**UPGRADE INSTRUCTIONS**

**Backups**

**Very important**

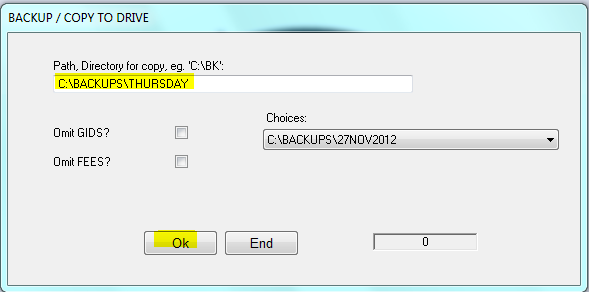
Before doing the upgrade, you need to make a backup of the existing data

How to make a backup:

Click on Maintenance

13 – Network Backup

This screen will open:



Enter drive and folder path where for backups eg. C:\ (for your own computer hard drive) you can also change this to the network drive or external hard drive

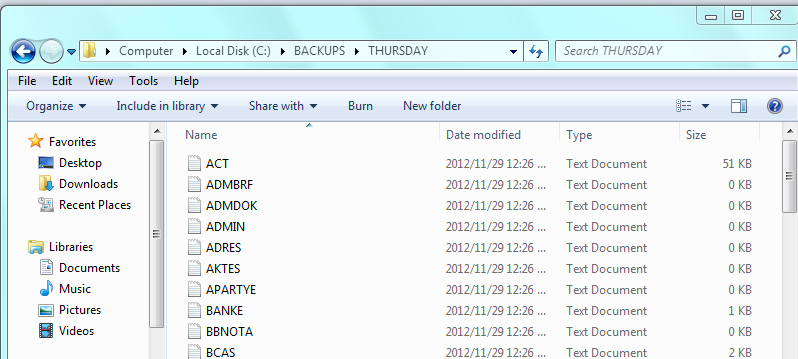
type folder – you can type any folder name. The system will create the folder, even if it doesn’t exist

Click op OK

The counter at the bottom will start to run and stop when done

**Make sure the backup is there in the folder specified**

Go to my Computer, open the backup folder specified and make sure the txt files (data files) are in this folder with the date you’ve done the backup:



If backup is done and correct, you can proceed with the upgrade

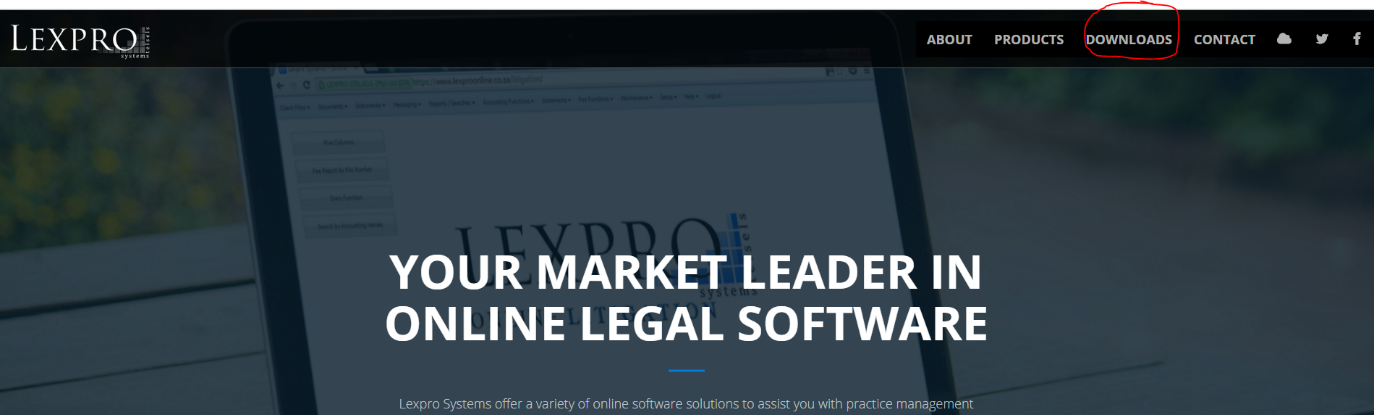
1. **Lexpro Website**

Make sure all Lexpro users are logged out all Lexpro programs

Go to Internet

In address, type: [www.lexpro.co.za](http://www.lexpro.co.za)

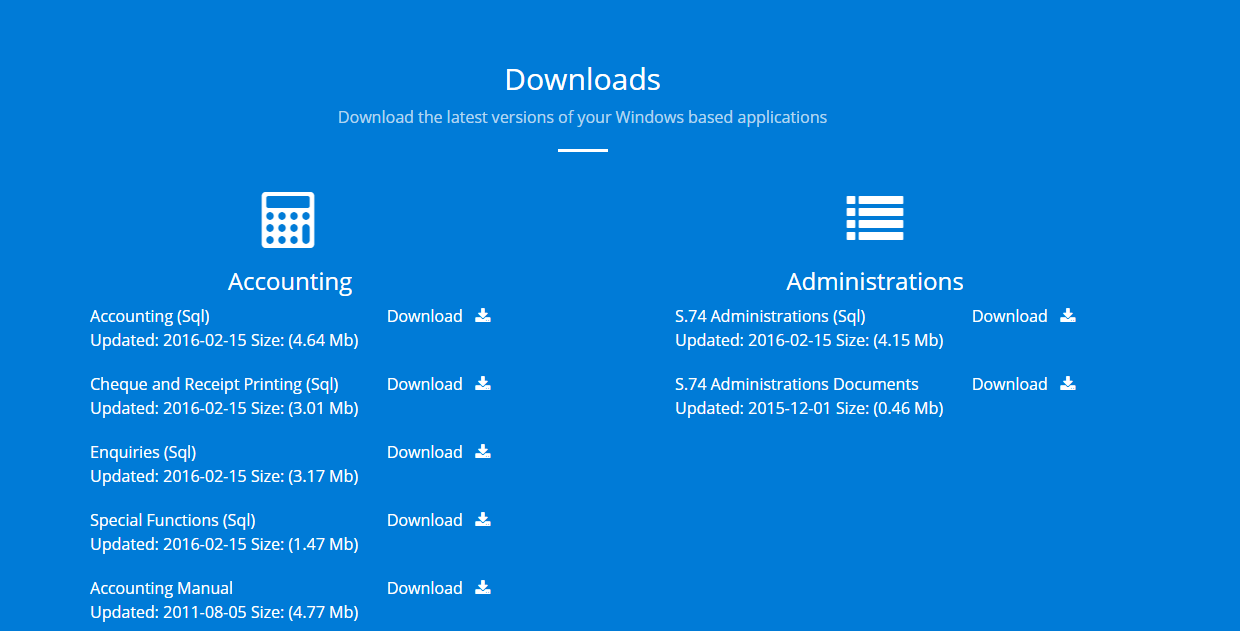
The Lexpro homepage will appear



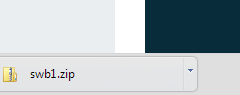
1. **Download Upgrades**

To upgrade, click on Downloads

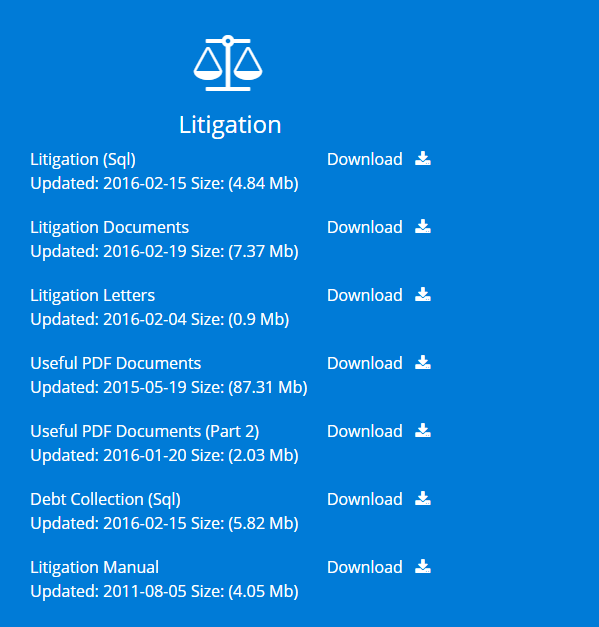
Select file you want to upgrade, eg. Accounting:



Click Accounting (SQL), the file will start with download and will appear in the taskbar



Choose next program to upgrade, eg. Litigation



Click Litigation (SQL) first to download program

After downloaded, choose Lexpro Litigation Documents to download documents

After document download, choose Lexpro Litigation Letters to download letters

All downloaded files will be in the taskbar or the folder where you specified to download

1. **Extract downloads**

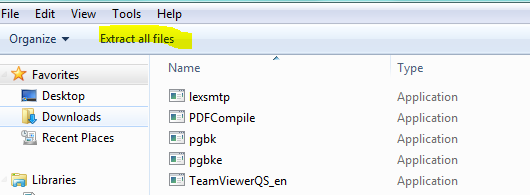
Click on the file that you downloaded

Accounting will be swb1.zip

Litigation will be swl1.zip

Litigation documents will be srtf.zip

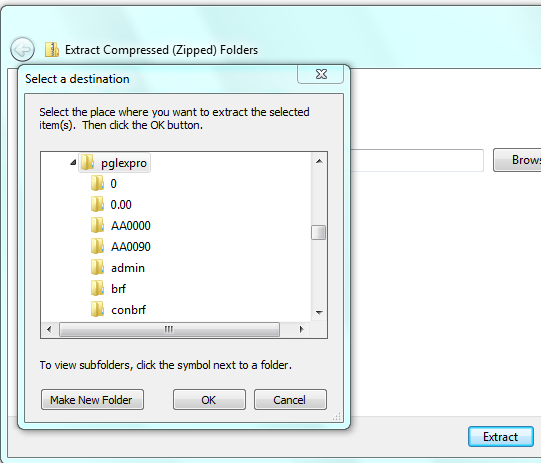
Litigation letters will be sbrf.zip



If you click on the zip file, the list of all encrypted files will appear

Click on Extract files

A destination path and Browse button will appear – click on Browse and choose folder to extract files

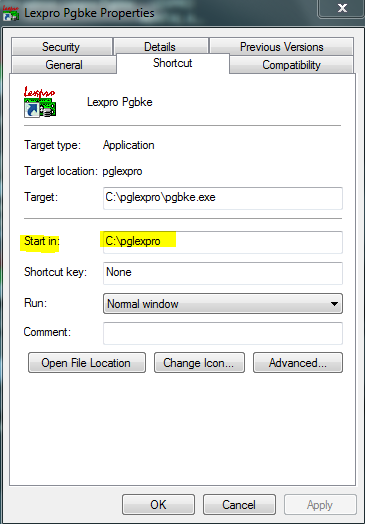


If you don’t know where files should be extracted to – go back to your desktop

Right click on the Lexpro program’s icon that you want to update

Click on properties

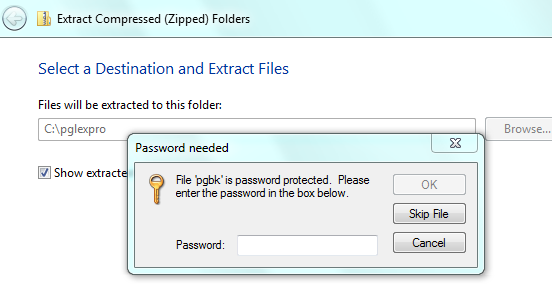
The following screen will appear:



The ‘Start in” folder, is the folder where the files should be extracted to, eg. C:\Pglexpro

Go back to extract files and browse to the folder as in your ‘Start in”, and click OK

1. **Password**

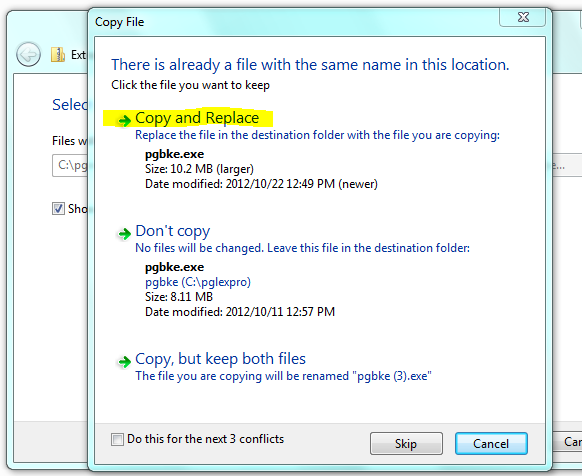
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The system will now ask for a password

This password will be given to you by your Lexpro Consultant – please phone or email to obtain password

Enter password and click on Extract all

The system will warn that Files already exist, you need to copy and replace files



Do this with all files downloaded that you want to upgrade

Litigation court documents must be extracted to the RTF folder in your Lexpro folder

Litigation letters should be extracted to the BRF folder in the lexpro folder

1. **After upgrade**

When upgrade is complete – go in the Lexpro program

Click on Maintenance, Click on Create tables

Click on Maintenance again - click amend fields

After tables created, Click on Maintenance again, Click on Build Indexes