# The Update Procedure.

## Please ensure the following is done prior to updating you Xebra system

### The following MUST be done.

1: Check your version - click on HELP and then ABOUT XETEX XEBRA. The number after the ANZPP is your current version

🥔 About Xetex Xebra	_			×
Xebra ANZPP700 © 1997-2023, XETEX Business 1103 Rocky Drive - Su West Lawn, PA 19	5 5 Sys ite 1 609	stems, .03	, Inc	2.
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2: Download and read the relevant Release Notes - Release notes are available from our website – <u>https://gunwebsystems.zendesk.com/hc/en-us/articles/216113428-Release-Notes</u>

## The update procedure is as follows.

#### 1: Stop Xebra Running as a Service:

If you are running a Small Business server, it is likely that Xebra is running as a "Service" – Xebra Server automatically restarts if the server shuts down and restarts. For any update, it is necessary that the Updater program has control of stopping and starting the Xebra Server program. You need to STOP the service temporarily and start it as application by logging onto the computer that is acting as your Xebra server, find the Xebra server folder find the accessing Xebra srv.exe in the Xebra server folder double click this and run it as an application. You will need to restart the service on completion of the update. You may need your IT person to assist you with that as we do not interfere with the setup of your server. If you are not running Xebra as a service, skip this step

#### 2: Run a backup of Xebra

Immediately before running the update, you need a full backup of your Xebra Server folder. Make sure everyone including yourself is logged out of Xebra and make sure the Xebra Server is STOPPED and closed. Then take a copy of your Xebra Server folder from your Server (or main computer).

#### 3: Run the update procedure.

 You must do this from your office and not remotely. Make sure everyone else is logged out of Xebra – you can check by GO>SETUP>OPTIONS>MANAGE SERVER CONNECTIONS. This will show if there is anyone else logged in. You are able to force a disconnection should you need to

🥔 Xebra Setup				
File Actions Options Printing Go Help				
Operator Prefe Company Information				
Job delete System Environment				
Prevent u Starting Numbers				
Credit Management Setup				
No specs Fiscal Year				
☐ Specs on □ Specs on Operator Setup				
Suppress Manage Server Connections				
☐ Receive≯ ☐ Suppress Validate System				
Prevent of Change Code				
Zebra Worksta Zero GL Chart				
Small				
Email Settings Delete Customer Specific Inventory It				
Default Ema				
XebraSource				
Don't Load Corresponding Name For E-mail Recipient				
✓ Optimize Email for Microsoft Office Outlook				
Send Emails using Extended MAPI				
Disable client debug log file				
Manage Server Connections				
File View Commands Help	_			
Connections Ctrl+M				
# Status Drop Connection Ctrl+D	Connected Since	Connected From	Sent	Received Connected On
1 Connected JN - Jm NicLaren	= 16-08-10 08:334M	1 <i>92.168.0.10</i>	94019	161446 192.168.0.10 - 4033
2 Awaiting connection				
4 Awaiting connection				
5 Awaiting connection				
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Having made sure you are the only connection,

GO>SETUP>ACTIONS>CHECK FOR UPDATE. Then click CONTINUE. Any updates will download. If you get a Server error at this point, make sure these details are displayed:

Check for Update	
Xetex Update Server Address: 198.204.203.2 Port: 4001	
Press the Continue button to check for an update.	
Continue	

- After download, a window will appear showing you if anyone has snuck back onto the system. Make sure you are still the only connection and then click INSTALL NOW. The updater will then send the update to the server and then update your workstation. You may see the updater stopping and restarting the Xebra Server program a number of times. This is why it is necessary to run the update while you are physically in the office as this process may not reconnect over the internet and the update can fail.
- On completion, check the version again. If you still have not got to the latest version, re-run the procedure till you have.

4: Confirm with GunWebSystems Send an e-mail confirming the update was successful. Helps us to keep a track of who is where with versions. <u>help@gunwebsystems.com.au</u>