



EBMS Update Instructions:

1. **Important:** Create a **backup** copy of your EBMS files and disable all automated backup software and antivirus software. If you need help with a backup, go to [Upgrading EBMS](#) and navigate to the [EBMS Data Backup](#) page.
2. EBMS Updates will be completed by you unless you've arranged for Koble to run the update for you as a billable service, or you are an EBMS Plus client. (Our Plus service is an added value, where we will manage and install EBMS updates for you!)
3. Make sure all Windows Updates are done on the Server and the Workstations. This includes the latest Microsoft .NET Framework installed as well. Admin privileges will be needed to complete these actions.
 - a. The server and workstations may have to have several rounds of updates installed including reboots in between some updates.
 - i. After updates are installed and the machines have rebooted, continue to check for updates until Windows reports that all updates have been installed.
 - b. We recommend that you restart your server and each workstation once more before doing the EBMS update. The EBMS update will begin with your server.
4. On the EBMS data server (computer where the data is stored), log in as a Windows administrator.
5. If the Server is on EBMS Version 8.2 or higher, the update will be pushed to your EBMS Server Manager program. If you have entered your administrator email in the Notification section of the EBMS Server Manager, you should receive an email when the update has been downloaded. First install on your EBMS data server and run by clicking "Run EBMS Update" within the EBMS Server Manager.

Click to start the update



- a. **Important:** Please exercise patience during the update process and data update process, EBMS can seem to be unresponsive at times, but be assured that it is in process.
 - b. After the EBMS program has been installed on the server you will be prompted to update your data sets. Select all datasets you wish to update.
 - c. **Please Note: Some data updates can be lengthy depending on the size of your company files, what version you are updating from/to and your computer age.**
 - d. When the data is finished updating, it is recommended that you run all utilities. (See Step 6)
6. After updating EBMS on the server and before updating each EBMS workstation, it is recommended that EBMS utilities are run on the data to ensure that the data is optimized and error free. Please refer to our documentation for steps at this link: [Schedule Maintenance Tasks](#)

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7. Next, EBMS needs to be installed/updated on all workstations to update the local program files. Since you were on EBMS 8. or newer prior to running this update, you will simply login to EBMS and you should be prompted to update. The workstations will look for the EBMS installation files in a shared "ClientInstaller" folder on your server. E.g. \\[servername]\ClientInstaller. You can access the setup.exe file there if you need to manually initiate the installation.
8. If you have any customizations or custom reports, test them immediately to make sure they work. Sometimes there are data changes that affect reports, and they need to be updated. This is especially true if you are updating to a major version of EBMS. (e.g. 8.5 to 8.6) Update to custom scripts and reports are not reverse compatible and will result in a nominal fee to update them.

For Technical Support, contact Koble Support at 717.442.3247 Ext. 2.

REMINDER: Accounting files should be stored on a reliable backup regularly!

In the past there have been companies who have experienced total data loss because of hardware failure. Please check your backup system periodically to ensure it is working properly.

Koble Systems, Inc. is not responsible for lost data due to backup failures.

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