

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.


Installing BPMS on a new computer?

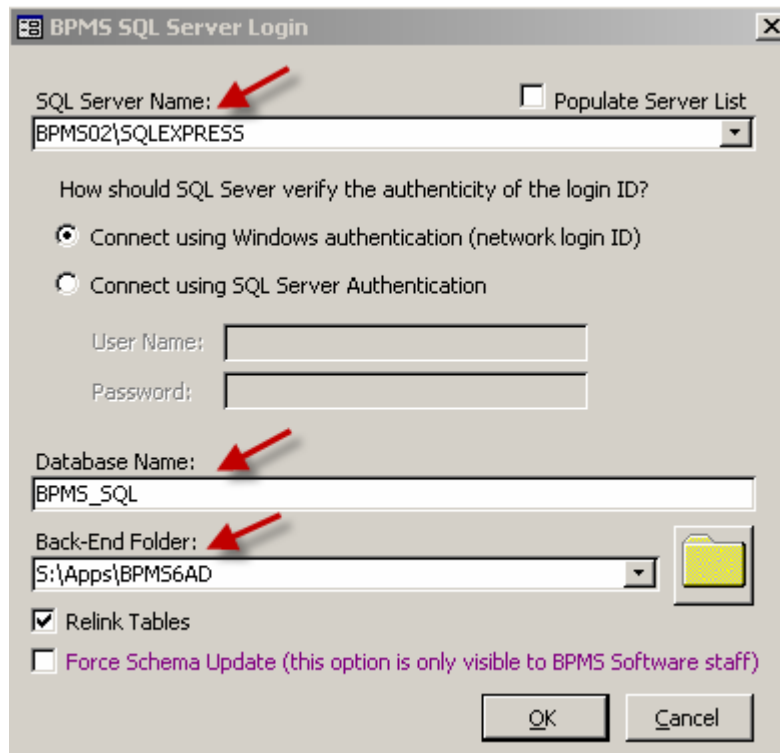
If you are installing BPMS on a computer for the first time, follow instructions in this document instead:

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

Before Installing the Update

We recommend that updates be executed by an IT support staff with the following access rights:

- 1) Local Administrator rights on the client computer.
- 2) At the time of installation, the back-end folder used by the BPMS application should be accessible with the same file path as the one used by the BPMS users. This information can be obtained from the BPMS 6 Admin application by following these steps:
 - a. From the Switchboard (main form), click **Customize** button.
 - b. Click on the “**File Locations**” tab then click 
 - c. The back-end folder is shown below. You should take screen shot of this form before the update.



Check if SQL Server Script Needs to be Run

Once in a while BPMS updates require that a database administrator runs a SQL Server script to update SQL Server objects. Before updating the client, check if the database administrator (DBA) needs to run the latest SQL Server Script by following these steps:

Click on this link: <http://www.bpms.net/update/update6axp/small/update.pdf> to open the release notes.

BPMS 6 Administrator Release Notes

BPMS Client Version: 6.10a (06-Sep-2011)
SQL Server Script Version: 6.09I (29-May-2011)

If the SQL Server script version (6.09I in example above) is higher than your current version of BPMS (6.10a in example below), you need to ask your IT staff to run the latest script on the BPMS SQL Server database.



If a database update is required, you need to email your database administrator and ask them to follow instructions in the document below.

[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)

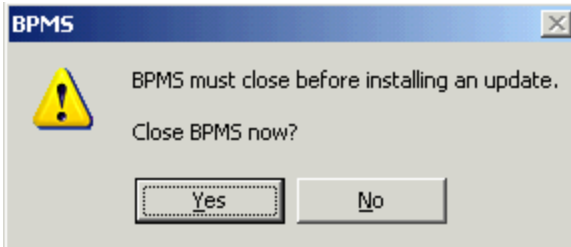
If your DBA is not familiar with the BPMS database, provide the "SQL Server Name" and "Database Name" on the BPMS SQL Server Login form (previous page). If your organization is using a BPMS two database, one for Tests and one for Production, you may want to ask the DBA to run the script on both databases.

Downloading the BPMS Update

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

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**.

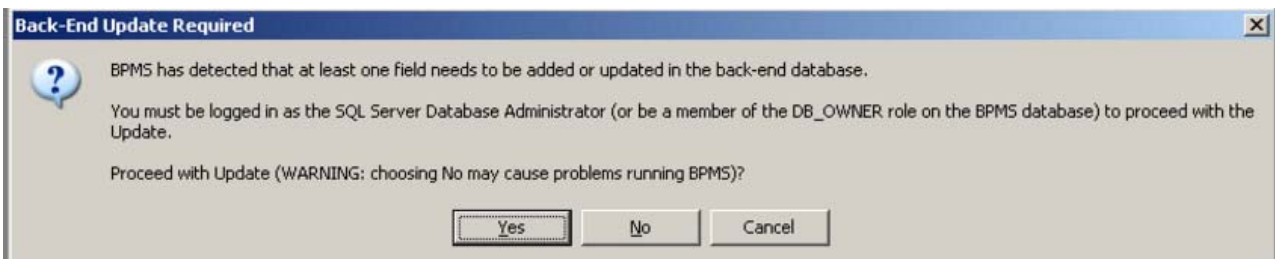
The following dialog box will appear:



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.

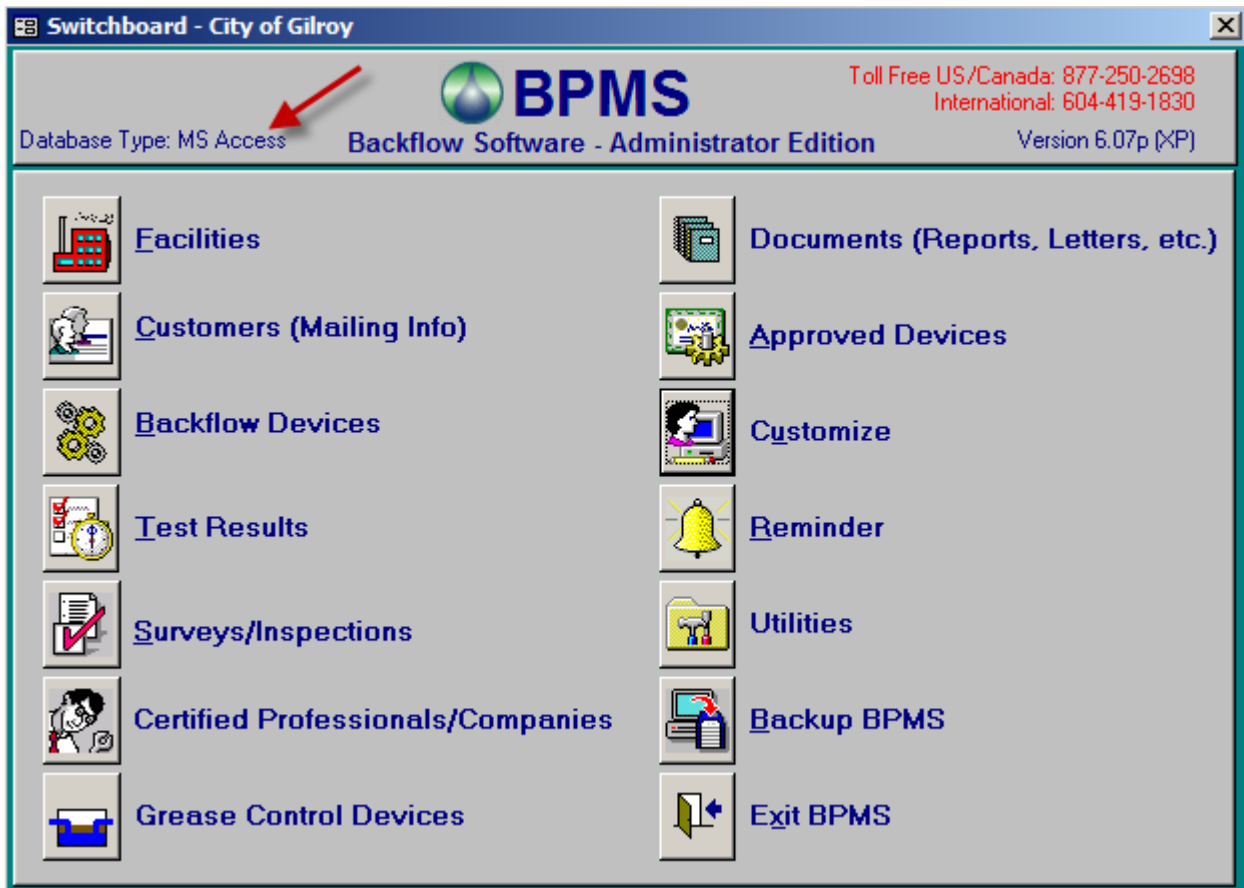
Installing the BPMS Update

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. If you don't have access to the BPMS SQL Server database, ask a regular user to login. Choose YES when prompted to refresh links. If the dialog box shown below appears, it means that the BPMS database needs to be updated.



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, 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**" then enter the information from the "BPMS SQL Server Login form" screen shot you captured on page 1. Enter the login credentials then click OK
- Follow instructions provided by the application, if any, to complete the update.
- Repeat instructions in this section on all other computers where BPMS is installed.