



# Patch Upgrade Manual

**For systems upgrading from 5.21 Build 5 to the latest 5.21 build using the PATCH installer**



## Introduction

**You can ONLY patch your system if you are running 5.21 Build 5 or later.** If you are using an older version you need to use the FULL installer download and refer to the relevant instructions for your existing Accura version.

## Time planning

**The upgrade will only need to be installed on the Accura server. Client PCs will auto-upgrade themselves from the server the first time Accura is run after the upgrade**

The patch installation should complete within a few minutes as very few changes need to be made to the database. We strongly recommend you perform the installation during working hours so you can call Accura Support for help if required.

## Obtaining the Patch Installer

Patches are not distributed on CD and must be obtained from the client support area of the Accura Support website. The website itself is password protected, but the patch installer download is not password protected. *If you do not know the website password, contact Accura Support*

## Before Installation

### Log all users out of Accura and back up the Accura server

Close Accura and any Accura-related programs (RDC, Web Console, Import Export etc.) on all PCs. If you have AccuraOnline, remember the Web Console program could be hidden in the Windows system tray in the bottom-right corner of the screen and this also needs to be closed. If you have a Windows Terminal Server or Remote Desktop Server, ensure each user has closed their Accura software before disconnecting from the server. Just closing the connection window to the server will leave Accura running.

When all users are logged out, perform a backup of your Server's Accura folder. The easiest and recommended way to do this is make a copy and paste of the entire Accura folder in Windows Explorer to a location of your choosing. It is very important that no users are running Accura-related programs when this backup is done.

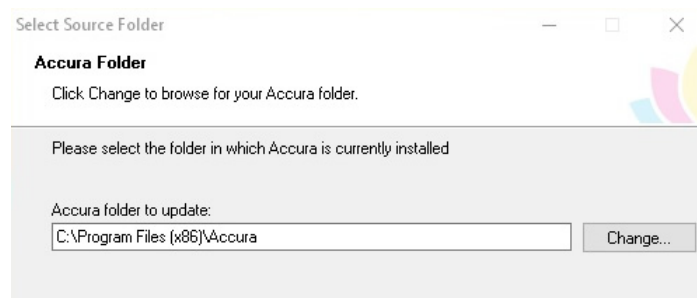
## Software Installation

### Installing the update on your server

You will need to log onto the server computer with Administrator rights. Run the PATCH.EXE file in the downloaded zip file to start the installation

- Click 'Next' to choose the folder your existing version of Accura is installed in. Accura will typically be installed in the Program Files\Accura folder. Click 'Next' when done. The installer will test and verify your Accura installation before you can continue.





- Click 'Next' one more time to install the update. When the installation has finished, click the 'Finish' button

## Upgrading the server database

When you click 'Finish' the database will be rebuilt into the latest Version 5.21 format by the **Accupg** program. This upgrade should finish in a few minutes or even less during the patch installation

## After Installation

There are no steps to perform after patch installation. Simply restart Accura on each computer and Accura will automatically upgrade itself from the server.

## Import new unit price invoice layout (upgrading from versions < 5.21.9 )

If you would like to use the new unit price Invoice layout, use the **How to Backup and Restore Layouts**. When selecting the new layout to import, browse to the Accura share on your server and open the **ReportLayouts** folder. From here select the invoices.tps file and import using the instructions.

