

Lab Manager™ v7_{ersion}

Upgrading your Lab Manager v7 Software

We recommend you backup your data before continuing with the download and installation instructions!

- 1 **To Backup your Data:** To make a backup of your data before you upgrade to the newest version. Click on the **Server Tools, Server**, and then **Backup A Company DB**. Select the database you would like to backup from the drop down list, and then click on **Backup Database**. Select your destination for your backup, and then click **Save**. When the progress bar shows 100%, the backup is finished. The grid will say "Completed Backup of DB." See our Documentation on backing up if you need more information.
- 2 **Download the Update:** Visit our website, and fill out a form and submit it for the Lab Manager v7 Demo/Update form. On the following page click the link to download the file. Click **Save File**, and save it to a location that you will be able to find later. We recommend saving to the **Desktop** of your computer.
- 3 **Install the Update:** Once the file is downloaded you can run the file, and install the software. Make sure that you have **User Account Controls** turned off, Windows or other **firewalls** off, logged in as **Administrator**, and any **antivirus software** turned off for the installation to complete successfully. This update will need to be installed on **all** the computers that currently are running the Lab Manager Version 7. The Main computer needs to have the **"Complete" installation**, while a workstation needs the **"Custom" installation** (The Server Tools is not installed on a workstation).
- 4 **Upgrade the Server:** To finish up the update process after the installation, log into your main computer/server, and right click on the **Server Tools Icon** (Yellow Icon), and then **Run as Administrator**. Click on **Server** at the top of the screen. Click on **Upgrade Server**, and then **Run** at the bottom of the Upgrade Server Screen. Once it says, "You may now close this form," click the **Close button**. **Exit out of the Server Tools**.
- 5 **Verify that you can access Lab Manager Version 7:** Right click on the Lab Manager Version 7 Icon (Blue Icon) on your desktop and choose **Run As Administrator** to log into your software. This should bring you back to your data.

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