

## **Software Update Guide**

This document provides an overview of the procedures used to update an entire system with the latest version of **AXIS** software.



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Complete the following procedure to install a new version of **AXIS** software on all system machines.

**Note:** This procedure may only be completed if the user has Administrator rights and is logged in at the server.

**Note:** When a new version is available for installation, a red New Version notification message appears on all **AXIS** application screens until the new version is installed or skipped. Refer to <u>Manage Software Versions</u> (page 4) for information on skipping the version and manually initiating installation.

- 1. Access the server and launch the **Data Center** (or other **AXIS**) application to display an installation confirmation window.
- 2. Click the **Install** button to close the window and start the installation process.

**Note:** If installation is not desired at this time, click the **Cancel** button to skip the installation procedure. When appropriate, refer to <u>Manage Software Versions (page 4)</u> for information on manually launching the installation.

- 3. When all machines have been updated, a successful update message window appears on the server screen.
- 4. Click the **OK** button to close this window.
- 5. If desired, complete the Log In to the Data Center Application procedure.
- 6. Complete the following procedure on each **AXIS** system machine:

**Note:** This procedure must be performed on every machine that runs **AXIS** software in order to finish the installation process. It may only be completed if the user has **Administrator** rights.

- 1. Open the **AXIS** application to display an installation confirmation window.
- 2. Click the **Install** button to install the software and close the window.
- 3. Log In.

Complete the following procedure to review available software updates and install new software on all machines in the **AXIS** system.

Note: Software installation may only be initiated from the server.

- 1. Navigate to the Software Versions screen.
  - 1. Log In to the Data Center Application to display the Data Center Main Menu screen.



2. Select **Setup > Software Versions** from the main menu to display the **Software Versions** screen.

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- 2. If desired, click a version's **Version Skipped** checkbox to hide the New Version notification message at the top of system screens.
- 3. Complete the following procedure to install a new software version on all **AXIS** system machines: **Note:** This procedure may only be completed if the user is logged in at the server.
  - 1. If possible, close all **AXIS** applications.

**Note:** The system will automatically close all **AXIS** workstation applications during the installation procedure. It may be preferable to manually close these applications prior to installation to give users adequate opportunity to save their work.

- 2. Click a version's Install button to display a confirmation window.
- 3. Click the **Continue** button to close the window and display a closure warning message on every active **AXIS** workstation.

**Note:** The message informs the machine's user that the open **AXIS** application will automatically close in a number of minutes. The user should take this opportunity to save his/her work.

- 4. When all machines have been updated, a successful update message window appears on the server screen.
- 5. Click the **OK** button to close this window.
- 4. Complete the following procedure on each **AXIS** system machine:

**Note:** This procedure must be performed on every machine that runs **AXIS** software in order to finish the installation process. It may only be completed if the user has **Administrator** rights.

- 1. Open the **AXIS** application to display an installation confirmation window.
- 2. Click the Install button to install the software and close the window.
- 3. Log In.
- 5. Click the tab's **Close** button to close the screen.