

## **Updating your BPMS Administrator 6 Applications (SQL Server Back-End Database Only)**

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

### ***If the current Version of BPMS is older than 6.07t (05-Mar-2010)***

If you are upgrading from a version older than 6.07t (05-Mar-2009), please ask your Database Administrator (DBA) to execute instructions found in the following document:

[http://www.bpms.net/update/update6axp/small/Installing SQL Server Objects \(BPMS 6 Admin with SQL Server Only\).pdf](http://www.bpms.net/update/update6axp/small/Installing_SQL_Server_Objects_(BPMS_6_Admin_with_SQL_Server_Only).pdf)

### ***Downloading the BPMS Update***

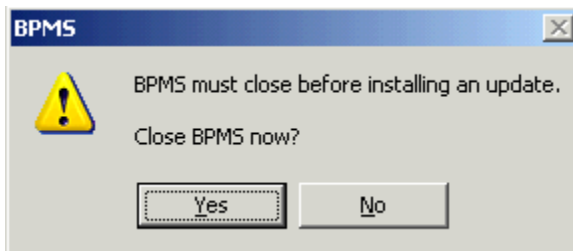
If you have already downloaded the update, proceed to the next section.

Approximate File Size: **13 MB**

Estimated Download at High Speed: **1-5 Minutes**

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**.

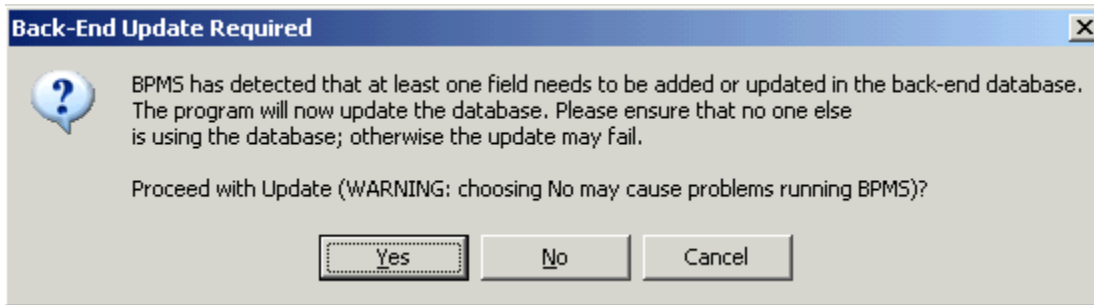
The following dialog box will appear:



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. Choose Run or Save.

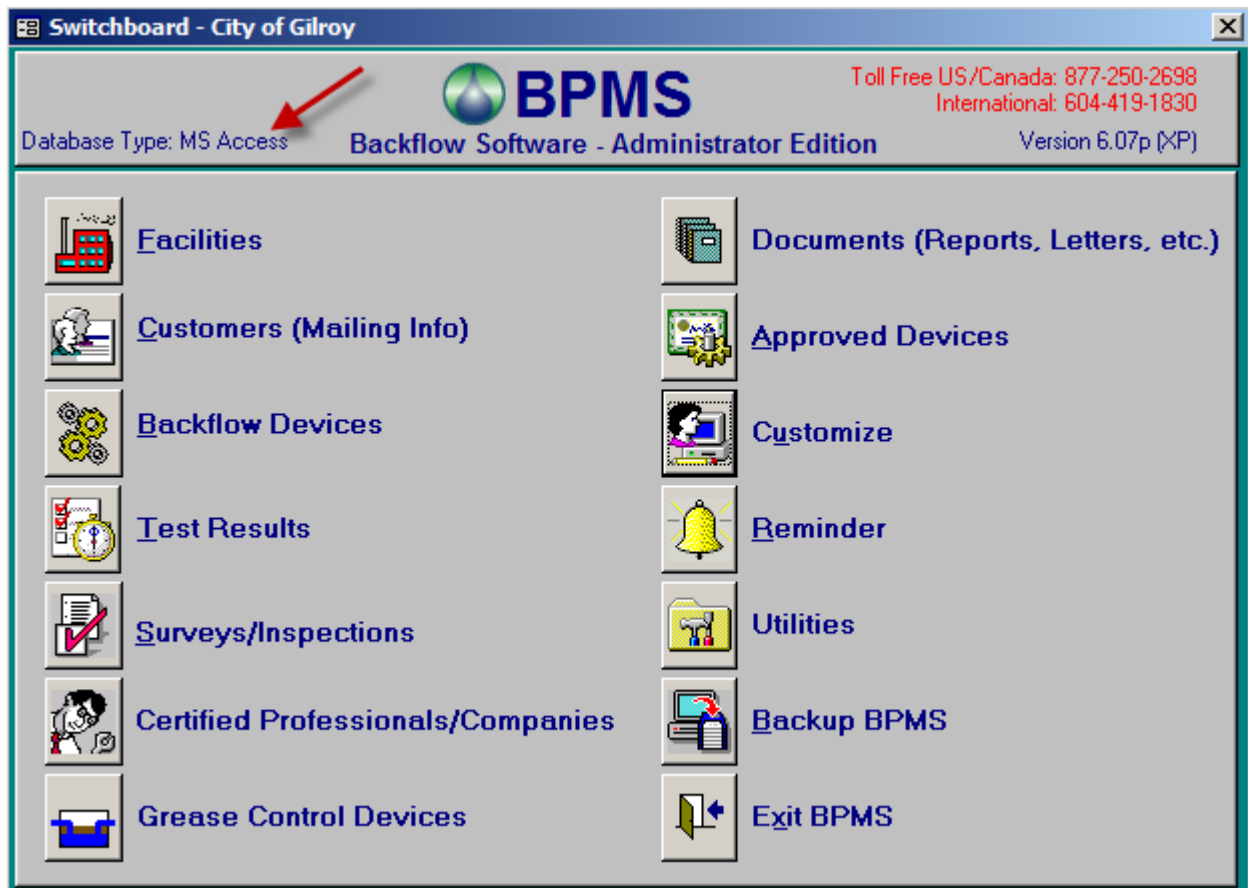
### ***Installing the BPMS Update***

1. Once the file has been downloaded, run the update program, accepting all the defaults.
2. Once the application has been updated, open BPMS. Choose YES when prompted to refresh links or to update the Back-End. If the dialog box shown below appears, it means that the BPMS database needs to be update.



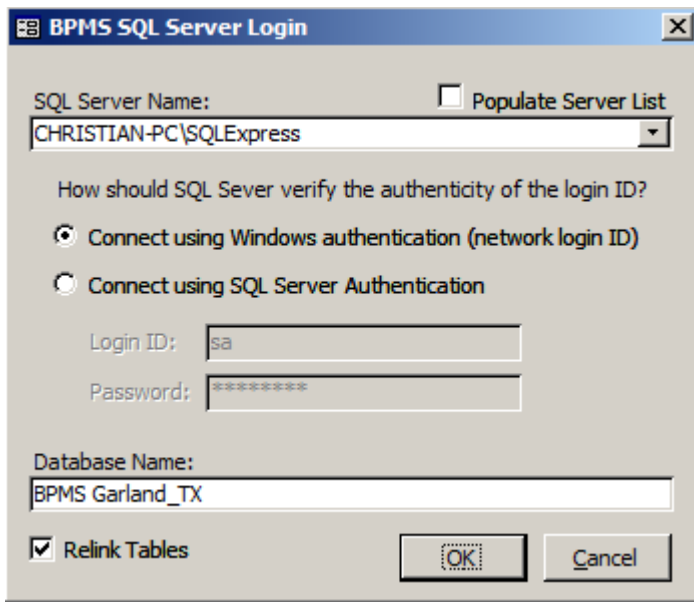
BPMS will let you know if the back-end update fails (and you will receive a warning that some features may not work properly). After receiving that message, we recommend that notify other users to exit BPMS then try again until the update is successful.

- Once the update is complete, if you are using a SQL Server database for BPMS, the update may have reverted back to using a Microsoft Access database so pay attention to the Database Type in the upper left corner of the BPMS Switchboard form as show by the red arrow below:

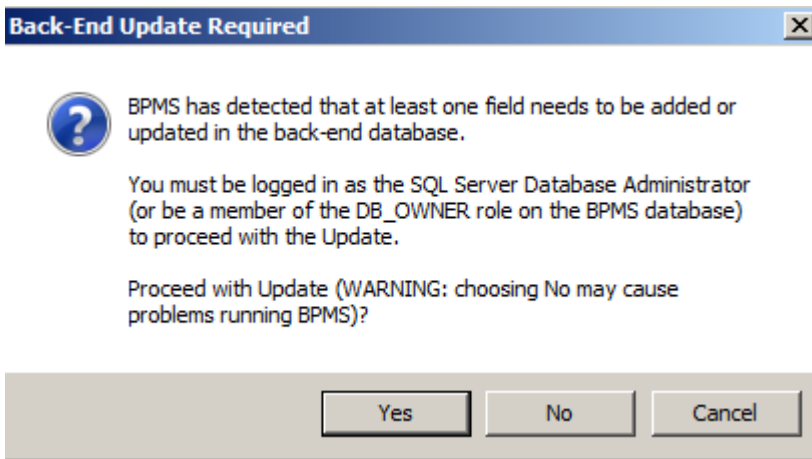


If the Database type is "SQL Server", you are all set to use BPMS.

- If the Database type is "MS Access", click on the CUSTOMIZE button then click on the FILE LOCATIONS tab.
- Set the Database Type field to "SQL Server".
- The Login dialog box should appear.



7. Click OK to continue.
8. If BPMS detect the SQL Server database need to be updated, this dialog box will appear:



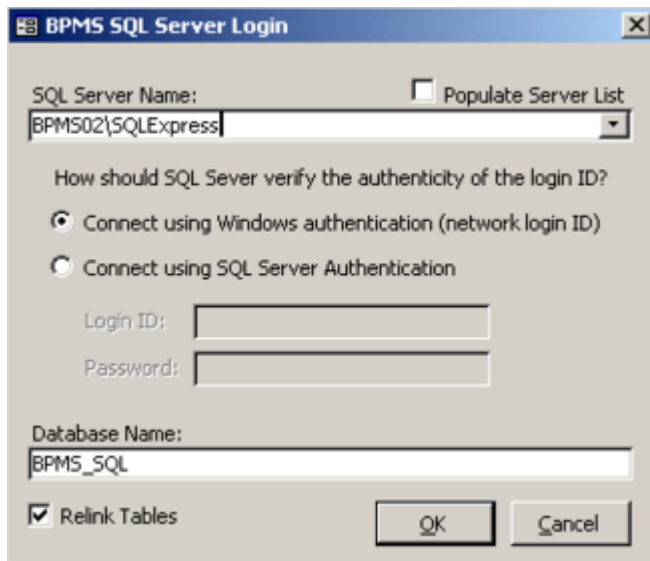
9. If you have Administrator privileges on the BPMS database click YES the follow instructions. If not, contact your Network or Database Administrator for assistance.
10. To ensure the application is installed properly on other workstations, follow instructions in the next section for each other client installation.

## Installing on other Workstations

To install on other workstations, follow these steps:

1. Open BPMS
2. You should receive a message that BPMS has detected an update. Answer yes to proceed.
3. When the installation program starts, follow installation instructions, accepting all the defaults.
4. Once the installation is complete, reopen BPMS.
5. From the Switchboard, click the **Customize** button then click on the **File Locations** tab.
6. Set the Database Type to **SQL Server**.

The following dialog box will appear:



7. If your SQL Server is integrated with Active Directory set the option to *Connect Using Windows Authentication* then click OK.
8. Once the re-linking and updates are complete, you should close BPMS then re-open it.
9. If you had the option *Connect using Windows authentication*, you should not receive a login prompt.