

# Senomix Timesheets



## Application Upgrade Guide

From Version 3.1 (or later) to 4.1  
or  
From Senomix Evaluation to Full Version

## Notice

The information in this reference was current when published. Senomix reserves the right to revise and improve its products. All documentation is therefore subject to change without notice.

## Copyright

Under copyright laws, the contents of this document may not be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without prior written consent of:

**Senomix Software Inc.**

© Copyright 2012 Senomix Software Inc.  
1316 Dresden Row  
Halifax, Nova Scotia  
B3J 2J8 Canada

## Trademarks

Excel®, Visual Basic® and Microsoft Office XP® are registered trademarks of Microsoft Incorporated.

Trademarked names are used throughout this document. Rather than place a symbol at each occurrence, trademarked names are designated with initial capitalization. Inclusion or exclusion is not a judgment on the validity or legal status of the terms.

## Table of Contents

1.0 - Introduction .....	1
2.0 - Upgrade Overview .....	2
3.0 - System Upgrade Process .....	3
4.0 - Upgrade of a Windows Service Timesheets Server .....	4
5.0 - Upgrade of a Mac OS X Timesheets Server .....	5
6.0 - Upgrade from Evaluation Version on Windows.....	6
7.0 - Upgrade of End-User Client Applications.....	9

## 1.0 - Introduction

This guide has been designed to provide a reader with the information they require to upgrade Senomix Timesheets **v3.1 (or later) to v4.1**, or to upgrade the evaluation version of Senomix Timesheets v4.1 to the full purchased version of the system.

We recommend reviewing the sections within this guide in their order of appearance. If you require any further information, please do to contact us by e-mail at [support@senomix.com](mailto:support@senomix.com) and we will do our best to provide you with the information you require as soon as possible.

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

## 2.0 - Upgrade Overview

The application upgrade process consists of three separate steps:

- **Backup and Removal** of the current Senomix Timesheets server;
- **Installation** of the new application and transfer of your current data;
- **Upgrade** of your office's client applications.

Once the final step has been performed, your Senomix Timesheets office installation will be upgraded to the full version of v4.1 and will be able to support all functionality of that system.

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

## 3.0 - System Upgrade Process

These instructions will only work for you if your current Senomix Timesheets installation is **Version 3.1 or later**. If you are upgrading from an older version of Senomix Timesheets, please contact us at [support@senomix.com](mailto:support@senomix.com) for instructions on upgrading your installation.

**For instructions on upgrading the Windows version of the server, see Section 4.**

**For instructions on upgrading a Mac OS X version of the server (both purchased and evaluation), see Section 5.**

**For instructions on upgrading from the Windows evaluation version of Senomix Timesheets to the purchased version of the system, see Section 6.**

**To upgrade all end-user client applications for timesheet entry and administration on Windows, see Section 7**

### Most Importantly:

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

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 system and stored it on another PC or offline storage medium (such as CD or tape archival backup), please do so now.

## 4.0 - Upgrade of a Windows Service Timesheets Server

To upgrade a Windows Service version of the Senomix Timesheets Server to the latest version:

1. Shut down the Senomix Timesheets Server by right-clicking the green Senomix taskbar icon on your server computer and selecting “Stop the Senomix Timesheets Server” from the menu which appears.
2. With the Timesheets Server program halted, make a backup copy of the /st\_conf and /st\_data directories of your Senomix Timesheets Server. These directories can be found under the /windows/SysWOW64/ directory of the computer which is running your office’s Timesheets Server (/windows/system32/ if running 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.

3. Using the Windows “Add or Remove Programs” option provided under your Windows Control Panel, uninstall the “Senomix Timesheets Server Service” program.
4. With the previous version of the Timesheets Server Service now removed, install the latest v4.1 Senomix Timesheets Windows Service package, leaving the /st\_conf and /st\_data directories now on your server computer untouched. Detailed instructions on that installation can be found in Steps 1 and 2 of the Installation Guide under Section 3.1.2 - Windows Service Server Installation.

Please note: As with your initial server installation, the application should be installed directly on the server computer itself rather than through a remote connection such as Windows Terminal Services. Installation through a remote connection may cause security conflicts on Windows and prevent the server from installing properly.

5. With the new Timesheets Server service installed, start the Timesheets Server using your computer’s Windows Administrative Tools (as outlined in Section 3.1.2 of the Installation Guide).

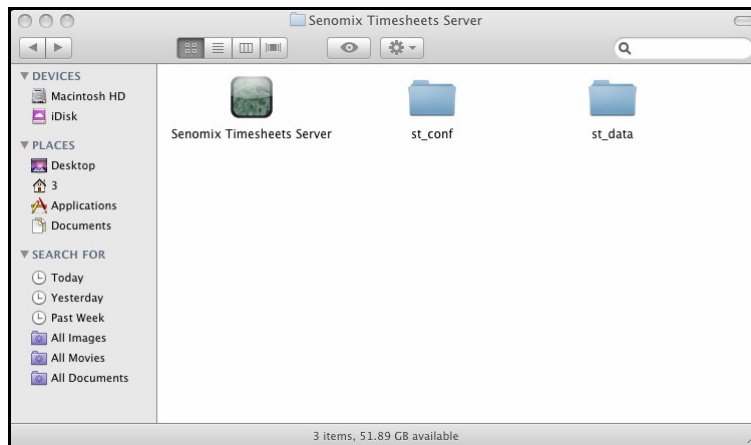
Your upgrade of the Senomix Timesheets Server Windows Service is now complete and your client applications can be updated to the latest version.

**To ensure your data remains safe** from unforeseeable incidents such as hard drive failure, fire, power surge, etc., permanent backups of the /st\_conf and /st\_data directories of your Senomix Timesheets system data should be made on a regular basis (at a minimum, once per week).

## 5.0 - Upgrade of a Mac OS X Timesheets Server

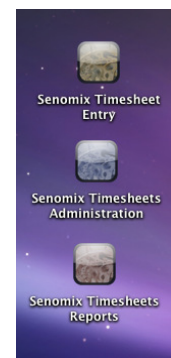
To upgrade a Mac OS X version of Senomix Timesheets to the latest version of the server OR from an evaluation Mac OS X version of Senomix Timesheets to a purchased system, first halt the Senomix Timesheets Server program which your office uses to collect timesheet data by selecting the green server icon and instructing the program to “Quit”.

With the sever halted, ensure that the /st\_conf and /st\_data directories located in your Senomix Timesheets Server folder have been backed up to a separate disk or archive tape (and are included in your office’s regularly scheduled data backups):



Once you have ensured your data has been backed up, delete the program named “Senomix Timesheets Server” (shown with a green icon, above) and replace it with the new program of the same name included in the server folder provided in your new Senomix Timesheets Mac OS X installation package. Once the new Senomix Timesheets Server program has been placed in your Timesheets Server folder, click the green Senomix Timesheets Server icon to start your new server and continue collecting timesheet data as you did before.

For the client applications used to enter timesheets and administer the system, delete the old programs for Senomix Timesheet Entry, Administration and Reports on your office’s computers and replace them with the new programs included in the installation package as appropriate. If your office has deployed your Mac OS X client applications via Java Web Start, replace the timesheet.jar, server.jar, reports.jar and splash.jpg files now on your web server with the files of the same name included in the Web Install directory of your new Timesheets Mac OS X installation. The new programs will then be automatically deployed to user computers the next time they use the system.



Your Mac OS X upgrade of Senomix Timesheets is now complete.

**To ensure your data remains safe** from unforeseeable incidents such as hard drive failure, fire, power surge, etc., permanent backups of the /st\_conf and /st\_data directories of your Senomix Timesheets system data should be made on a regular basis (at a minimum, once per week).

## 6.0 - Upgrade from Evaluation Version on Windows

To upgrade from the evaluation version of Senomix Timesheets on Windows to the purchased version of the system, follow the instructions below. For upgrading a Mac evaluation, follow the instructions in Section 5.0.

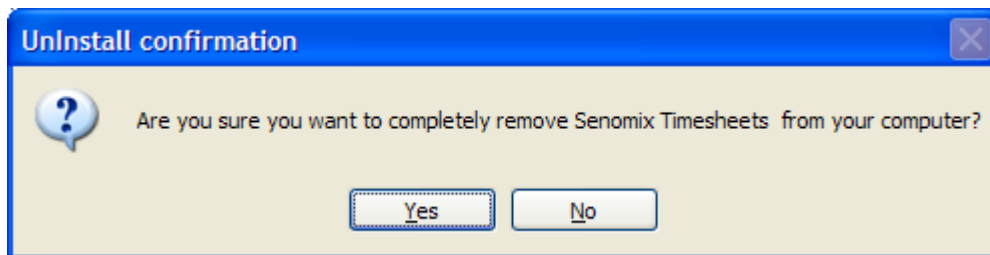
To upgrade from a Windows evaluation to a purchased server:

1. Shut down the Senomix Timesheets Server by right-clicking the green Senomix taskbar icon on your server computer and selecting “Stop the Senomix Timesheets Server” from the menu which appears.
2. Copy the directory “C:\Senomix\” to a temporary backup directory (such as your Windows Desktop or the “My Documents” directory of your computer). This backup will be used to restore the system data if you run into any difficulties during the data transfer process.
3. Copy the directories:

```
“C:\Senomix\Timesheets\server\st_data”  
“C:\Senomix\Timesheets\server\st_conf”
```

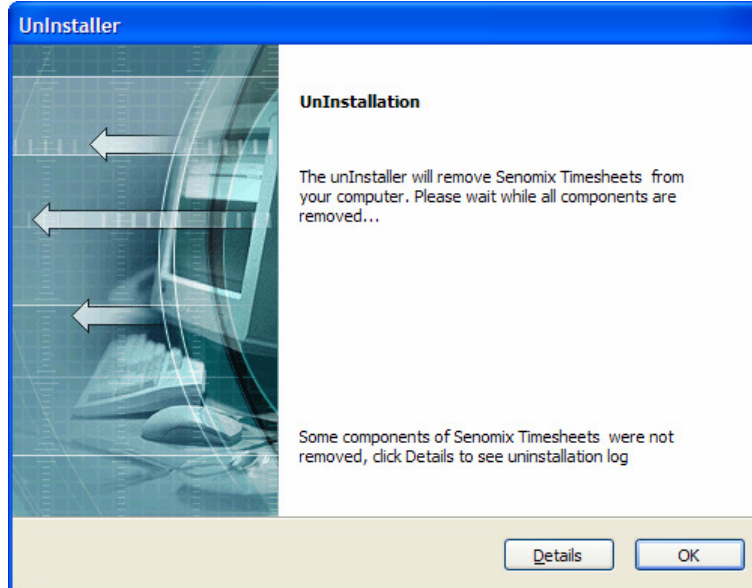
and all of their contained files into a temporary system folder (such as your computer’s “My Documents” folder). These directories contain your current Senomix Timesheets server data and will be transferred to the new system server once it has been installed. Be sure to make a note of where you have copied these directories as you will need them later.

4. Select the Senomix Timesheets Server for uninstallation in the “Add or Remove Programs” menu available in the Windows Control Panel. The following confirmation message will appear:



Click the ‘Yes’ button and wait while the application is removed.

After the removal has completed, the Uninstall dialog box will appear as follows:

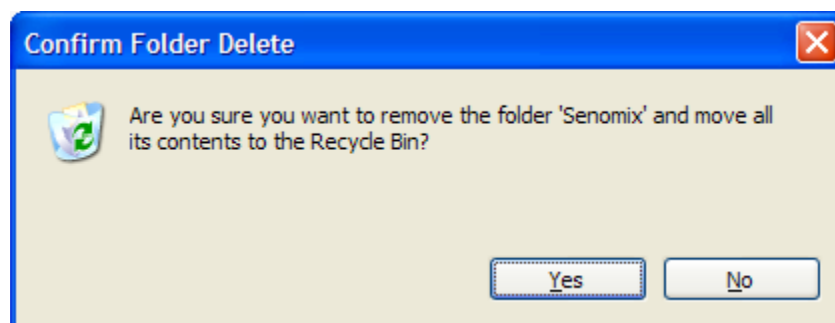


As noted in that dialog box, some components of the Senomix Timesheets system (your old system data) will still remain in place after the uninstall has completed. Click the 'Ok' button to close the dialog.

5. Using your Windows Explorer, open the system directory located at:

"C:\Senomix\

And delete the directory and all subdirectories from the system by selecting the \Senomix directory and pressing the 'Delete' key. The following confirmation message should appear:



Confirm that you have selected the folder 'Senomix' for deletion and click the 'Yes' button. The directory should be removed. Your previous version of Senomix Timesheets should now be completely uninstalled. Be sure to confirm that the directory C:\Senomix\ has been removed.

5. 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 your office's server computer.

In Step 3 of those instructions, use the `\st_conf` and `\st_data` directories you backed up in Step 2 of these upgrade instructions, rather than the files included as default data in the server installation. The `\st_conf` and `\st_data` directories will be placed under `\windows\SysWOW64` or `\windows\system32` as appropriate.

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

Upgrade of the Senomix Timesheets server is now complete.

Once you have logged into the Timesheets 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 version. Once you have confirmed that the system data is in place, you can delete the temporary backups made at the start of this upgrade process.

**To ensure your data remains safe** from unforeseeable incidents such as hard drive failure, fire, power surge, etc., permanent backups of the `/st_conf` and `/st_data` directories of your Senomix Timesheets system data should be made on a regular basis (at a minimum, once per week).

## 7.0 - Upgrade of End-User Client Applications

### For a Java Web Start Installation of the Timesheet Entry Application

To update the Java Web Start .jar files for the timesheet entry, admin and reports applications used in your office, replace the files named:

splash.jpg  
admin.jar  
reports.jar  
timesheet.jar

Located in your office's Java Web Start deployment directory with the files provided in the java\_web\_start\_install\_4\_1.zip package provided for Senomix Timesheets v4.1. Those new files will be automatically deployed to all end-user computer workstations the next time an employee connects to Senomix Timesheets.

If you have users connecting to Senomix Timesheets through Macintosh OS X computers, a separate launching .jnlp and .jar file must be provided for those users (as described in the Installation Guide). The Mac OS X .jar files can be found in the Senomix Timesheets Mac installation package.

### For Executable Versions of the Timesheet Entry Application

For all computers used to enter timesheet data, uninstall the timesheet entry application from each computer and re-install version 4.1 of Senomix Timesheets in its place. No special data conversion or update is required for those installations -- the installation process is identical to that which you followed to originally install the .exe versions on those computers and does not require use of your system registration key.

Note that your users will need to re-enter the I.P. address of the Senomix Timesheets server when they first log on to the new system. As with the previous application version, once the I.P. address of the server has been entered for a system login, it will remain as that user's default setting for all future logins.

## The Application Upgrade Process is Now Complete

For further details regarding the new features of your Senomix Timesheets system, refer to the appropriate system guide. If you have any questions about the new application or about this upgrade process, please do contact us at [support@senomix.com](mailto:support@senomix.com).