

# Installing BPMS 7 Administrator

Last Updated: [7 November 2021](#)

## Table of Contents

Installing BPMS 7 Administrator .....	1
Software Requirements .....	2
Latest Version .....	2
Installing BPMS 7 Administrator for New Customers .....	2
Update BPMS 7 Administrator - Quick Steps .....	2
Install Pre-Requisite Software if using SQL Server Back-End .....	4
Install Microsoft SQL Server 2012 Native Client .....	5
Install Microsoft OLE DB Driver for SQL Server .....	6
Install Microsoft ODBC Driver for SQL Server.....	7
Installing or Updating BPMS 7 Administrator - Detailed Steps.....	7
Grant Modify Permissions to BPMS Folders .....	13
Running BPMS after Installing or Updating BPMS Client.....	14
Add Trusted Location for BPMS Front-End Folder (Microsoft Access 2007 or newer) .....	15
Silent Installation .....	16
Before you begin.....	16
BPMS Full Install in Silent Mode.....	16
BPMS Update in Silent Mode .....	17

## Software Requirements

- Operating System: Windows XP, 2003, 2008, 2012, Windows 7, Windows 8, Windows 10
- Microsoft Office: 2002/2003/2007/2010/2013/2016/2019. Microsoft Word is required to send letters. A Microsoft Access license is optional. If Microsoft Access is not installed, the installation will install MS Access 2002.
- SQL Server (optional – default back-end is Microsoft Access): SQL Server 2008 R2 or newer.

## Latest Version

Description	Version	Last Updated	Remarks
BPMS SQL Server Database	7.03t	31-Mar-2021	For customers with SQL Server back-end. Must be installed before installing latest version of BPMS 7 Administrator
BPMS 7 Administrator	7.03v	11-Jun-2021	

## Installing BPMS 7 Administrator for New Customers

If you just purchased BPMS, follow instructions in Chapter 2 of the BPMS Reference Manual or contact BPMS support or download the PDF online from: [http://www.bpms.net/docs/BPMS7\\_Admin.pdf](http://www.bpms.net/docs/BPMS7_Admin.pdf).

## Update BPMS 7 Administrator - Quick Steps

This section contains quick steps if you are updating an existing installation of BPMS 7 Admin. For new installations, follow instructions in section “[Installing or Updating BPMS 7 Administrator - Detailed Steps](#)” on page 7 instead.

1. To determine which version of BPMS you currently have and the Database Type, run BPMS 7 Administrator then go to the Switchboard (main form). Arrow #1 shows the client version. Arrow #2 shows the Database Type (Microsoft Access or SQL Server). Arrow #3 is the database name.



2. If the DB Type is “SQL Server”, make sure the pre-requisite drivers “**Microsoft SQL Server 2012 Native Client**” and “**Microsoft OLE DB Driver for SQL Server**” are installed for each machine running BPMS. See section “[Install Pre-Requisite Software if using SQL Server Back-End](#)” on page 4 for details.
3. If your DB Type is "SQL Server" you will likely need to ask your Database Administrator (DBA) to download the latest script to update the Database Objects. The table in section “[Latest Version](#)” shows the version of the latest "BPMS SQL Server Database". If the version is newer than your current version

of BPMS (before update) then you need to ask your DBA or other IT staff to download the latest database script and run it on the BPMS database.

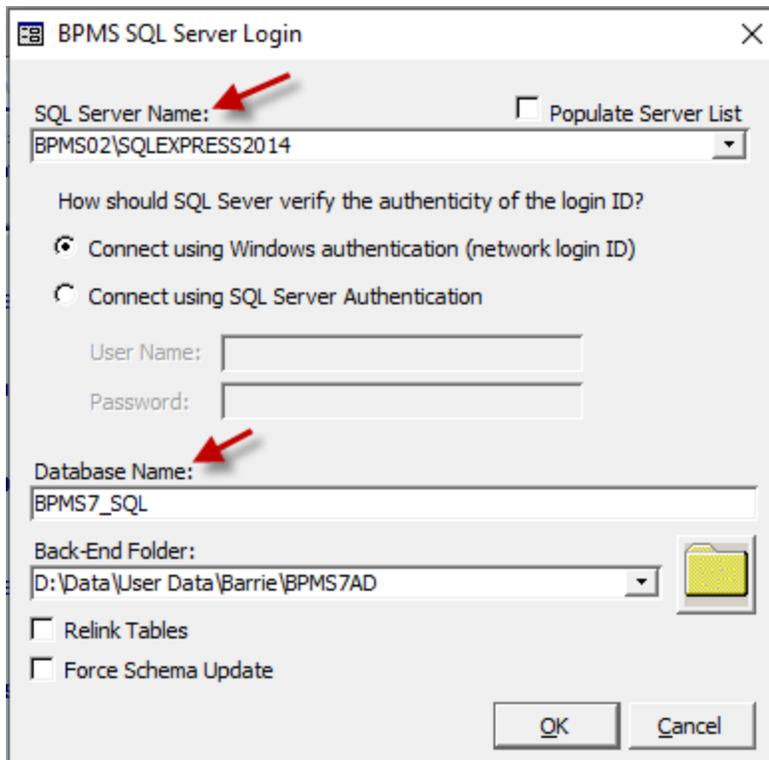
Instructions for DBA:

a) Download the latest script from:

<http://www.bpms.net/update/bpms7a/BPMSInstallSQLServerObjects.zip>

b) Using SQL Server Management Studio (SSMS) connect to the SQL Server host

If you don't know the server name or database name, run the BPMS 7 Admin app then from the **Switchboard** (main form), click **Customize** => **File Locations** tab => **Configure SQL Server Connection**



c) From SSMS, open the script file downloaded in step a).

d) Follow instructions at the top of the script.

4. Make sure BPMS 7 Administrator application is closed.

5. Locate the installation file on the CD-ROM or you can download the latest copy of BPMS 7 Administrator by clicking on one of the following links:

➤ For the Production Environment

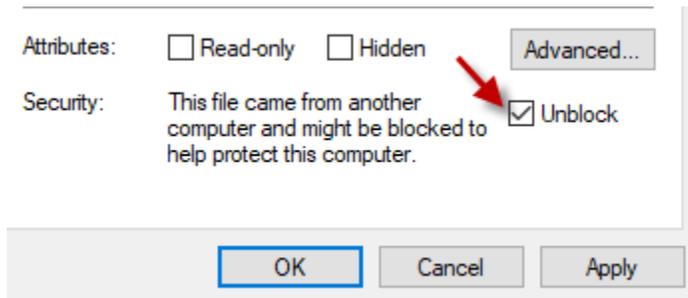
○ [http://www.bpms.net/update/bpms7a/SETUP\\_BPMS7A.zip](http://www.bpms.net/update/bpms7a/SETUP_BPMS7A.zip)

➤ For the Test Environment

○ [http://www.bpms.net/update/bpms7a/SETUP\\_BPMS7A\\_Test.zip](http://www.bpms.net/update/bpms7a/SETUP_BPMS7A_Test.zip)

➤ If you downloaded the zip file follow these steps:

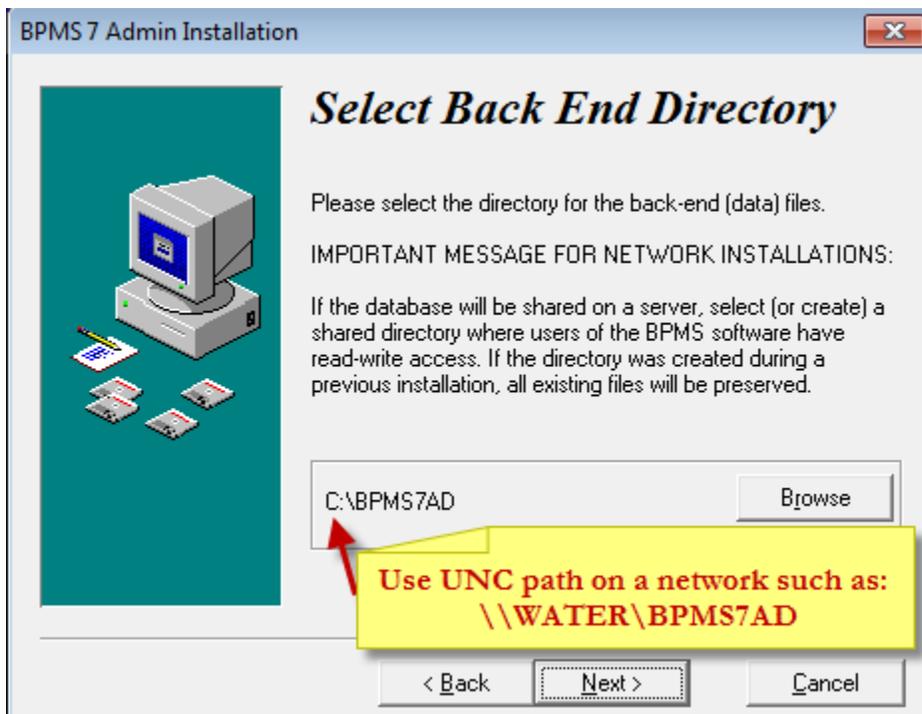
After downloading the zip file, right-click the file then chose Properties. If you see an **Unblock** option, click the button (or check the box) then click OK. If you don't see one, click OK.



➤ Extract EXE file from the zip file

6. Run the installation program (e.g. “SETUP\_BPMS7A.EXE”) then choose  Run as administrator

When you get to step “Select Back End Directory”, make sure the back-end is correct. We recommend using a UNC path (e.g. \\WATER\BPMS7AD) because the installation program does not recognized most mapped drives on a network.



7. Once the installation is complete, run the BPMS 7 Administrator application, accepting default options when prompted. If you receive a prompt to update the back-end database, make sure no one is using BPMS then click **Update Now**.

## Install Pre-Requisite Software if using SQL Server Back-End

If you are using a **SQL Server database** (instead of Microsoft Access), the following software needs to be installed on each machine running the BPMS 7 Admin application:

**Microsoft SQL Server 2012 Native Client**

**Microsoft OLE DB Driver for SQL Server**

**Microsoft ODBC Driver for SQL Server**

The drivers above have been required since May 24, 2021 when BPMS Software deployed BPMS 7 Administrator v7.03u to make the application work when connecting to a SQL Sever database where TLS 1.0 and SSL 3.0 were disabled which due to security vulnerabilities. Note that TLS 1.2 must be enabled.

- SSL is the acronym for Secure Sockets Layer
- TLS is the acronym for Transport Layer Security

To find out, go to Control Panel => Programs => Programs and Features and check if the 2 components above are installed.

If **Microsoft SQL Server 2012 Native Client** is not installed, follow instructions in section “[Install Microsoft SQL Server 2012 Native Client](#)” on page 5.

If **Microsoft OLE DB Driver for SQL Server** is not installed, follow instructions in section “[Install Microsoft OLE DB Driver for SQL Server](#)” on page 6.

If **Microsoft ODBC Driver for SQL Server** is not installed, follow instructions in section “[Install Microsoft ODBC Driver for SQL Server](#)” on page 7.

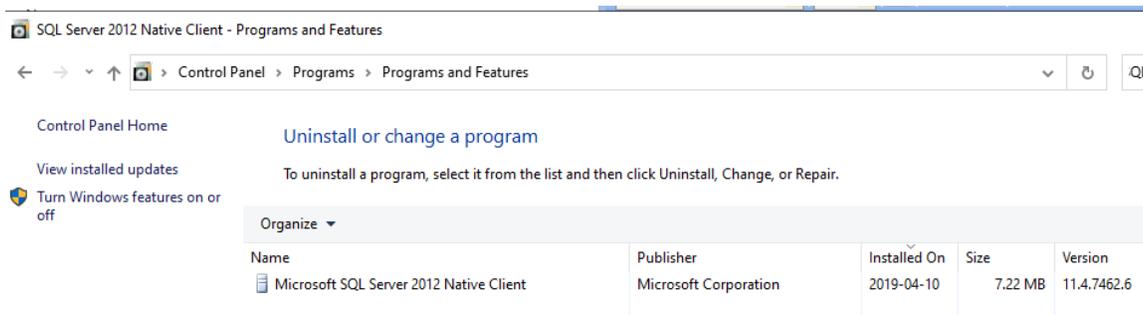
## **Install Microsoft SQL Server 2012 Native Client**

If you are using a SQL Server database (instead of Microsoft Access), the following software needs to be installed on each machine running the BPMS 7 Admin application:

### **Microsoft SQL Server 2012 Native Client**

To check if the software is installed, follow these steps:

1. Go to Control Panel => Programs => Programs and Features
2. Look for software name “**Microsoft SQL Server 2012 Native Client**” as shown on screen shot below.



3. Even if a newer version of a Microsoft SQL Server Native Client is installed, you still need to install the 2012 version for BPMS to work property with SQL Server.
4. If it is not installed Google the phrase “[Download Microsoft SQL Server 2012 Native Client](#)”. You can download it from URL below. **Download the x64 version (64 bit). The URL should start with “microsoft.com” or “docs/microsoft.com”.**

<https://www.microsoft.com/en-us/download/details.aspx?id=50402>

The version BPMS needs is the x86 (32 bit).

Choose the download you want

<input type="checkbox"/> File Name	Size
<input checked="" type="checkbox"/> ENU\x64\sqlncli.msi	4.8 MB
<input type="checkbox"/> ENU\x86\sqlncli.msi	3.0 MB

Annotations: A yellow callout box points to the x64 version with the text "Installs both 64 bit and 32 bit". Another yellow callout box points to the x86 version with the text "Installs 32 bit only".

If you choose the x64 it will installed both the 64 bit and 32 bit versions per note below from Microsoft installation instructions.

**The x64 and Itanium versions of sqlncli.msi also install the 32-bit version of SQL Server Native Client.** If your application targets a platform other than the one it was developed on, you can download versions of sqlncli.msi for x64, Itanium, and x86 from the Microsoft Download Center.

5. Once downloaded, run the installation program.

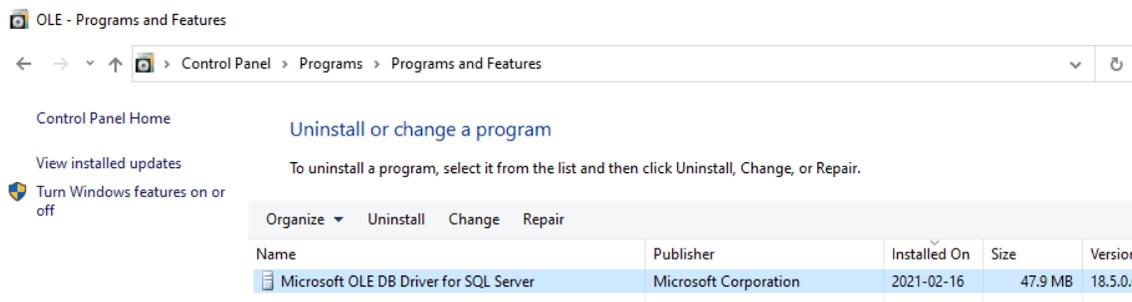
### **Install Microsoft OLE DB Driver for SQL Server**

If you are using a SQL Server database (instead of Microsoft Access), the following software needs to be installed on each machine running the BPMS 7 Admin application:

#### **Microsoft OLE DB Driver for SQL Server**

To check if the software is installed, follow these steps:

1. Go to Control Panel => Programs => Programs and Features
2. Look for software name “**Microsoft OLE DB Driver for SQL Server**” as shown on screen shot below.



3. If it is not installed Google the phrase “**Download Microsoft OLE DB Driver for SQL Server**”. You can download it from URL below. **Download the x64 version (64 bit). The URL should start with “microsoft.com” or “docs/microsoft.com”.**

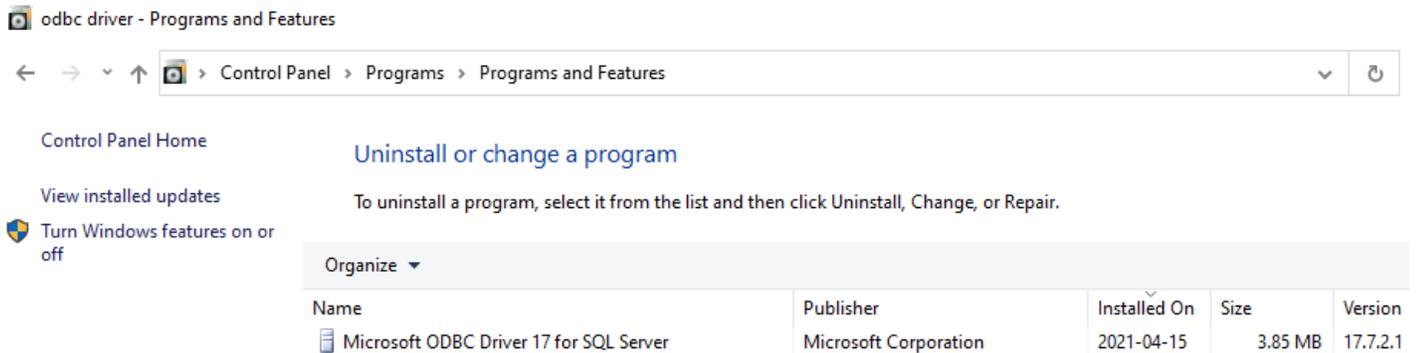
<https://docs.microsoft.com/nl-nl/sql/connect/oledb/download-oledb-driver-for-sql-server?view=sql-server-ver15>

4. Once downloaded, run the installation program.

## Install Microsoft ODBC Driver for SQL Server

To check if the software is installed, follow these steps:

1. Go to Control Panel => Programs => Programs and Features
2. Look for software name “**Microsoft ODBC Driver for SQL Server**” as shown on screen shot below.



3. If it is not installed Google the phrase “**Download Microsoft ODBC Driver for SQL Server**”. You can download it from URL below. **Download the x64 version (64 bit). The URL should start with “microsoft.com” or “docs/microsoft.com”.**

<https://docs.microsoft.com/en-us/sql/connect/odbc/download-odbc-driver-for-sql-server?view=sql-server-ver15>

4. Once downloaded, run the installation program.

## Installing or Updating BPMS 7 Administrator - Detailed Steps

If you are installing on a client computer for the first time, you will need the Product Key unless you are installing from the BPMS CD-ROM. The Product Key is on the CD-ROM jewel case. If you cannot locate your CD-ROM, email [bpms@bpms.net](mailto:bpms@bpms.net) or call us at 877-250-2698.

1. Determine which version of BPMS you currently have and the Database Type by running BPMS then go to the Switchboard (main form). Arrow #1 shows the client version. Arrow #2 shows the Database Type (Microsoft Access or SQL Server). Arrow #3 is the database name.



2. If the DB Type is “SQL Server”, make sure the program “**Microsoft SQL Server 2012 Native Client**” is installed on the computer. See section “[Install Pre-Requisite Software if using SQL Server Back-End](#)”

If you are using a **SQL Server database** (instead of Microsoft Access), the following software needs to be installed on each machine running the BPMS 7 Admin application:

**Microsoft SQL Server 2012 Native Client**

**Microsoft OLE DB Driver for SQL Server**

**Microsoft ODBC Driver for SQL Server**

The drivers above have been required since May 24, 2021 when BPMS Software deployed BPMS 7 Administrator v7.03u to make the application work when connecting to a SQL Sever database where TLS 1.0 and SSL 3.0 were disabled which due to security vulnerabilities. Note that TLS 1.2 must be enabled.

- SSL is the acronym for Secure Sockets Layer
- TLS is the acronym for Transport Layer Security

To find out, go to Control **Panel** => **Programs** => **Programs and Features** and check if the 2 components above are installed.

If **Microsoft SQL Server 2012 Native Client** is not installed, follow instructions in section “Install [Microsoft SQL Server 2012 Native Client](#)” on page 5.

If **Microsoft OLE DB Driver for SQL Server** is not installed, follow instructions in section “Install [Microsoft OLE DB Driver for SQL Server](#)” on page 6.

If **Microsoft ODBC Driver for SQL Server** is not installed, follow instructions in section “Install [Microsoft ODBC Driver for SQL Server](#)” on page 7.

3. Install Microsoft SQL Server 2012 Native Client” on page 4 for details.
4. If you have SQL Server back-end you will likely need to ask your Database Administrator (DBA) to download the latest script to update the Database Objects. The table in section “[Latest Version](#)” shows the version of the latest "BPMS SQL Server Database". If the version is newer than you current version of BPMS (before update) then you need to ask your DBA or other IT staff to download the latest script and run it on the BPMS database.

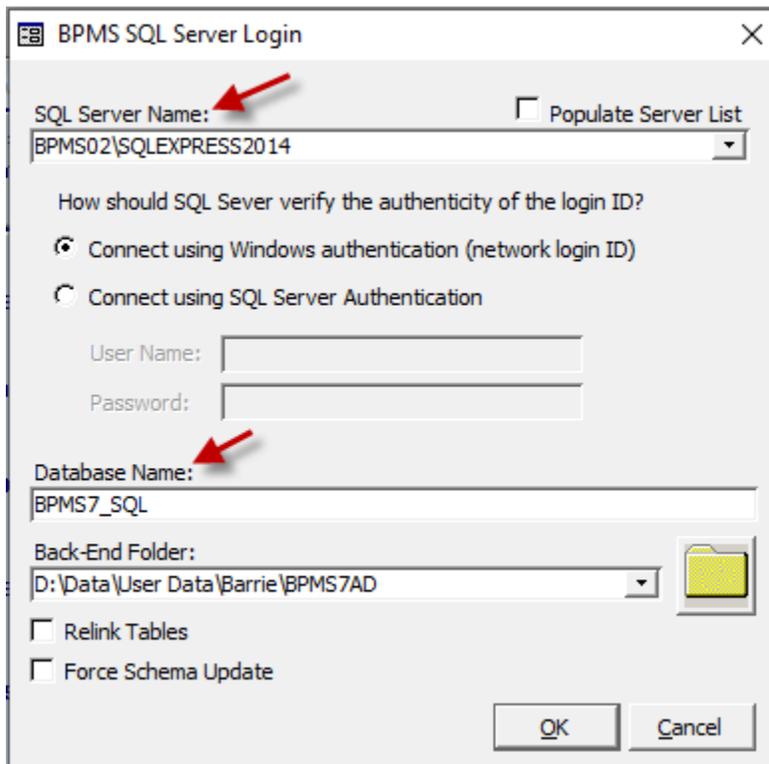
Instructions for DBA:

- e) Download the latest script from:

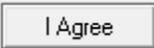
<http://www.bpms.net/update/bpms7a/BPMSInstallSQLServerObjects.zip>

- f) Using SQL Server Management Studio (SSMS) connect to the SQL Server host

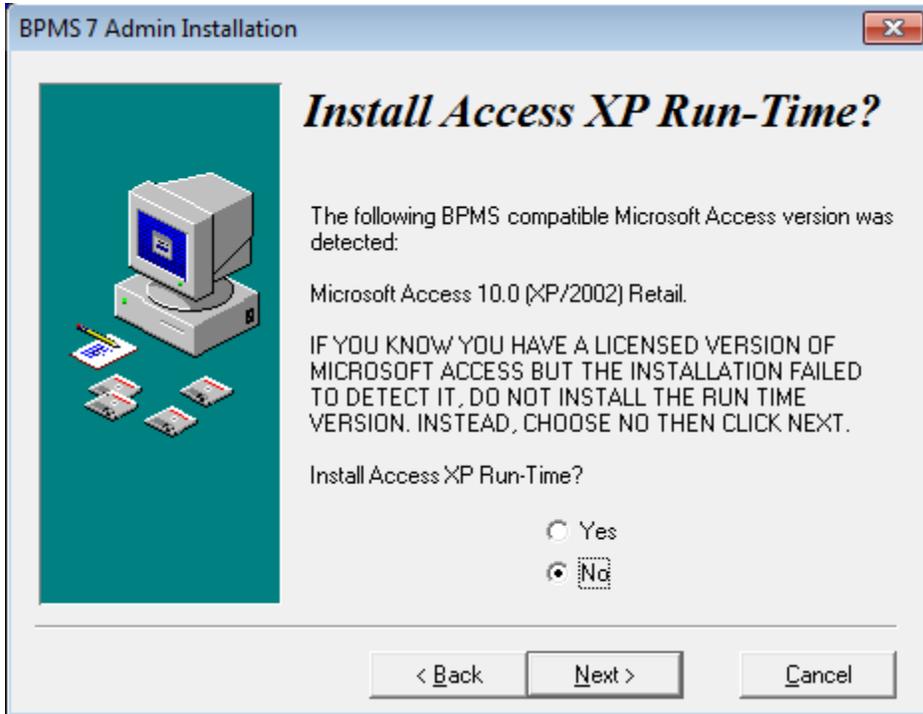
If you don't know the server name or database name, run the BPMS 7 Admin app then from the **Switchboard** (main form), click **Customize** => **File Locations** tab => **Configure SQL Server Connection**



- g) From SSMS, open the script file downloaded in step a).
  - h) Follow instructions at the top of the script.
5. Before updating BPMS on a client computer, make sure the BPMS application is closed
  6. Locate the installation file on the CD-ROM or you can download the latest copy of BPMS 7 Administrator by clicking on one of the following links:
    - For the Production Environment
      - [http://www.bpms.net/update/bpms7a/SETUP\\_BPMS7A.zip](http://www.bpms.net/update/bpms7a/SETUP_BPMS7A.zip)
    - For the Test Environment
      - [http://www.bpms.net/update/bpms7a/SETUP\\_BPMS7A\\_Test.zip](http://www.bpms.net/update/bpms7a/SETUP_BPMS7A_Test.zip)
    - If you downloaded the zip file follow these steps:
 

After downloading the zip file, right-click the file then chose Properties. If you see an **Unblock** option, click the button (or check the box) then click OK.
    - Extract EXE file from the zip file
  7. Right-click the installation program ( “SETUP\_BPMS7A.EXE” or “SETUP\_BPMS7A\_TEST.EXE”) then choose  **Run as administrator**
  8. On the “Licence Agreement” dialog box, choose 
  9. On the “Terminal Server Installation” dialog box click  then click  again.
  10. On the “Install Access XP Run-Time” dialog, BPMS should detect if you have the retail version of Microsoft Access installed. In the example below, BPMS detected “Microsoft Access 14 (2010) Retail”. That’s the version of Microsoft Access that comes with Office 2010. If BPMS does not detect a

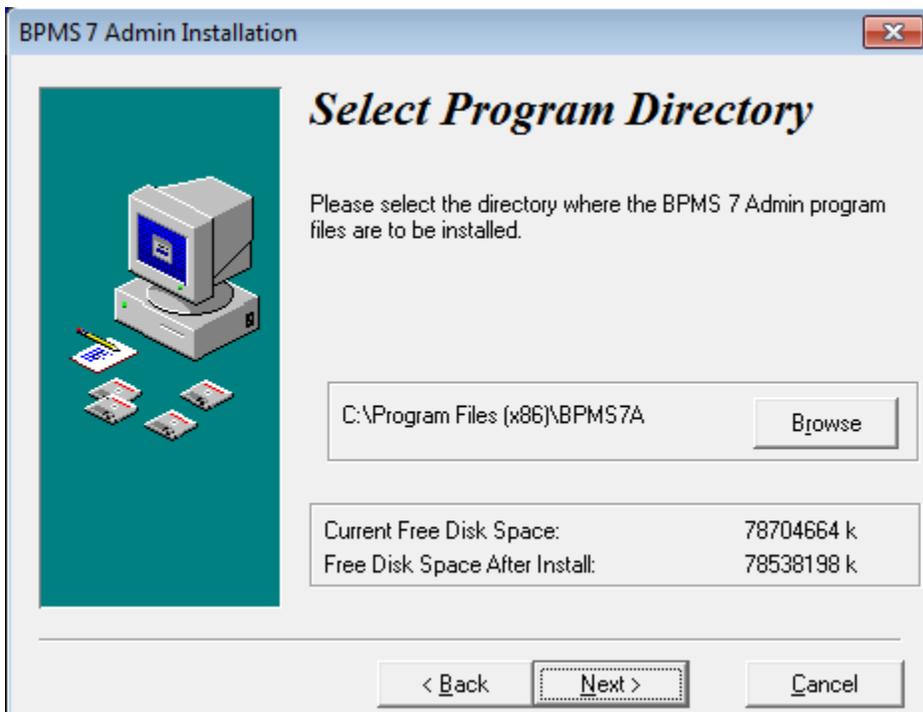
Microsoft Access license (2002 or newer), the runtime version of MS Access 2002 (XP) will be installed.



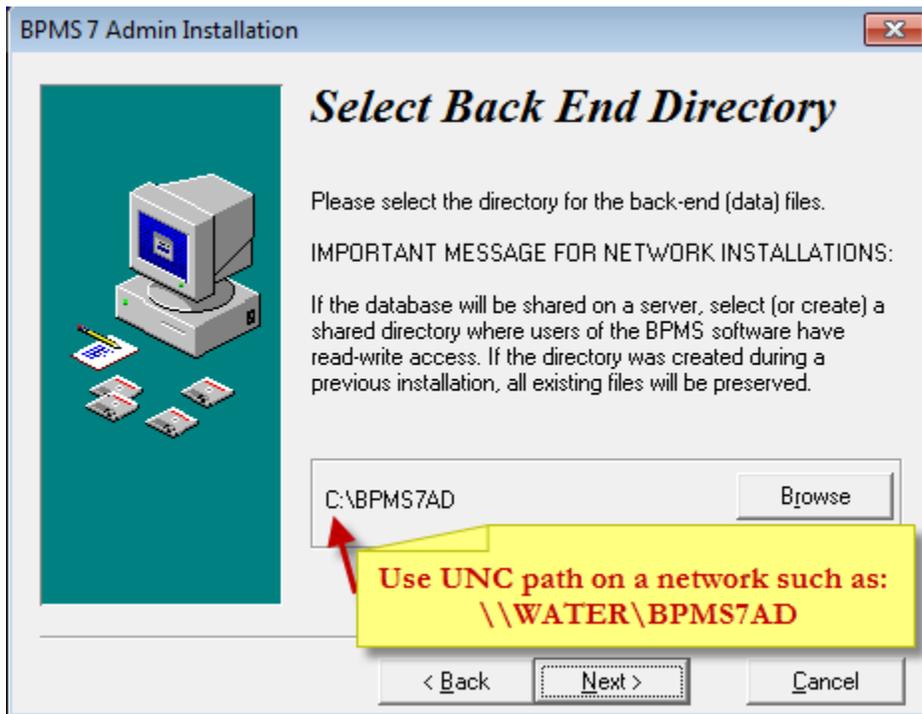
Accept the default then click

**Next >** to continue.

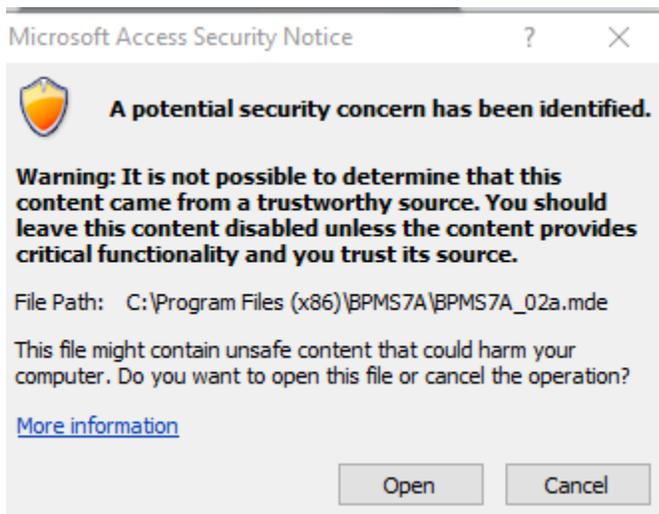
11. The “Select Program Directory” usually defaults as shown below, click “NEXT>” to continue.



12. The “Select Back End Directory” is usually a shared folder on a network drive as it needs to be shared with other members of your workgroup. If you need to change the folder, click the BROWSE button then locate and open the shared folder on your network (use a UNC path (e.g. [\\WATER\BPMSAD](#)) rather than a network drive (e.g. S:\BPMS7AD”) then click OK to select it. If you are upgrading from version 6, set directory to version 6 backend folder.

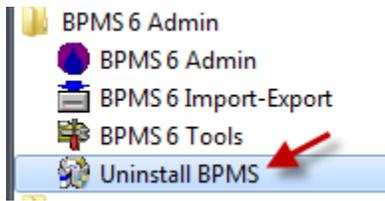


13. Click “NEXT>” to continue.
14. On the “Ready to Install!” dialog box, confirm your selections, then click “NEXT>”
15. Open the **BPMS 7 Admin** application. If you receive a “Microsoft Access Security Notice” such as the one shown on screen shot below, click Open (we will try to remove that prompt later).



16. If you see other prompts, accepting all defaults when prompted. If you receive a prompt to update back-end database, make sure no one else is using BPMS then click **Update Now**.
17. If you purchased a license to use BPMS with the SQL Server back-end and you are configuring the software to run with a SQL Server database for the first time, follow instructions in document “Manual\_SQLServer.pdf” on the CD-ROM disc (URL: [http://www.bpms.net/docs/BPMS7\\_Admin\\_SQLServer.pdf](http://www.bpms.net/docs/BPMS7_Admin_SQLServer.pdf)) This document is also available within the BPMS 7 Admin application, from the menu bar, choose Help | BPMS Manual (SQL Server Supplement).

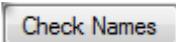
18. If you are upgrading from version 6, you may proceed to uninstall BPMS 6 Admin on all the machines now or at a later date. To uninstall, go to the **BPMS 6 Admin** program group then run **Uninstall BPMS**. Make sure all BPMS 6 application shortcuts were removed the user's desktop, including:

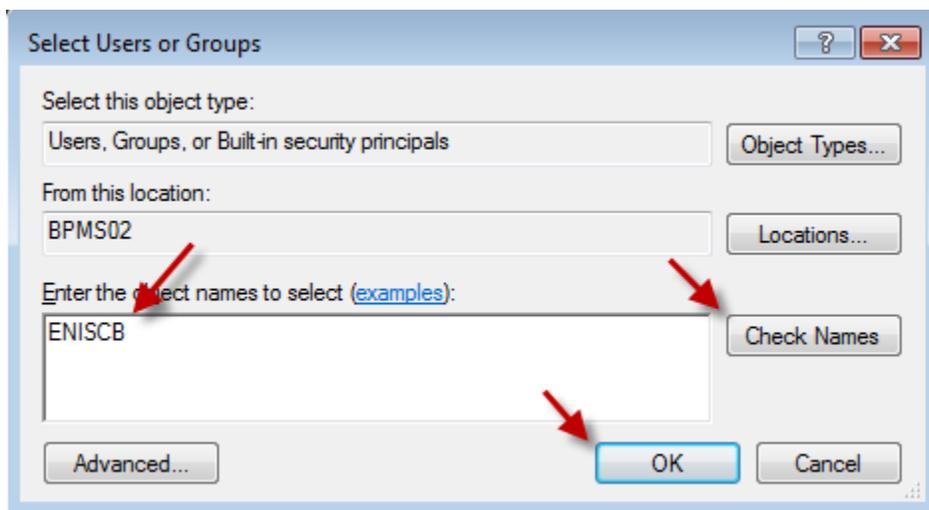


19. Follow instructions in the next two sections.

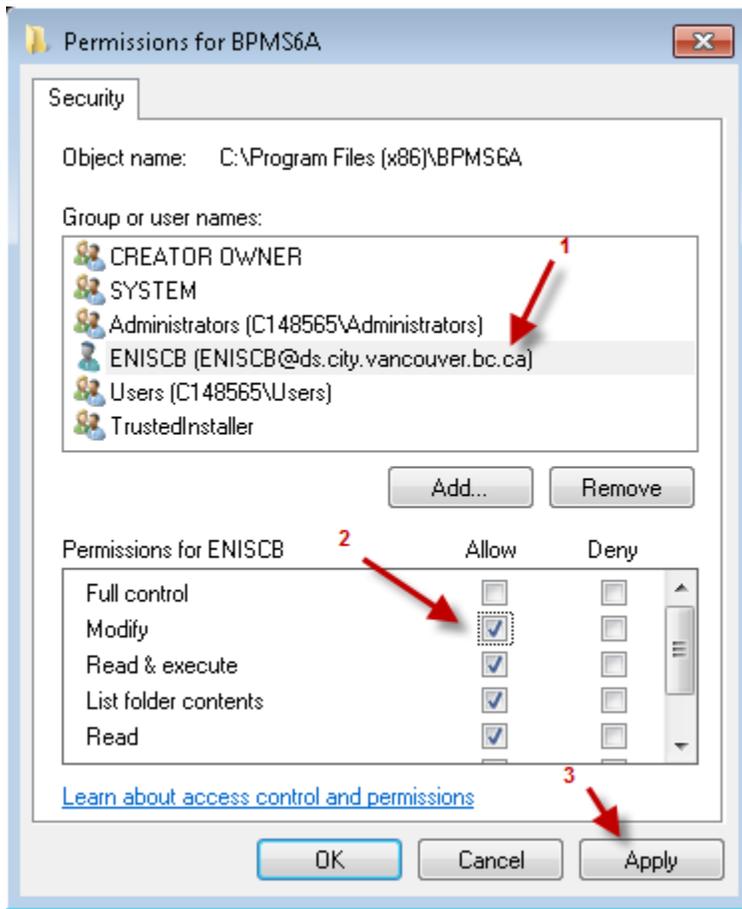
## Grant Modify Permissions to BPMS Folders

Each user that will run BPMS needs modify permission to the BPMS application folder by following these steps:

1. Open the “**File Explorer**” application
2. Locate the folder where BPMS is installed. The default folder is either:  
**C:\Program Files\BPMS7A\ (32 bit)**  
**C:\Program Files (x86)\BPMS7A\ (64 bit)**
3. Right-click the BPMS7A folder then choose **Properties**
4. From the Properties dialog box, the **Security** tab
5. Click  then click .
6. Enter the Windows User Name (or active directory group name) then click  then click OK.



7. Select the object you added in the previous step then check the **Modify** box under **Allow** then click **Apply** then click **OK**.



8. Select the Users group then check the Modify box then click Apply then click OK.
9. Repeat step 5 to 7 for each additional user that may use this machine.
10. When you are done, click OK to close the folder Properties window.
11. If the data folder is located on your local computer, repeat the procedure above for the data folder. The default folder is: **C:\BPMS7AD\**. If you data folder is located on a network, make sure all BPMS users have modify permissions to the folder.

## Running BPMS after Installing or Updating BPMS Client

By default BPMS will install the applications in the Program Files folder (e.g. “C:\Program Files\BPMS7A” or “C:\Program Files (x86)\BPMS7A”.

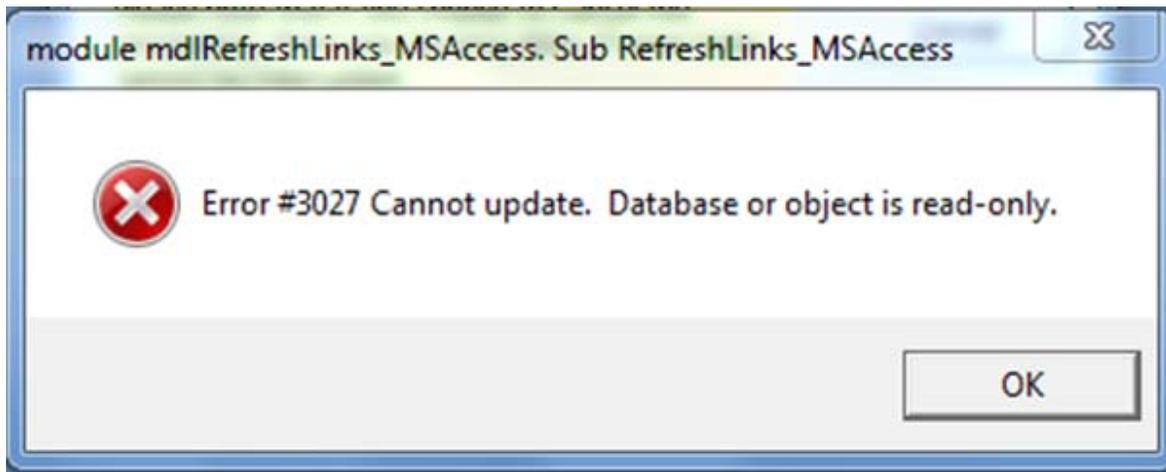
Often, the permission for most users will have read-only access to that folder. If you know that’s the case, go to next section.

In Windows 7, if VirtualStore is implemented, BPMS application will still work fine because every time a user runs a BPMS application, a copy of the application file will be copied to this folder:

C:\Users\<<UserName>\AppData\Local\VirtualStore\Program Files (x86)\BPMS7A.

If you are not sure, the only way to find out is to ask a regular BPMS user to run that application by following these steps:

- 1) Run the “BPMS 7 Admin” application
- 2) If the folder is read-only, an error message like this will appear.



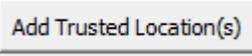
You will then be stuck in a loop even if you try to continue. The only way out is to kill the application by pressing CTRL+ALT+DEL then choose START TASK MANAGER. Under the Applications tab, click BPMS then click END TASK then proceed to the next section.

### Add Trusted Location for BPMS Front-End Folder (Microsoft Access 2007 or newer)

If Microsoft Access 2007 or newer is installed, the user may receive a security warning every time the BPMS 7 Admin application is run. You can suppress this prompt by following these steps:

1. Run the **BPMS 7 Admin** application.

2. From the Switchboard click  Utilities then click  Add Trusted Locations

3. Click 
4. You should receive a message that trusted locations were added successfully.
5. The next time the user runs the application, the security warning should no longer appear.

## Silent Installation

This section describes how to run the BPMS full install or update programs silently (without constant interaction or prompts).

### Before you begin

#### IF INSTALLING BPMS 7 ADMIN ON A MACHINE FOR THE FIRST TIME

In a silent install, if BPMS 7 Admin was not previously installed, the back-end will default to C:\BPMS7AD\. The next time the user runs the BPMS 7 Admin application, the back-end folder can be changed back to the appropriate path (from *Switchboard* form, click **Customize** => **File Locations** tab, then click the **Browse** button located next to *Back-End* text box). On a network we recommend using a UNC path (e.g. [\\WATER\BPMS7AD\](#)).

#### IF ADMINISTRATOR ACCOUNT DOESN'T HAVE UPDATE ACCESS TO BACK-END FOLDER

Even if BPMS was already installed, the Admin account needs at least read access, and ideally modify permission (see next paragraph), to the back-end folder. If the Admin account cannot see the back-end folder, the back-end will default to C:\BPMS7AD\. The next time the user runs the BPMS 7 Admin application, the back-end folder can be changed back to the appropriate path (from *Switchboard* form, click **Customize** => **File Locations** tab, then click the **Browse** button located next to *Back-End* text box). On a network we recommend using a UNC path (e.g. [\\WATER\BPMS7AD\](#)).

If the Admin account doesn't have modify permission and the installation program needs to add or update a file, the installation may abort. In that case, you will need to run the installation in non silent mode at least once to add the new file(s) first before you can run it in silent mode.

### BPMS Full Install in Silent Mode

To execute a full install in silent mode, follow these steps:

1. Using a text editor create a new batch file (e.g. **Setup\_BPMS7A\_Silent.bat**).
2. Copy and paste the text below. The text in yellow may need to be changed. Replace "C:\apps\" by the folder where the BPMS installation program is located. If you don't want to grant access to all users, replace "Users" by user or group name (e.g. DOMAIN\Users).

@Echo Off

:: Execute BPMS Installation program in silent mode with option /s

"C:\apps\Setup\_BPMS7A.exe" /s

:: Grant Users Modify permission to all folders and sub-folders

IF EXIST "%PROGRAMFILES%\BPMS7A" (GOTO :WIN32BIT)

IF EXIST "%PROGRAMFILES(x86)%\BPMS7A" (GOTO :WIN64BIT)

GOTO :EXIT

:WIN32BIT

ICACLS "%PROGRAMFILES%\BPMS7A" /grant:r Users:(OI)(CI)M /t

:WIN64BIT

ICACLS "%PROGRAMFILES(x86)%\BPMS7A" /grant:r Users:(OI)(CI)M /t

:EXIT

PAUSE

3. Run a Command Prompt as Administrator

a)  => **All Programs => Accessories**

b) Right  **Command Prompt** then choose **Run as Administrator**.

4. Execute the batch file created in step 1.

For information about ICACLS, go to URL: [https://technet.microsoft.com/en-us/library/cc753525\(WS.10\).aspx](https://technet.microsoft.com/en-us/library/cc753525(WS.10).aspx)

### ***BPMS Update in Silent Mode***

To run the Update program in silent mode, follow instructions above but change text "Setup\_BPMS7A.exe" to "Update\_BPMS7A.exe".