
This step is only required for existing users of the Aware Manager that are upgrading to version 1060. The conversion is only required the first time the data file is opened with the new version of the Aware Manager.

- A) Once you have registered the new version, the change data file window (shown below) will open. Use the change data file window to select your live data file, on the server.
- B) If the Aware Manager automatically opens the Practice data file (the file name is shown to the right of the 7 icon in the window title):

7 C:\AWARE\PRACTICE.DF1

If the Practice data file is open, select the Select Data File button on the Logon window to open the Change Data File window.

Proceed with the following instructions after you have selected the data file



- C) Proceed with the following instructions after you have selected the data file.
- D) If you are upgrading, you will see a message that says: “Your data file needs to be modified to work with this version of the Aware Manager. You should make sure you have a backup before continuing. Do you want to proceed?” If you have made a backup, answer “Yes” (If you have not made a backup, answer, “No”, and make a backup! Refer to **Appendix A** for detailed instructions on backing up your data file). The modification of the data file may take a while.
- E) When the modification of the data file is finished you will be prompted to log onto the Aware Manager. Log on using your existing staff code and password (you must be assigned to the Full Access/Master User Group).
- F) Once you have logged on the About Aware Screen will appear—it should say Version 1060.
- G) If your staff code is set up to check reminders when you log on, the About Aware screen will not be displayed. To check that you have the correct version of the Aware Manager select **File>About Aware** from the menu bar to display the About Aware Screen.

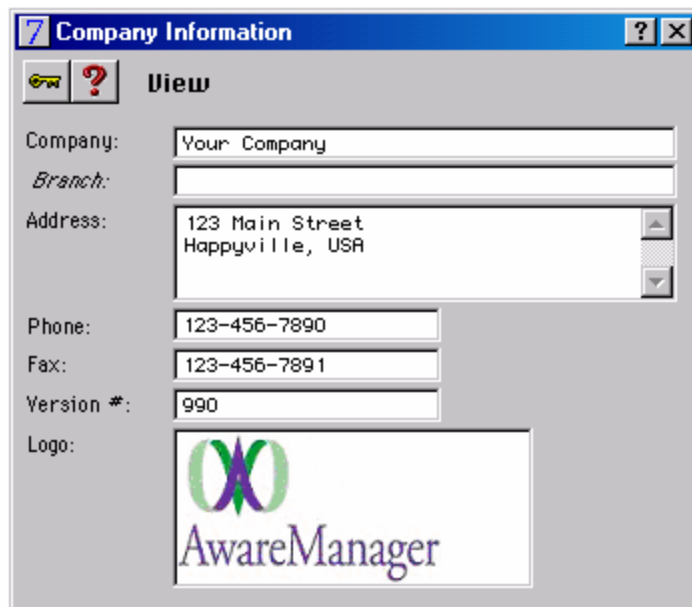
Step VIII Install Optional Modules and update Number of Users

- A) Add the Tools Menu to the Menu Bar by selecting **Main Menu > Administration > Tools**
- B) If you have purchased any of the optional modules (Email, Preventive Maintenance, Accounting Interface), then select **Optional Modules** from the Tools Menu. Tell the Client Services Representative from Database International Group, Inc. the serial number that appears on the Optional Modules window and they will provide the password required to install the optional modules.

- C) If you have purchased additional users, then select **Number of Users** from the Tools Menu. The Number of Users window will display the current number of licensed users available for this data file. If this is correct, then click on the Cancel push button, if you have purchase additional users then tell the Client Services Representative from Database International Group, Inc. the serial number that appears on the window and they will provide the password required to update the number of licensed users.

Step IX Check the Version Number in the Company Information File

- A) Select **Main Menu > Administration > Company Information**
- B) Check that the New **Version #** is displayed correctly (as shown).



Step X Install the New Aware Manager at all other machines

Instructions on installing the Aware Manager across a network are available in **Appendix B**.

Appendix A

Instructions for copying your data file

- A) Have each Aware Manager user exit from the program by selecting **File > Quit**.
- B) Open **Windows Explorer** (right click on the **Start** button and select **Explore**).
- C) Locate your data file (normally on the network drive). If you do not know the location of your data file:
 - i. Open the Aware Manager and go to **File > About Aware**.
 - ii. Click on Details in the lower right-hand corner.
 - iii. This will display the Data file path (the data file path is suffixed with “.df1”).
 - iv. Exit from the Aware Manager.
- D) Select **Edit > Copy** from the Explorer menu bar.
- E) Create a folder on your C:\ drive called “Aware Backups” (select **File > New > Folder** from the Explorer menu bar).
- F) Select **Edit > Paste** from the Explorer menu bar (this will make a copy of the data file and paste it into your Aware Backups folder).
- G) **IMMEDIATELY** rename the back up copy of your data file by selecting **File > Rename** from the Explorer menu bar.

Appendix B

This is an easier alternative to installing the software on each machine that uses the Aware Manager and registering each separate installation with Database International Group, Inc. First you must successfully install the Aware Manager on at least one machine connected to the network and register the new Aware Manager library file with Database International Group, Inc. The data file must also have been reorganized to work with the Aware Manager if you are upgrading from an earlier Omnis runtime version. All workstations using the Aware Manager should be upgraded at the same time and all users must be logged off throughout the upgrade process.

Begin the process on the machine that has installed the Aware Manager program files

Step I Create a Temporary Folder on the Network Drive

- A) Close all other applications on this machine
- B) Open **Windows Explorer** (right click from **Start** button and select **Explore**).
- C) Locate the folder **on the network drive that contains the data file** for the Aware Manager (the data file is suffixed with “.df1”).
- D) Create a subfolder in the **Aware** folder on the network called **Application**. Select **File > New > Folder** from the Explorer menu bar).

Step II Copy the Aware Manager Install and Registered Library files to the Network Drive

- A) Using Windows Explorer locate the **Aware** folder on the c:\drive with the registered Aware Manager library (AM1060.lbr) and the upgrade executable (AM1060Install.exe) files. Highlight both files and select **Edit > Copy**.
- B) Locate the new Application folder on the network drive and select **Edit > Paste** from the Explorer menu bar. This process should copy the Aware Manager Install and registered library files to the new **Application** folder.

The next steps are performed on the machine that needs to have the new version installed:

Step III Uninstall the Aware Manager

This step is only required for existing users of the Aware Manager that are upgrading to version 990.

- A) Using the uninstall feature on the computer remove the Aware Manager completely from your machine (Control Panel>Add/Remove Programs)
- B) Add a new Aware folder to your C:\ drive (the uninstall process may have removed your Aware folder). The folder should be empty. If the uninstall process did not remove the Aware folder—make sure it is empty.
- C) Also delete any and all Aware Manager shortcuts (the uninstall process should have removed your shortcuts, but if not delete these manually).

Step IV Run the Install Executable

- A) If this machine has not already had the Aware Manager installed, then create an Aware folder on the C:\ drive i.e. “C:\Aware”.
- B) Copy the install executable file (AM1060Install.exe) from the network drive to the C:\Aware folder on this machine.

- C) Double click on it. The install process will automatically commence.
- D) Follow the prompts and accept all of the defaults (placing the files in the Aware folder on the machine's C:\ drive).
- E) This will install the new Aware Manger onto the C:\ drive of the this computer. Two default shortcuts are installed – to the Desktop and the Start Menu.
- F) Do not restart this computer until you have copied the registered library (next step).

Step V Copy the Registered Library from the Network Drive

- A) Copy the registered AM1060.lbr file from the network drive to the application folder and replace the existing file from the Install process, as that file is not registered.
- B) Remove the install executable file from the C:\Aware folder on this machine.
- C) We recommend that you restart the computer to ensure all the changes are installed correctly.

Step VI Repeat Steps III and V on all machines running the Aware Manager

Step VII Delete the Install Executable File & Registered Library on the Network Drive

Once you have installed the Aware Manager and copied the registered library to all the machines in the office that require it, delete the temporary Application folder on the network drive

Now you are ready to use the Aware Manager!