



Traverse des Sioux Library System

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12/14/09jd

Symphony 3.3.1 Upgrade 12/20/09

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CHECK YOUR EMAIL or TDS BLOG BEFORE BEGINNING ANY UPGRADE TO MAKE SURE THAT IT IS OK TO PROCEED!

You must be logged into your PC as local administrator before beginning the install process for the upgrade. (*This applies only to TVR, TVM, TVL, TNS & TFB since everyone else automatically logs in to the PC as **administrator** by default.*) We recommend you close Spy Sweeper (and/or Spybot's "TeaTimer") before upgrading. (Right-click on the Spy Sweeper icon, and click *Close*. It will reactivate itself the next time you boot up your PC. If you have questions about closing SpyBot's "TeaTimer", call John Miller.)

1. Open WorkFlows and login as usual. The system should ask "*Update staff client?*"
 - If you wish to proceed, click *Yes*. If you do not wish to update at that moment, click *No*.
 - **If you are not prompted to update, contact TdS for further instructions.**
2. If you clicked *Yes*, the download will begin. (This may take about 5-10 minutes.)
 - When download is complete, the system will say "*Staff client is exiting. Restart to install.*" Click OK.
3. Click the desktop icon to open WorkFlows again. The winzip self-extract begins immediately. Follow system prompts during the installation.
4. After completion of the installation, WorkFlows will automatically open with the normal WorkFlows config screen. Click OK, as usual.
5. After completion of the winzip process, you'll see the message below. Click OK.
 - "*Install will now launch the WorkFlows client. Please log into your ILS server to apply the most current updates, then exit the client to finish the install.*"
6. The usual WorkFlows config screen appears. Click OK as usual.
7. The WorkFlows login window appears. Login as usual.
8. You may see a *Setup Complete* screen at this point. If so, click *Finish*.

NOTE: If response time to the server is slow, you may see the install shields Finish button before WorkFlows has a chance to open. Clicking on the Finish button early will not cause problems.

9. WorkFlows will load. To verify that the update was successful, click *Help* from the top menu bar (**not** the question mark icon) and select *About*.
10. Verify that the version number *begins* with 3.3.1.
 - This information will appear within the white box with the Sirsi logo, in the line immediately below the copyright symbol. If the version number does not begin with 3.3.1, please call TdS.
11. Close WorkFlows, and reboot your PC.
 - There *may* be a new WF3.3.1 desktop icon. If so, the old icon would be inoperable--use the new one.

Contact Jeanne DeMars (x24) or John Miller (x32) if you have any problems with the upgrade!