

Senomix Timesheets



Server Upgrade Guide

From Version 3.1 (or later) to 5.2

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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 v5.2**.

We recommend reviewing the sections within this guide in their order of appearance. If you require any further information, please do contact us by e-mail at 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 two separate steps:

- **Backup and Removal** of the current Senomix Timesheets server;
- **Installation** of the new application and transfer of your current data;

Once the final step has been performed, your Senomix Timesheets office installation will be upgraded to the full version of v5.2 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 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, see Section 5.

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.

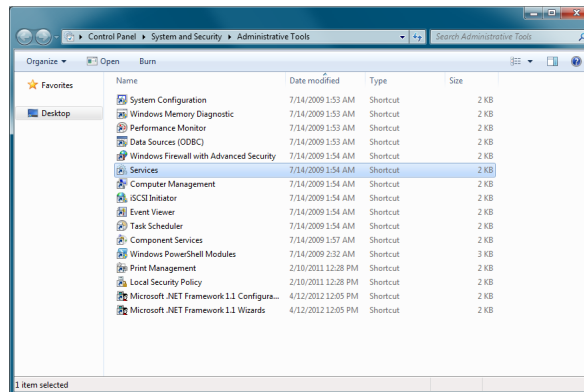
Maintaining the integrity of your office data is our top priority. If you have not already made a separate backup copy of your Senomix Timesheets system and stored it on another PC or offline storage medium (such as CD or tape archival backup), please do so now.

4.0 - Upgrade of a Windows Timesheets Server

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

1. 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:



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 v5.2 Senomix Timesheets Windows Service package, leaving the /st_conf and /st_data directories now on your server computer untouched.

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 Services list.

To ensure your data remains safe from incidents such as hard drive failure, fire, power surge, etc., full 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 day).

As with your old server program, please ensure 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.

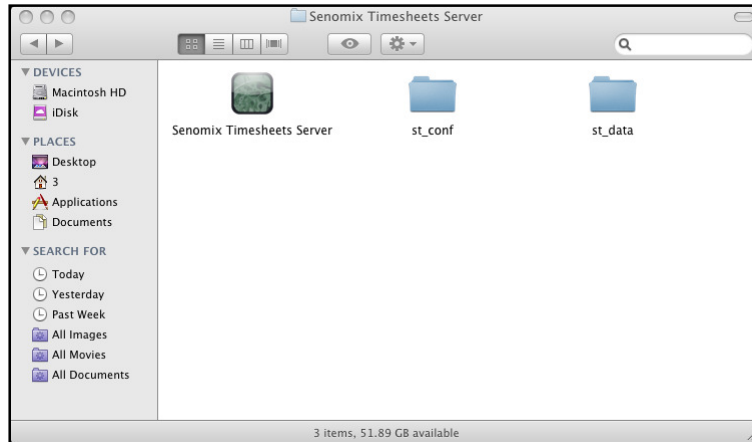
Your upgrade of the Senomix Timesheets Server Windows Service is now complete. Your client applications will automatically upgrade to the latest system version on system sign-in.

If you have any questions about your applications or about this upgrade process, please do contact us at support@senomix.com.

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, 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.

Be Sure to Disable App Nap

Modern versions of Mac OS X include a feature named App Nap which reduces the amount of computer power directed to applications detected as being idle.

As your Senomix Server and other apps are not constantly active, **App Nap will slow your programs down** if it is enabled, affecting both your system’s performance and stability.

While upgrading Senomix, please be sure to disable App Nap for all applications.

Apps Closing or Damaged?

If your Mac informs you that your Senomix apps are “**damaged and can't be opened**”, they are most likely being blocked by Mac Gatekeeper and are not actually damaged.

Mac Gatekeeper will block Java-based programs (like your Senomix Timesheets Server) with a ‘damaged’ error message unless those programs are first cleared for use. To correct that block, you will need to adjust Mac Gatekeeper to grant the application permission to run.

If the green server icon **bounces in your dock and then closes without any warning message displayed**, the application has been corrupted by the .zip program used to extract your files. This can be corrected by returning to Step 1 of these instructions and then extracting your files again **using the default .zip archive program** included with Mac OS X.

Third-party .zip file handlers (such as Zipeg) can corrupt the file permissions of extracted applications and prevent them from running. When extracting Senomix files, we recommend always using the .zip utility provided with Mac OS X.

To ensure your data remains safe from incidents such as hard drive failure, fire, power surge, etc., full 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 day).

As with your old server program, please ensure 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.

Your Mac OS X upgrade of Senomix Timesheets is now complete. Your client applications will automatically upgrade to the latest system version on system sign-in.

If you have any questions about your applications or about this upgrade process, please do contact us at support@senomix.com.