



# Upgrading your Visual Anthology system

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Upgrading your system is simple process that may be done by you with some help from Anthology Support department and this document. Before we begin there are few things to consider before you upgrade.

1. If you are upgrading from a version of Visual Anthology that allowed you to store Credit Card information for your customers - **be advised that this option no longer exists and all references to currently stored Credit Card information will be permanently deleted from the system.**
2. If you are using Anthology WebStore services you'll also need to upgrade that software.
  - a. This means getting an account from 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
3. If you are using PCCharge you'll need to be on the latest version of this software. Contact PCCharge for more information.

## Getting the upgrade and password

1. Go to the Anthology web site at: [www.anthology.com](http://www.anthology.com)
  - a. Go to the Customer Zone link
  - b. Enter your OrgID and Zip Code to gain access
  - c. Go to the Downloads link
  - d. On the downloads page choose the current release
    - i. Save this file to the Anthology directory on the server

**Upgrades require a password - please contact Anthology at (800) 819-0095 for the password for the version you wish to install.**

**Current Release:**

Anthology7.4.142.0.exe

2. After the file downloads you'll need the password. This is **XXXXXX** for this version.

## Before you upgrade your system there are a few maintenance items to consider.

1. You should index your files to insure that there are none damaged prior to the upgrade
  - a. Open Tool → Database Reindex
  - b. Select all files
  - c. Then run it

- d. If there are any messages on screen during this procedure – call Anthology support for assistance
2. You should next run the Quick Backup
  - a. Open Tools → Quick Backup
  - b. Select the “Copy open files” option
  - c. Then run it
  - d. If there is a problem and we need to roll back, the only way is with this Quick Backup file
3. You should close all other programs on the computer (server) being upgraded.
4. We also recommend that prior to running the upgrade 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.

## We're ready to run the upgrade

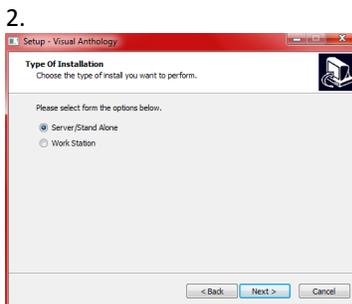
1. Locate the upgrade file you downloaded in step one. This should have been in the C:\Program Files\Anthology directory (C:\Program Files (x86)\Anthology) for 64 Bit systems.
2. Double click the file to start the process
  - a. You may see this screen – Choose Run



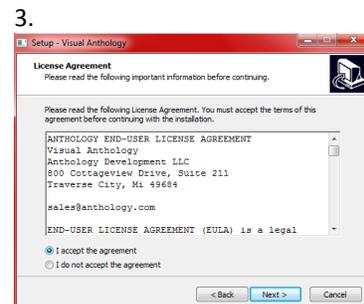
- b. Follow the on screen prompts shown below:



Welcome Screen → Choose Next



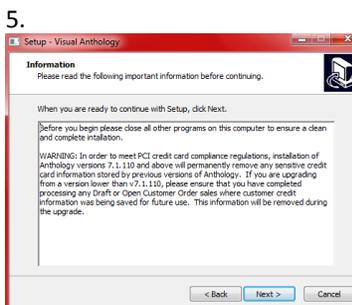
Choose Server/Stand Alone to do the server – you'll choose Workstation when you are updating your workstations later → Choose Next



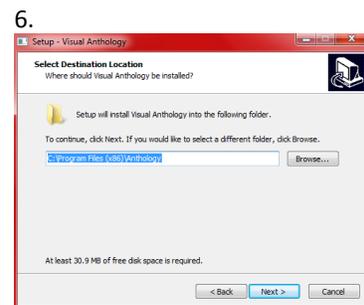
Agreement page. You should read this and accept. The program will not install unless you accept the terms and conditions → Choose Next



Enter the password from the text above. → Choose Next

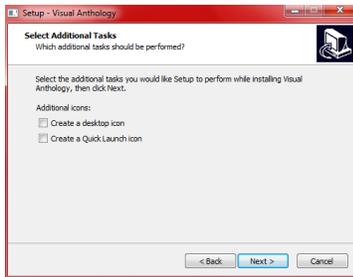


This is the PCI compliance statement and you should read this – Choose Next



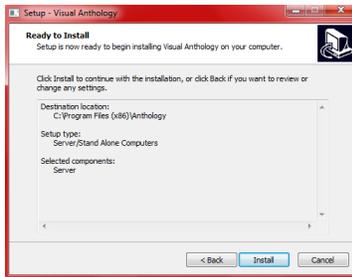
This is the path where Visual Anthology will be installed. You will NOT be replacing data. Typically this will be C:\Program Files\Anthology when you choose this it will tell you that Anthology already exists – Choose OK - we are updating you Visual Anthology → Choose Next

7.



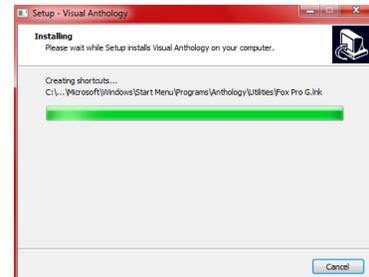
Uncheck the two options on this screen → Choose Next

8.



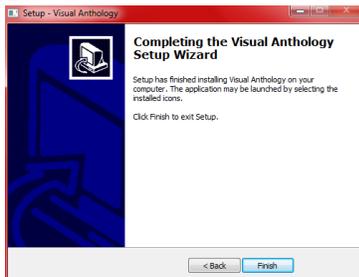
This is the summary page telling you what is about to happen – Choose Next

9.



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

10.



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

You should go to the icon on the server where you load Visual Anthology and start it.

It will update the file structure and index the system.

If you have any workstations you'll need to update them at this time.

## Upgrading the workstations

1. To locate the Upgrade you'll need to log on to your workstations one at a time
2. Open Windows Explorer
  - a. Locate the Anthology folder on the server
  - b. Double click the Upgrade file you downloaded
    - i. Follow the same basic steps above except in screen number 3 choose "Work Station"
    - ii. It skips Step 4 and 6

You do not have to start and run Visual Anthology to finish the workstation upgrade.