



Installing your Visual Anthology software

Installing Visual Anthology is simple process that may be done by you using this document. Before we begin there are few things to consider before you upgrade.

1. If you are using Anthology WebStore services you'll also need to upgrade that software.
 - a. This means changing to the Element Hosted Payments service if you plan to continue taking Credit Cards via your online store.
 - b. It also requires an updated version of the AWSUpdater.exe
2. If you are using PCCharge you'll need to be on the latest version of this software. Contact PCCharge for more information.

Getting the installation password

1. Please contact our offices for the password associated with your version.

Before you begin your installation

1. You should close all other programs on the computer (server) you are installing to.
2. We also recommend that prior to running the installation you reboot the computer (turn off for about 30 seconds and turn back on). You should be sure you know any passwords necessary to log back in before you do.

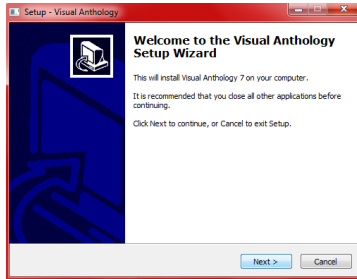
Running the install program

1. Locate the Installation file on the CD you received from Anthology. The file will name Anthology[version number] for example - "Anthology7.4.164.0.exe"
2. Double click the file to start the process
 - a. You may see this screen – Choose Run



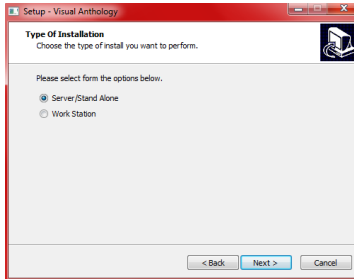
- b. Follow the on screen prompts shown below:

1.



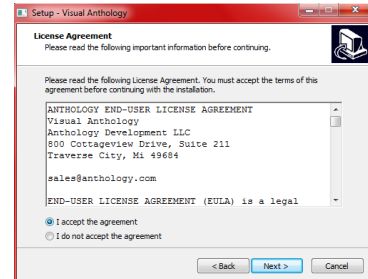
Welcome Screen → Choose Next

2.



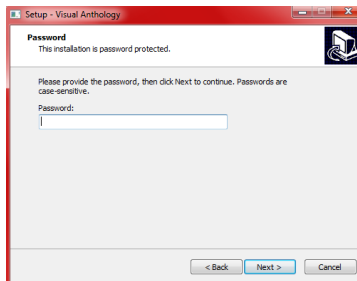
Choose Server/Stand Alone to do the server – you'll choose Workstation when you are installing to your workstations later → Choose Next

3.



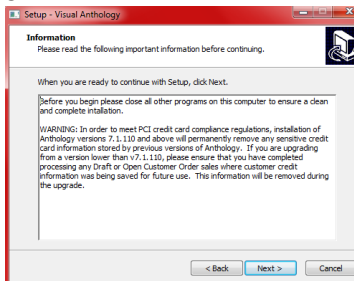
Agreement page. You should read this and accept. The program will not install unless you accept the terms and conditions → Choose Next

4.



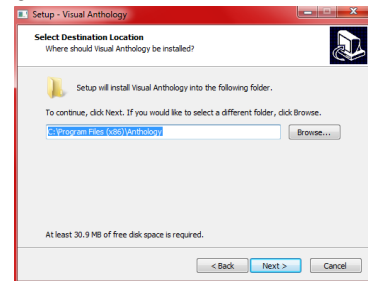
Enter the password from the text above. → Choose Next

5.



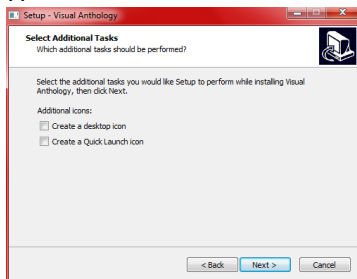
This is the PCI compliance statement and you should read this – Choose Next

6.



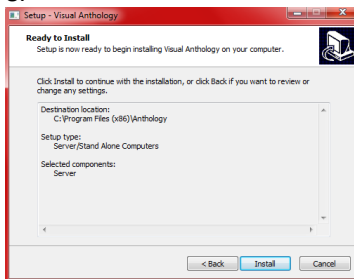
This is the path where Visual Anthology will be installed. Typically this will be C:\Program Files (x86)\Anthology for 64 bit systems and C:\Program Files\Anthology for 32 bit systems. → Choose Next

7.



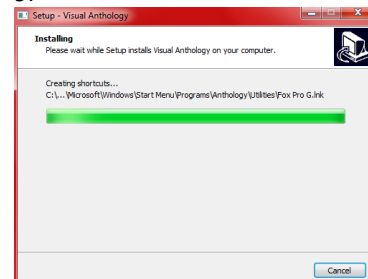
We recommend you choose to create at least the desktop icon → Choose Next

8.



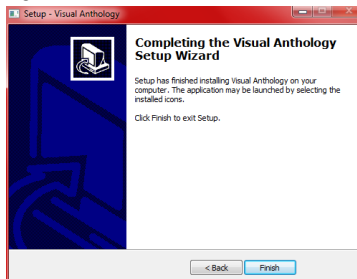
This is the summary page telling you what is about to happen – Choose Next

9.



This is the progress bar – it closes when it's finished → Choose Next

10.



Now you should locate the Visual Anthology icon and run it. This will complete the installation.

There will be a screen before this one with some basic information → Choose Finish

If you have any workstations you'll need to run the install on those at this time.

Installing on the workstations

1. Go to each workstation and locate the installation file on the CD you received from Anthology.
 - a. Double click the file to start the installation
 - i. ***Follow the same basic steps above except in screen number 2 choose "Work Station"***
 - ii. It skips Step 4 and 6
2. You do not have to start and run Visual Anthology to finish the workstation installation.