
Updating your version of Acclipse Document Manager

Updating your version of Acclipse Document Manager involves:

1. Downloading the update.
2. Applying the update to your server.
3. Applying the update to your workstations or terminal server.

1 — Download update

The first person to log into Acclipse Document Manager the day after an update is released will be notified that an update is available for download. This person can download the update to the server by clicking *Next* on the update notification window. Once the update has been downloaded, the following message will display when you open Acclipse Document Manager, asking your administrator to apply the downloaded update to the server.

2 — Apply update to server

1. Ensure all users close Outlook and any other programs linked to Acclipse Document Manager (eg your practice management software).
2. Log onto your server, ensuring you have administrative rights.
3. Select **Start** → **All Programs** → **Acclipse Document Manager** → **Update Document Manager Server**.

3 — Apply update to workstation or terminal server

You need to run a terminal server update if you are running Acclipse Document Manager from your terminal server. Alternatively, if you are running Acclipse Document Manager on individual workstations, you need to run the workstation update. If you are running Acclipse Document Manager on individual workstations as well as a terminal server, you need to apply the update to both the terminal server and the workstations.

- **Terminal server update:**
 1. Log onto your terminal server, ensuring you have administrative rights.
 2. Select **Start** → **Control Panel** → **Add Remove Programs** → **Add New Programs** → **CD or Floppy**.
 3. Locate and select your Acclipse Document Manager *Updates* folder (eg *C:\Acclipse\desktop\Updates*).
 4. Locate and double-click the **setup.exe** file in this folder.
- **Workstation update:**
 1. Ensure each user reopens Outlook or restarts their workstation — They will automatically be prompted to update their version of Acclipse Document Manager.

NOTE: Before users can run the update they need to close all applications that use Acclipse Document Manager components (eg Outlook, Word, Excel, Acclipse PDF Manager).
 2. Ensure each user clicks **Next** → **Finish** on the window that prompts them to run the update.