musac

These instructions are for a Microsoft Windows based network, and should be carried out by your school technician.

1   Schedule a service outage with all MUSAC Library Manager Users

In order to upgrade the MUSAC Library Manager 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 Library Manager Computer

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

3   Download the latest version of MUSAC Library Manager

The following files can be downloaded from the Library Manager link on the Downloads page of our website and are required to complete the upgrade, please note that you will require a log in and password to access our website Downloads page.

> Library Manager 14.1

4   Ensure that all users have logged off Library Manager

- Ensure that all users have closed Library Manager
- Confirm that there are no open files on the computer
  - Start > Control Panel > Administration Tools > Computer Management
  - View Shared Files > Open Files to confirm there are no open files in the MLM folder

5   Install the latest version of Library Manager

Install the new version of MUSAC Library Manager (ensure installation to the MLM folder)

6   Confirm that the upgrade has completed successfully

Open Classic and from the help menu select "About MUSAC Software", confirm that Library (Search) and Lib Admin have been updated to the latest version.

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