

This document describes how to upgrade to the latest version of AwareManager by downloading it from the AwareManager website. The person performing this procedure should be proficient in executing MS Windows commands and must have master access to all the functions in the AwareManager. You should let all AwareManager users know when you will be upgrading. They will not be able to use the AwareManager until you have finished the upgrade process and installed the new version on their PCs (approximately an hour, longer depending on the size of your data file).

Steps I through VI should be preformed prior to calling Database International Group

Step I: Record the location of your AwareManager library and data files

1. Open the AwareManager and go to **File > About Aware**
2. Click on Details and record:



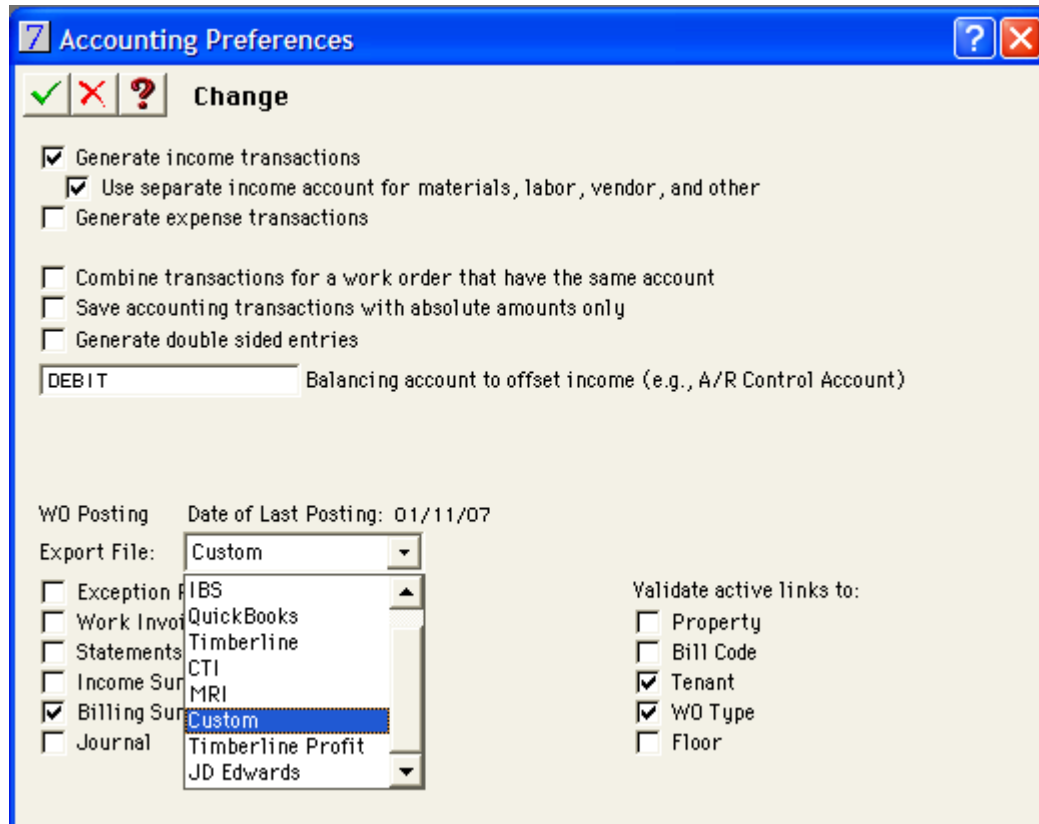
4. Data file path: _____
3. Application path _____

Step II: Special Note for clients using the Accounting Interface Module

Important, before continuing:

If you are using the Accounting Interface Module with a customized account export report, DO NOT DELETE the 'old' AwareManager Library File in **Step VI**.

Instead, go to **Main Menu>Accounting>Accounting Preferences**, make sure that Custom is selected from the Export File drop down box, and save the change.



If you are unsure whether or not you have a custom export format please call Database International Group at 1-(617)542-8555.

Step III: Back Up Your AwareManager Data File

1. Have everyone exit properly from the AwareManager (to exit properly select **File> Quit** from the menu bar).
2. Make a copy of the data file (refer to **Appendix A** for instructions on backing up your data file).

Step IV: Download the AwareManager Upgrade File

1. Open your web browser.
2. Go to the appropriate downloads page and click on AwareManager Upgrade File.

3. Your web browser will probably give you the option to open or save the file, select **Save**.
4. Save the file to your desktop and accept default file name.

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

Step V: Execute the AwareManager Upgrade File

1. Find the upgrade .exe file on your desktop.
2. Double click on it. The upgrade process will automatically commence.
3. On the Modify, repair or remove program window, select the **Repair** option and select **Next**. The upgrade will reinstall all program components previously installed for the AwareManager.
4. You do not have to restart your PC.
5. The upgrade will also update the standard desktop and start menu shortcuts established for the AwareManager. If your computer has non-standard shortcuts, or you want to amend the standard ones, see the Quick Reference library for assistance on doing this.

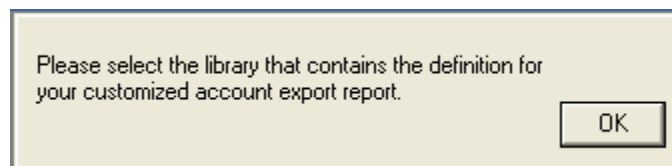
Step VI: Delete the 'old' AwareManager Library File

Delete any library files earlier than the current version in the C:/Aware folder (or in whatever folder the AwareManager application is located in).

Step VII: Register the AwareManager

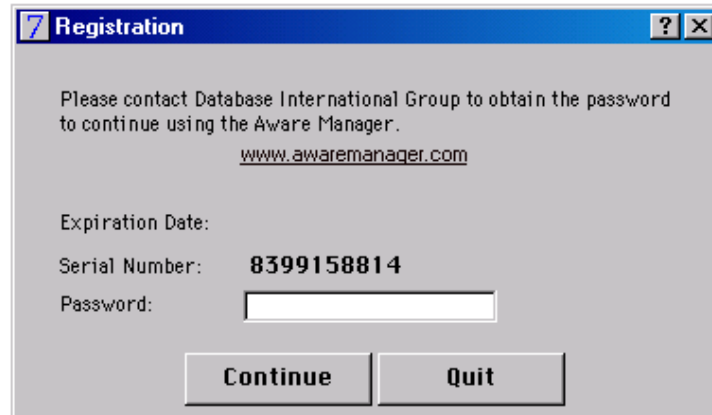
1. Double click on the AwareManager shortcut on your desktop.

Note: If you are using the Accounting Interface Module with a customized account export report (see **Step: II**), you will be prompted to select your previous library file (this is the library file that contains this report.)



Very important: You must select the .lbr file corresponding to the version you were last on, if you do not you will lose your customized account export report.

2. 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.



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

Step VIII: Open your Data File and Proceed with the Automated Conversion

This step is only required the first time the data file is opened with the new version.

1. Once you have registered the new version, the change data file window (shown below) may open. Use the Change Data File window to select your live data file, on the server.
2. If the AwareManager automatically opens the Practice data file (the file name is shown to the right of the 7 icon in the window title):



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

3. You will see a message that says: “Your data file needs to be modified to work with this version of the AwareManager. 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 back up! Refer to **Appendix A** for detailed instructions on backing up your data file). The modifications to the data file may take a while.

Note: If you have a large data file you may want to copy the data file to your C:/ drive before proceeding with the upgrade process as this will make the modifications run faster. Once you have completed the modifications you should copy the data file back to the server and remove any copy on the local machine.

4. When the modification of the data file is finished you will be prompted to log on the AwareManager. Log on using your existing staff code and password (you must be assigned to the Full Access/Master Access Group).
5. Once you have logged on the About Aware Screen will appear—it should show the latest version number.
6. 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 AwareManager select **File> About Aware** from the menu bar to display the About Aware screen.

Step IX: Install Optional Modules and update Number of Users

1. Add the Tools Menu to the Menu Bar by selecting **Main Menu > Administration > Tools**.
2. 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.
3. 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 X: Check the Version Number and Update the Full Access User Group

1. Select **Main Menu > Administration > Company Information**.
2. Check that the new Version # is displayed; if it isn't enter the number only (e.g. for Version 1070, enter "1070", not "AM1070").
3. Update the FULL ACCESS User Group by temporarily turning off security (**Main Menu > Administration > Preferences**), and selecting the "**Check All**" button for the FULLACCESS User Group (refer to **Appendix B** for detailed instructions on updating your FULLACCESS User Group).

Step XI: Exit from the AwareManager and Test Shortcut

4. Exit from the AwareManager; select **File > Quit** from the Menu Bar
5. Double click on your AwareManager icon and log onto AwareManager.

Step XII: Upgrade the AwareManager at all other machines

Instructions on installing AwareManager across a network are available in **Appendix C**

Appendix A

Instructions for copying your data file

- A) Have each AwareManager 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 AwareManager 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 AwareManager.
- 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.

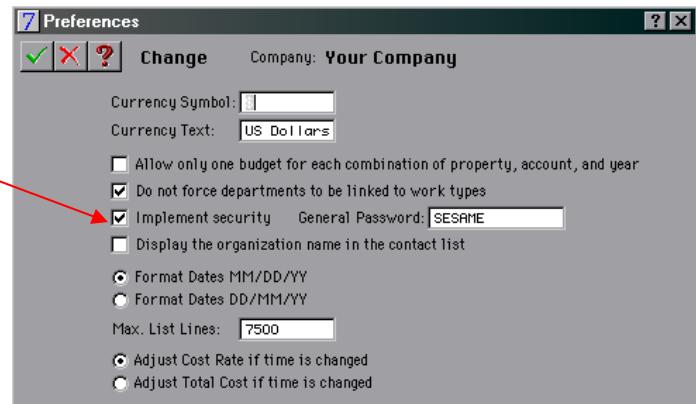
Appendix B

AwareManager Upgrades often include changes to the menu structure. It is important that you update the FULL ACCESS User Group each time you upgrade. It is also an appropriate time to review all of your User Groups.

1. Log into your data file as a user with "FULL ACCESS".

2. Temporarily turn off security

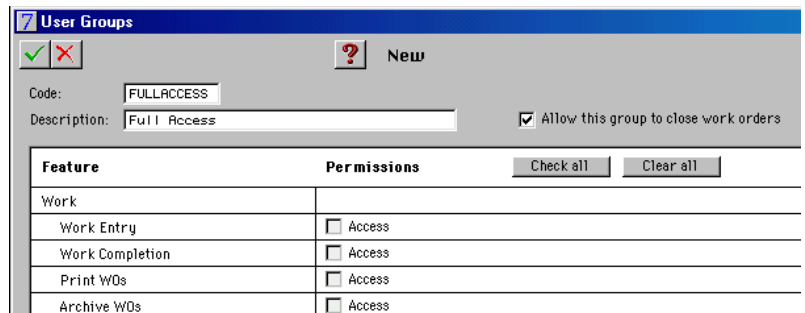
- a) Select: **Main Menu > Administration > Preferences**
- b) Deselect the "Implement Security" preference.



3. Go to **Main Menu > Administration > User Group**

4. Find the FULL ACCESS User Group.

- a) Click on the **Change** icon (key)
- b) Click on the "Check All" button. This will update all features in the User Group.
- c) Save by clicking on the checkmark.



5. **IMPORTANT STEP** ... return to the system Preferences: **Main Menu > Administration > Preferences** and select the "Implement Security" preference to reactivate security.

Appendix C

This is an easier alternative to installing the upgrade software on each machine that uses the AwareManager and registering each separate installation with Database International Group. First you must successfully upgrade and register the new version of AwareManager on at least one machine connected to the network. The data file must also have been reorganized to work with the new version of the AwareManager. All workstations using the AwareManager 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 AwareManager program files

Step I: Create a Folder on the Network Drive

1. Close all other applications on this machine
2. Open **Windows Explorer** (right click from **Start** button and select **Explore**).
3. Locate the folder **on the network drive that contains the data file** for the AwareManager (the data file is suffixed with “.df1”).
4. 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 Registered Library files to the Network Drive

1. Using Windows Explorer locate the **Aware** folder on the C:\drive with the registered AwareManager library and the upgrade executable files. Highlight both files and select **Edit > Copy**.
2. Locate the new Application folder on the network drive and select **Edit > Paste** from the Explorer menu bar. This process should copy the AwareManager Upgrade 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: Run the Upgrade Executable

1. Copy the upgrade executable file from the network drive to the AwareManager application folder (usually C:\Aware) on this machine.
2. Double click on it. The upgrade process will automatically commence.
3. On the Modify, repair or remove program window, select the **Repair** option and select **Next**. The upgrade will reinstall all program components previously installed for the AwareManager.
4. Do not restart this computer until you have copied the registered library (next step).

Step IV: Copy and run the Upgrade files from the Network Drive

1. Copy the registered .lbr file from the network drive to the application folder and replace the existing file from the Upgrade process, as that file is not registered.
2. Remove the upgrade executable file from the AwareManager application folder on this machine.

Step V: Repeat Steps III and IV on all machines running Aware

Now you are ready to use the latest version of the AwareManager!