

Updating your BPMS Administrator 6 Applications (Microsoft Access Back-End Database Only)

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This procedure explains how to update your BPMS version 6.x application to the latest upgrade available over the Internet.

Installing BPMS on a new computer?

If you are installing BPMS on a computer for the first time, follow instructions in this document instead:

http://www.bpms.net/update/update6axp/small/BPMS6_Admin_Installation.pdf

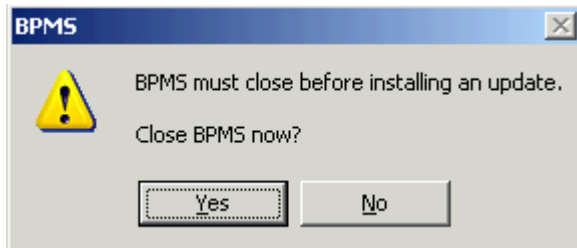
Before Installing the Update

Be sure to follow your Information Technology policies regarding software upgrades. Several organizations require upgrades to be installed by IT staff. If the computer is running Windows Vista or Windows 7, the installation must be run by a user with local administrator rights on the computer. On Windows XP, the update may be run by standard users, if your IT policy allows it.

Downloading the update from your BPMS Application

1. Open BPMS
2. From the Switchboard form (the first screen you get when you open the program), click on the **Help** menu (on the menu bar which is one line below “x” to close the BPMS Window) then choose **BPMS Web Update**.

The following dialog box will appear:

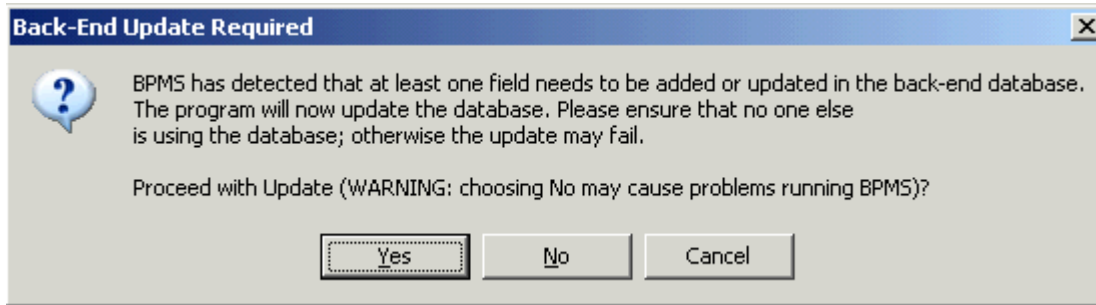


3. Choose Yes to close BPMS.
4. Your web browser should open and display the BPMS Administrator 6 update page. If it doesn't, click on the link below:
<http://www.bpms.net/update6a.htm>
5. If you wish to review the list of Software Fixes/Improvements, click "[Software Fixes/Improvements](#)".
6. To download the BPMS update, click "[DOWNLOAD BPMS update](#)".
7. Save the file to a folder.

Installing the BPMS Update

1. Once the file has been downloaded, how your start the installation varies depending on the Windows product name:
 - a. On Windows Vista, Windows 7 or newer versions:
 - Right click the installation file (UPDATE.EXE or SETUP.EXE) then choose "**Run as administrator**".
 - b. On Windows XP or newer versions:
 - Double-click on the installation file (UPDATE.EXE or SETUP.EXE).
2. Proceed to install the application, accepting all the defaults.
3. Once the application has been updated, open BPMS. Choose YES when prompted to refresh links or to update the Back-End.

4. After refreshing the links, if the dialog box shown below appears, it means that the BPMS database needs to be updated. Make sure no one else is using the BPMS application before clicking YES.



5. Once the update is complete, you can proceed to use BPMS.
6. Other users will be prompted to update their application the next time they open BPMS.