

These instructions are for a Microsoft Windows based network, and should be carried out by your school technician. For Smart-Net based networks please refer to the MUSAC Classic Upgrade Best Practice – Smart Net Server document.

## 1 Schedule a service outage with all MUSAC Classic Users

In order to upgrade the MUSAC Classic database and files, the files must be available for modification. If any files are reserved by a user, they will not be upgraded. To ensure that all users have logged off it is recommended that a service outage notification is issued to all users.

## 2 Log onto the MUSAC Classic File Server

It is recommended that an administrator account is used to log onto the MUSAC file server to ensure that the upgrade progresses as smoothly as possible.

## 3 Download the latest version of MUSAC Classic

The following files can be downloaded from the Classic link on the Downloads page of our website and are required to complete the upgrade. Please note that you will require a username and password to access our website Downloads page.

- MUSAC Classic 14.1 (or later)
- MUSAC Classic Service 14.1
- MUSAC 32 bit System files

## 4 Ensure that all users have logged off MUSAC

- Ensure that all users have closed all MUSAC applications and the sidebar
- Complete a full backup of the current MUSAC installation
- Reboot the MUSAC Server
- Confirm that there are no open files on the server
  - Control Panel > Administration Tools > open Computer Management
  - View Shared Folders > Open Files to confirm there are no open files in the top level MUSAC directory  
(note this may list the abProcessor, see the next step)
  - Delete the Userlogger.mdb and user.txt (if there is one in the CM folder)

## 5 Stop the abProcessor

The abProcessor may be running in one of four modes: not used, normal, continuous (scheduled task), continuous (MUSAC Classic Service). To establish which mode it is running in:

- Open MUSAC Absences > Setting and Configuration > Miscellaneous
- Confirm which radio button is selected :
  - *Use the abProcessor in Normal Mode*
  - *Use the abProcessor in Continuous Mode* (see further instruction below)
  - *Don't use the abProcessor*
- Close MUSAC Classic

- If *Use the abProcessor in Normal mode* or *Don't use the abProcessor* is selected then no further action is required. If *Use the abProcessor in Continuous Mode* is selected then the following steps need to be completed:
  - 1 Open the `abProcessor.lock` file from the `MUSAC\AB` folder
  - 2 The first line will have the name of the server that is running the `abProcessor` (it should be the same server as the `MUSAC` file server however is dependent on how `MUSAC` has been configured)
  - 3 Log into the server

The `abProcessor` can be run in one of two ways dependent on the current configuration, either as a scheduled task or through the `MUSAC Classic Service`. To check which method is being used check in the following places:

- Administrative Tools > Services > `MUSAC Classic Service`
- Control Panel > Scheduled Tasks (Administrative Tools Windows Server 2008+)

If the `MUSAC Classic Service` is installed then stop the service (right click) and then uninstall it from Control Panel > add/remove programs

If there is a scheduled task configured to run the `abProcessor`, stop the scheduled task and delete, as it is no longer required.

## 6 Install the latest version of `MUSAC Classic`

- Install the Microsoft .NET Framework 4 (if not already installed), this may require the server to be rebooted. Please note, .NET Framework 4 needs to be installed on each individual computer to run the `ENROL/LMS (Interoperability)` functionality.
- Install the new version of `MUSAC Classic` (ensure that this is installed to the top level `MUSAC` directory, above the `AB` and `CM` directories)
- Install the `MUSAC 32 bit System files` (if not already installed)
- Install the `MUSAC Classic Service`

## 7 Configure the `MUSAC Classic Service`

In `C:\Program Files\MUSAC\MUSAC Classic Service` open the `MUSACClassicService.exe.config` text file with a text editor like Notepad and change `%musacdir%` to the correct path (physical path only) eg.

```
<add key="cmdir" value="D:\StaffApps\MUSAC\CM" />
```

- Change the service 'Log on as' to a Domain Administrator account and password – right-click on the service and select Properties > Log on
- Start the new version of the `MUSAC Classic Service`

## 8 Confirm that the `MUSAC Classic Service` and the `abProcessor` have started correctly

Open the Task Manager on the server and check that the `MUSACClassicService.exe` is listed in the processes tab; about a minute later the `abProcessor.exe` should also start.

## 9 Confirm that the upgrade has completed successfully

Open `Classic` and from the help menu select "About `MUSAC Software`", confirm that all modules with the exception of `Library (Search)`, `Lib Admin` and `Financial Manager` have all been updated to the latest version.

To confirm that the abProcessor has been updated, right-click on MUSAC\AB\abProcessor.exe and confirm that the File version shown in file properties > Version tab is the latest version.

If any component has not been successfully updated the upgrade will need to be repeated.

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