

# EBSAlerts Upgrade Instructions

## Microsoft Access Database Version Installation Instructions

### PRE-REQUISITES:

Download current EBSAlerts\_Setup.exe

**NOTE: All EBSAlerts installations REQUIRE a version specific license. No upgrade licenses will be issued for any client that does not have a current Maintenance and Support contract in place. EBSAlerts WILL NOT be functional unless the matching version license is installed.**

### INSTRUCTIONS

**1) Stop the EBSAlerts Windows service.**

**2) Make a note of the EBSAlerts Service Log-On Information by taking these steps:**

Log in into the EBSAlerts server. Go to the Control Panel and select "Administrative Tools" and then "Services". Right-click on the service called "EBSAlerts" and select "Properties". Click "Logon" tab.

Make a note of the Log-On Account and Password.

**NOTE:** You must re-enter the Log-On information after the EBSAlerts upgrade is complete.

**3) Uninstall EBSAlerts.** (Control Panel | Add – Remove Programs)

**4) Install the new version EBSAlerts** (Execute EBSAlerts\_SetUp.exe).

**5) Re-Enter the EBSAlerts Service Log-On Information following the instructions in step #2.**

**6) Enter your new EBSAlerts License Code by taking these steps:**

Log in into the EBSAlerts server. Click on the "Start" menu, select Programs > Employee Based Systems > EBSAlerts, and then "Administrator". Enter your login username and password.

You will be prompted to enter your new license code.

**7) Upgrade your EBSAlerts database by taking these steps:**

Log in into the EBSAlerts server. Click on the "Start" menu, select Programs > Employee Based Systems > EBSAlerts, and then "Upgrade previous version database to vX".

**8) Start the EBSAlerts Windows service.**

The installation is complete.

## **Microsoft SQL Server Database Version Installation Instructions**

### **PRE-REQUISITES**

Download current EBSAlerts\_Setup.exe

**NOTE: All EBSAlerts installations REQUIRE a version specific license. No upgrade licenses will be issued for any client that does not have a current Maintenance and Support contract in place. EBSAlerts WILL NOT be functional unless the matching version license is installed.**

Download and/or Install Database Components:

SQL Server Express Download:

<http://msdn.microsoft.com/vstudio/express/sql/default.aspx>

.NET Framework 2.0 Download:

<http://www.microsoft.com/downloads/details.aspx?familyid=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en>

### **INSTRUCTIONS**

#### **1) Stop the EBSAlerts Windows service**

#### **2) Make a note of the EBSAlerts Service Log-On Information by taking these**

##### **Steps:**

Log in into the EBSAlerts server. Go to the Control Panel and select "Administrative Tools" and then "Services". Right-click on the service called "EBSAlerts" and select "Properties". Click "Logon" tab.

Make a note of the Log-On Account and Password.

**NOTE:** You must re-enter the Log-On information after the EBSAlerts 6.0 installation is complete.

#### **3) Uninstall EBSAlerts.**

#### **4) Install .NET Framework 2.0** (Execute DOTNETFX.exe)

#### **5) (If hosting EBSAlerts under SQL Server Express) Install SQL Server Express** (Execute SQLEXPRESS.exe)

When you arrive at the "Feature selection screen", select the following:

- Client Components
- Connectivity Components
- Software Development Kit

Note that the default "Instance Name" is "SQLEXPRESS"

On the "Authentication Mode" screen, select "Mixed Mode" (Windows Authentication and SQL Server Authentication).

Enter a password for the "sa" account.

**NOTE:** You must NOT leave the password "blank".

**6) Install new version of EBSAlerts** (Execute EBSAlerts \_SetUp.exe).

**7) Re-Enter the EBSAlerts Service Log-On Information following the instructions in step #2**

**8) Enter your EBSAlerts upgraded License Code by taking these steps:**

Log in into the EBSAlerts server. Click on the "Start" menu, select Programs > Employee Based Systems > EBSAlerts, and then "Administrator". Enter your login username and password.

You will be prompted to enter your new license code.

**9) Upgrade your EBSAlerts database by taking these steps:**

Log in into the EBSAlerts server. Click on the "Start" menu, select Programs > Employee Based Systems > EBSAlerts, and then "Upgrade previous version database to vX".

**10) (If using SQL Express) Identify your "SQL Server Instance Name" by taking these steps:**

Log in into the EBSAlerts server. Go to the Control Panel and select "Administrative Tools" and then "Data Sources (ODBC)". Click on the "System DSN" tab, click on "Add", and then select "SQL Native Client". Click on "Finish".

At the prompt "Which SQL Server do you want to connect to?" click on the List button.

Make a note of the "Instance Name" of the SQL Server database you just created. For SQL Express, it will typically be formatted such as:

"myservname\SQLEXPRESS."

You will be using this "Instance Name" in the subsequent procedure.

**11) Migrate your EBSAlerts Database to SQL Server by taking these steps:**

Log on to the EBSAlerts server. Stop the EBSAlerts Windows service. Click on "Start", select Programs > Employee Based Systems > EBSAlerts, and then click on "Migrate Database to SQL Server".

Enter the "SQL Server Instance Name" in the "Migrate to SQL Server Instance Name" field. The default Username is "sa"; enter the 'sa' password and click on "Migrate Database."

**12) Start the EBSAlerts Windows service.**

The installation and migration is complete.