

Senomix Timesheets



How to Move the Senomix Timesheets Server

v4.1

Notice

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1.0 - Introduction

This guide has been designed to provide a reader with step-by-step instructions for moving a Senomix Timesheets Server from one computer to another.

If you have any questions about the process of transferring an active Timesheets Server to another computer, please contact us by e-mail at support@senomix.com

If you do not already archive your Senomix Timesheets Server data as part of your office's data security practice, you should make an archival backup copy of the Senomix Timesheets data before transferring the server.

2.0 - Transfer Overview

The application upgrade process consists of three separate steps:

- **Installation** of the new Senomix Timesheets server;
- **Transfer** of the existing Timesheets data;
- **Uninstallation** of the original server.

Once the final step has been performed, your Senomix Timesheets Server will have been relocated to another computer and will operate with the same functionality as that provided by the original host computer.

For Instructions on moving a Windows version of the Timesheets Server, see Section 3.0

For Instructions on moving a Mac OS X version of the Timesheets Server, see Section 4.0

3.0 - Moving a Windows Version of the Timesheets Server

This section will walk you through the Senomix Timesheets Server relocation process. Once you have completed the steps outlined in this section, your new Senomix Timesheets server will be ready for operation.

As has already been mentioned:

If you do not already archive your Senomix Timesheets Server data as part of your office's data security practice, you should make an archival backup copy of the Senomix Timesheets data before transferring the server.

Maintaining the integrity of your office data is our top priority. If you have not already made a separate backup copy of your Senomix Timesheets server and stored it on another PC or offline storage medium (such as CD or tape archival backup), please do so now.

Once you are ready to continue, you can walk through the following steps to transfer the Senomix Timesheets Server from one computer to another.

1. First, confirm that the version of Senomix Timesheets you wish to install on the destination computer is the same version as that from which you are transferring data.

This can be done by comparing the version number of the application installation package (which will be indicated in the .exe package's filename) with the version number noted in the currently installed application's About screen (accessible from either the Timesheet Entry or Administration applications). If the version numbers of these applications do not match, you should contact support@senomix.com to receive instructions for transferring data between application versions.

Please note: **Transferring data may result in data corruption if the two computers are not using the same version of Senomix Timesheets.** Only after you have confirmed that the applications are of the same version, proceed to Step 2.

2. Shut down the current Senomix Timesheets Server by right-clicking the green Senomix taskbar icon on your server computer (the 'source' computer) and selecting "Stop the Senomix Timesheets Server" from the menu which appears.

3. Referring to the Installation Guide, follow the instructions for Step 1 and 2 of Section 3.1.2 - "Windows Service Timesheets Server Installation" to install the Senomix Timesheets Windows Service server on the computer to which you wish to move the server (the 'destination' computer).

In Step 3 of those instructions, instead of using the `\st_conf` and `\st_data` directories included with the server install, copy the `\st_conf` and `\st_data` directories from your existing server on the source computer to the destination computer.

Those directories will be located under the `\windows\SysWOW64` directory of the server computer if running 64-bit Windows, or under the `\windows\system32` directory if the computer is using an older 32-bit version of Windows.

Please note: If your office has chosen to place the system data directories in a different location than the default `\windows\SysWOW64` or `\windows\system32` directories, the location of your system data will be specified in the file named `senomix_data_location.txt`, as described in the Installation Guide.

4. Complete the server service's installation by following Steps 4, 5 and 6 in the Installation Guide Section 3.1.2.

The server transfer process is now complete.

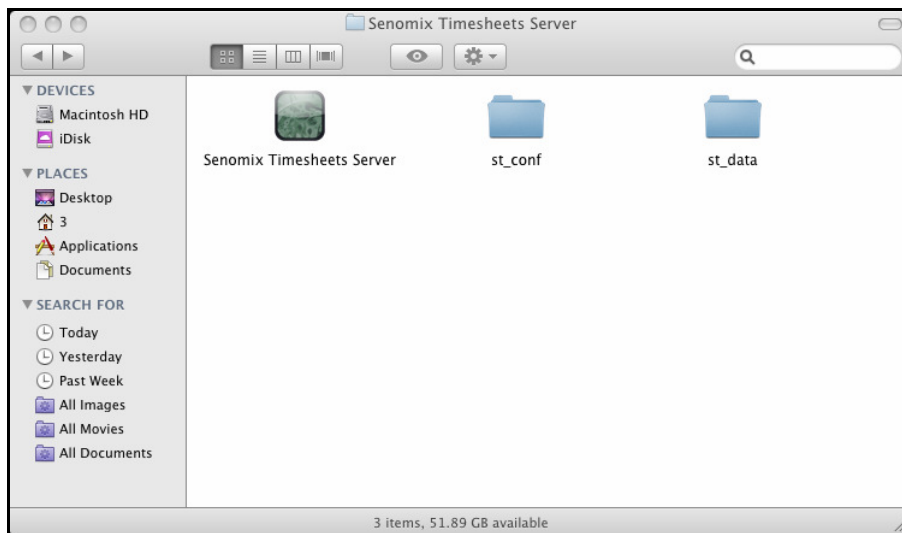
Once you have connected to the new server, take some time to review the system screens and database contents to satisfy yourself that the system data has been successfully transferred to the new system. With the Senomix Timesheets Server successfully transferred, it can now be uninstalled from the source computer.

4.0 - Moving a Mac OS X Version of the Timesheets Server

To move a Senomix Timesheets Server operating on a Mac OS X computer, first shut down the Senomix Timesheets Server program by selecting the green Timesheets Server icon and instructing the program to “Quit”.

If you do not already archive your Senomix Timesheets Server data as part of your office’s data security practice, you should make an archival backup copy of the Senomix Timesheets data before transferring the server.

With the server halted, copy the folder containing the Senomix Timesheets Server program and your office’s /st_conf and /st_data folders to the computer on which you would now like to run the Timesheets Server:



Once that folder (and all included data) has been moved to that new Mac OS X computer, the Timesheets Server can then be restarted by clicking the green Senomix Timesheets Server icon on that new computer. End-users can now log into that new server location by specifying the IP address of the computer now hosting the Senomix Timesheets Server.

To ensure your data remains secure and safe from computer and hard disk failures, be sure to include the /st_conf and /st_data directories on that new computer in your office’s regularly scheduled data backup.

The transfer of the Senomix Timesheets Server on your Mac OS X computer is now complete.