

Senomix Timesheets



How to Move the Senomix Timesheets Server

v5.2

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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.

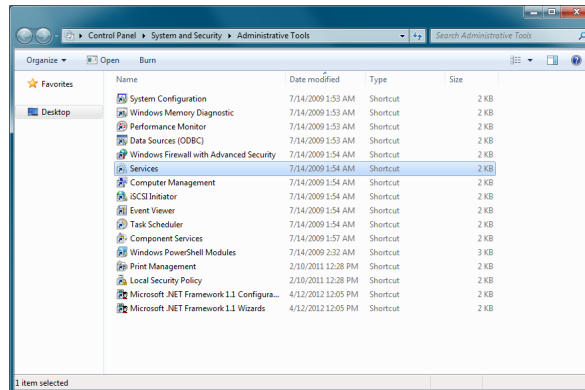
1. First, confirm that the version of Senomix Timesheets you wish to install on the destination computer is the same version as that from which you are transferring data.

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 Senomix Timesheets Server by halting the program in your Windows Services list.

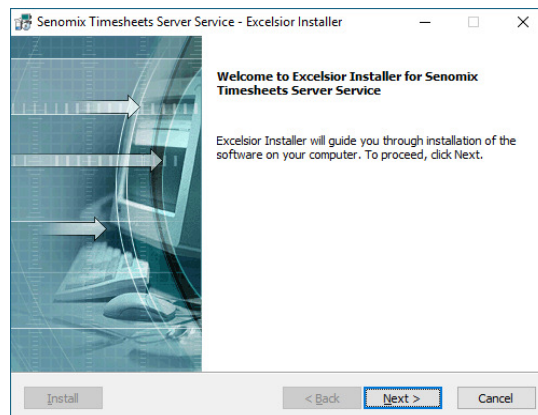
Your services list can be opened on Windows 10 through your Cortana search menu by typing 'Services' in the search box, and can be opened in earlier versions of Windows by selecting the Services item in the Administrative Tools dialog. The Administrative Tools dialog can be opened by selecting the Control Panel > System and Security > Administrative Tools menu item:



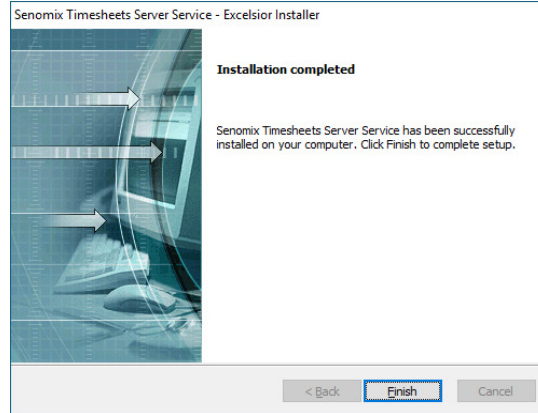
3. Locate the Windows Service installation file which you downloaded from Senomix. The file will be named "senomix_timesheets_5_2_ssl_ready_windows_service_installer.exe" (or a number different that "5_2" if you are using an older version of Senomix).

4. On the computer to which you wish to move the server (the 'destination' computer), run the Windows Service installation file. You will be presented with a standard Windows User Account Control prompt requesting your permission to start the installation process. Click "Yes" on that prompt to grant Senomix Timesheets permission to be installed on your computer.

With that permission granted, you will then be brought to the first step in the installation process:



The installation process can then be followed step-by-step through to completion:



With installation completed, click the 'Finish' button.

5. With the server program installed on your new server computer, copy your Senomix data directories from your old server computer to your new server computer.

Those directories will be located on your old server computer in the locations:

```
\windows\SysWOW64\st_conf; and
\windows\SysWOW64\st_data
```

and will contain all data files for use with the Senomix Timesheets server.

If your old server computer is running an older, 32-bit version of windows, your data directories will be located under \windows\system32, as follows:

```
\windows\system32\st_conf; and
\windows\system32\st_data
```

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

Once you have located your Senomix data directories on your old server computer, .zip up those directories (and all contained files and directories) and copy them to your new server computer under \windows\SysWOW64\. When you have finished relocating those files, your directories will appear as follows on your new server computer:

```
\windows\SysWOW64\st_conf; and
\windows\SysWOW64\st_data
```

The server transfer process is now complete. You can now start your Senomix Timesheets Server Windows Service on your new server computer and resume use of your system from that new computer's IP address.

Please note: **If your Senomix Timesheets Server is SSL secured**, you may need to generate a new senomixcert.jks security certificate to reflect the server computer's new address.

Once you have connected to the new server, please take some time to review the system screens and database contents to satisfy yourself that your office's 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.

As noted in your installation guide, please ensure that your Senomix Timesheets Server program has been **white-listed in any anti-virus or network scanning software** which may be installed on your systems. If your Senomix server program is not cleared of any interference in your anti-virus systems, those system will eventually trigger a 'false-positive' virus scanning result **and corrupt your office's Senomix database**. Symptoms of that data corruption would include time and expense records which suddenly go 'missing', or effort hour and expense data which is incorrectly recorded.

If you are running anti-virus security software on your server computer, that system must be set to white-list your Senomix Timesheets Server program from any active scanning.

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.

As noted in your installation guide, please ensure that your Senomix Timesheets Server program has been **white-listed in any anti-virus or network scanning software** which may be installed on your systems. If your Senomix server program is not cleared of any interference in your anti-virus systems, those system will eventually trigger a 'false-positive' virus scanning result **and corrupt your office's Senomix database**. Symptoms of that data corruption would include time and expense records which suddenly go 'missing', or effort hour and expense data which is incorrectly recorded.

If you are running anti-virus security software on your server computer, that system must be set to white-list your Senomix Timesheets Server program from any active scanning.