SpooliT: Installation Notes and Considerations

INSTALLATION NOTES & CONSIDERATIONS
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Please take the time to read this document before commencing the installation or upgrade of SpooliT.

This document explores the various considerations for the installation/upgrade of SpooliT.

If you have any questions about upgrading SpooliT at your site then please contact a customer service representative via email at support@SpooliT.net prior to performing the upgrade. A customer service representative will contact you shortly to discuss and plan your upgrade options.

The 4 sections described within this document are:
- **Section 1.** Automatic standalone Installation/Upgrade (Local SpooliT Archive)
- **Section 2.** Manual standalone Installation/Upgrade (Local SpooliT Archive)
- **Section 3.** Considerations for sites that have a shared or network SpooliT archive.
- **Section 4.** Note for administrators with large number of client PC's running SpooliT with one or many shared SpooliT archives that whish to use system management services such as SMS, ZEN etc.

Important.
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Ensure you have a full backup of the SpooliT application directory and the SpooliT archive directories prior to commencing the upgrade. This is as a precaution and we strongly advise you to backup prior all SpooliT archive prior to the upgrade.

The SpooliT application directory is typically (C:\Program Files\SpooliT\)
The SpooliT archive directory is (C:\SpooliT\).
Ensure the entire directory and subdirectories are backed up.

Note: If you have multiple SpooliT archive you should back up each archive (i.e. s:\SpooliT\ or x:\SpooliT\ etc depending on where the archives are located.)

Section 1.
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Automatic standalone Installation/Upgrade (Local SpooliT Archive)

For SpooliT sites running on a PC that uses a local SpooliT archive.

Installation/Upgrade notes:

1. Use SpooliT to check the web for updates.
2. Download the latest update from the web. Follow the prompts.
3. If you run a standalone version of SpooliT with a local archive then you can start the upgrade immediately by answering 'yes' to the prompt. The upgrade will run in 'Silent mode' and will automatically terminate SpooliT and then commence the upgrade.
4. Once the upgrade is complete, re-start SpooliT and follow the prompts to upgrade the SpooliT archive.

Note: A version of the upgrade setup is automatically saved into the following location (C:\Program Files\SpooliT\Upgrade\) for future reference.

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Section 2.
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Manual standalone Installation/Upgrade (Local SpooliT Archive)

For SpooliT sites running on a PC that use a SpooliT archive that resides only on that
PC.

Installation/Upgrade notes:

1. Use SpooliT to check the web for updates.
2. Download the latest update. Follow the prompts.
3. If you run a standalone version of SpooliT with a local archive then you can
    choose to download the upgrade file and perform the upgrade at a later stage
4. Once the upgrade is downloaded a version of the upgrade setup is automatically
    saved into the following location ("C:\Program Files\SpooliT\Upgrade\".
5. If you answer 'No' to automatic upgrade, locate the SINV400_UPG.exe setup file.
    This file is located in the subfolder "\Upgrade" of your SpooliT application
    directory (C:\Program Files\SpooliT\Upgrade\SINV400_UPG.exe)
6. Ensure you terminate the SpooliT application before commencing the upgrade.
7. Double click on the file (C:\Program Files\SpooliT\Upgrade\SINV400_UPG.exe).
8. The install-shield package runs in 'silent mode' and will replace the SpooliT
    components found in the program directory with the latest versions of those files.
9. After the upgrade is complete, re-start SpooliT and follow the prompts to upgrade
    the SpooliT archive. If the SpooliT archive is already upgraded then SpooliT will
    not prompt the user to upgrade the SpooliT archive.

Section 3.
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Installation/Upgrade (if you have a shared or network SpooliT archive)

For SpooliT installations running on a PC that uses an archive that resides on that
network drive that is shared with other SpooliT users.

In order to manually rollout SpooliT to many PC clients that use shared SpooliT
archive(s) it is important to plan the upgrade.

1. Follow the steps described above (in Section 2) to check for updates and download
    the latest version.
2. You will need to ensure that all SpooliT users are signed out of SpooliT that
    connect to a shared network SpooliT archive.
3. Perform the upgrade on a single PC following the steps described above in (Section
    2).
4. Re-start SpooliT on the PC and click on each SpooliT archive. SpooliT will inform
    you if the SpooliT archive requires to be upgraded. If you answer yes to
    performing the SpooliT archive upgrade then SpooliT automatically upgrades the
    archive. If the SpooliT archive is already upgraded then SpooliT will not prompt
    the user to upgrade the SpooliT archive.
5. Repeat step 4 above for each SpooliT archive.
6. If you wish to manually rollout the SpooliT upgrade to multiple PC clients, deploy
    the file located in the (C:\Program Files\SpooliT\Upgrade\SINV400_UPG.exe)
    directory to each SpooliT PC client. Save the file to the PC desktop and follow
    the steps described above in section 3.
7. If you wish to use system management services such as SMS to automatically rollout
    SpooliT to multiple PC clients then please read section 4 below.

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Section 4.
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NOTES FOR ADMINISTRATORS USING DISTRIBUTION TOOLS SUCH AS SMS.

It is possible to use tools such as SMS to deploy the SpooliT upgrade to many PC clients within an organization.

1. Follow the steps described above (in Section 2) to check for updates and download the latest version.
2. Use a tool such as SMS to deploy or distribute the SpooliT upgrade file. (C:\Program Files\SpooliT\Upgrade\SINV400_UPG.exe)
3. Use a script to copy and run the ("C:\Program Files\SpooliT\Upgrade\SINV400_UPG.exe") file. This file will run in 'silent mode' and will automatically upgrade the SpooliT components installed on the client PC.
4. When the user next re-starts SpooliT on the PC, SpooliT will inform you if the SpooliT archive requires to be upgraded. If you answer yes to performing the SpooliT archive upgrade then SpooliT automatically upgrades the archive. If the SpooliT archive is already upgraded then SpooliT will not prompt the user to upgrade the SpooliT archive.
5. Repeat step 4 above for each SpooliT archive.