

# UPGRADE INSTRUCTIONS FROM OLDER NL / FIXED LIC. VERSION

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## UPGRADING FROM DRPRO-NL-2022.2 or .3

**PLEASE NOTE:** If your office has a Network Manager or IT Dept. that handles software updates, or someone designated to handle all DRPRO related issues, please forward this document to the correct person in your organization, so the update can be done in an organized manner, following closely the procedures set out below.

#### On the FIRST Workstation:

#### • Installing the Program:

- 1. **Download** the DRPRO 2023.1 installation program from our website at <u>www.LDAcomputing.com</u>
- 2. Unzip the downloaded Setup installation file
- 3. Run the Setup installation file on the first workstation currently using the older DRPRO-NL-2022.2
- 4. Accept all installation defaults and 'Finish' when done

#### • Upgrading the Data Files:

5. NO Data File upgrade necessary if upgrading the program from DRPRO 2022.2 to 2023.1

#### • Starting the new DRPRO:

- 6. Back to the Desktop, click on the DRPRO 2023.1 icon and login using with your usual credentials
- 7. The status of your current Licence will remain the same as it was before the update.
- 8. Exit DRPRO 2023.1 before proceeding with the installation on the next workstation. They all need to be updated

#### **On ALL THE OTHER Workstations:**

- Installing the Program:
  - 1. Run the Setup installation file on the next workstation currently using the older DRPRO-NL-2022.2
  - 2. Accept all installation defaults and 'Finish' when done
  - 3. Back to the Desktop, click on the **DRPRO 2023.1** icon and login using with your usual credentials



## **UPGRADING FROM DRPRO-NL-2022**

**PLEASE NOTE:** If your office has a Network Manager or IT Dept. that handles software updates, or someone designated to handle all DRPRO related issues, please forward this document to the correct person in your organization, so the update can be done in an organized manner, following closely the procedures set out below.

### On the FIRST Workstation:

#### • Installing the Program:

- 9. Download the DRPRO 2023.1 installation program from our website at www.LDAcomputing.com
- 10. Unzip the downloaded Setup installation file
- 11. Run the Setup installation file on the first workstation currently using the older DRPRO-NL-2022
- 12. Accept all installation defaults and 'Finish' when done

#### • Upgrading the Data Files:

- 13. On first use after installing, start by clicking the 'DRPRO Console' icon on the Desktop
- 14. While on the Console, click the Login button and enter your login name and password (Admin rights required)
- 15. Click 'Login to Console', followed by the 'Maintenance' tab and then click on 'Maintenance Mode'
- 16. Click on the red 'Shutdown All Users...' button, wait up to 2 mins. and then the 'Close' button
- 17. Now click 'Upgrade Files' and confirm with 'Yes' on the next screen. (Let us know if nothing happens here!)
- 18. DRPRO 2023.1 will first create a backup folder of the current Data, before starting the upgrade process.
- 19. Depending on the amount of Data, this process could take a while. DO NOT ABORT IT !!
- 20. When done, click OK to close the Console and confirm Maintenance Mode de-activation on exit

#### • Starting the new DRPRO:

- 21. Back to the Desktop, click on the DRPRO 2023.1 icon and login using with your usual credentials
- 22. The status of your current Licence will remain the same as it was before the update.
- 23. Exit DRPRO 2023.1 before proceeding with the installation on the next workstation. They all need to be updated

#### **On ALL THE OTHER Workstations:**

#### • Installing the Program:

- 4. Run the Setup installation file on the next workstation currently using the older DRPRO-NL-2022
- 5. Accept all installation defaults and 'Finish' when done
- 6. Back to the Desktop, click on the **DRPRO 2023.1** icon and login using with your usual credentials



## UPGRADING FROM DRPRO-2018 & OLDER TO NL-2023.1

**PLEASE NOTE:** If your office has a Network Manager or IT Dept. that handles software updates, or someone designated to handle all DRPRO related issues, please forward this document to the correct person in your organization, so the update can be done in an organized manner, following closely the procedures set out below.

#### • Preparing for the Installation:

- 1. Start your current DRPRO and **note where the DATA is located** (look at the Login Screen and Main Menu)
- 2. While DRPRO is open, put it in 'Maintenance Mode' first, before installing anything
- 3. If multi-user, wait up to 5 minutes for everyone to exit DRPRO or it will shutdown automatically after 5 mins.

#### • Installing the Program:

- 4. Download the DRPRO 2023.1 installation program from our website at www.LDAcomputing.com
- 5. Unzip the downloaded Setup installation file
- 6. Run the Setup installation file on the first workstation currently using DRPRO-NL-2018 or older
- 7. Accept all installation defaults and 'Finish' when done (DO NOT install the program on a Server!)

#### • Upgrading the Data Files:

- 8. On first use, start by clicking the 'DRPRO Console' icon on the Desktop followed by 'Set Data Location'
- 9. Next, specify the Data Location as noted on step 1 above and click 'Save'. (Click on the yellow folder icon)
- 10. While on the Console, click the Login button and enter your login name and password (Admin rights required)
- 11. Click 'Login to Console', followed by the Maintenance tab and then click on 'Maintenance Mode'
- 12. Click on the red 'Shutdown All Users...' button followed by the 'Close' button
- 13. Now click 'Upgrade Files' and confirm with 'Yes' on the next screen. (Let us know if nothing happens here!)
- 14. DRPRO 2023.1 will first create a backup folder of the current Data, before starting the upgrade process.
- 15. Depending on the amount of Data, this process could take a while. DO NOT ABORT IT !!
- 16. When done, click OK, close the Console and confirm Maintenance Mode de-activation on exit

#### • Starting the new DRPRO:

- 17. Back to the Desktop, click on the DRPRO 2023.1 button and login using with your usual credentials
- 18. A few licence related error messages may flash along the way. That is expected until the licence is registered
- 19. When the Main Menu appears, click on the 'Licence Subscription' button (Internet connection required)
- 20. Fill in your company details in the 'Customer Info' tab (this is done only once per network)
- 21. Click on the 'Licence Activation' tab
- 22. Click on the 'Get Licence From Web' button (**NOTE! click a 2<sup>nd</sup> time after the Error Message!)** to activate a default 90-day trial licence. The Licence will be automatically updated online to reflect your current Annual Subscription renewal date. May take up to 24h, as DRPRO checks periodically online for the licence status.
- 23. Now Click 'OK', then 'Close & Exit' DRPRO
- 24. Restart DRPRO-NL again using the same desktop icon BUT first, right-click and "Run As Administrator"
- 25. The above step activates the PDF Libraries that DRPRO uses to include live web links in the transmittal slips
- 26. Use your usual login credentials as before
- 27. All DRPRO-NL Menu features are now active (some were greyed-out before)
- REPEAT All Steps coloured Blue above for any additional workstation that will be using DRPRO-NL

NOTE: You need to exit DRPRO-NL before proceeding with the installation on the next workstation!