

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

It is recommended that an administrator account is used to log onto the local computer 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
- Confirm that there are no open files on the server
 - Check in the CM and AB\2013 folder for any files with a .ldb extension.
 - Delete the Userlogger.mdb and user.txt (if there is one in the CM folder)
 - If there are files open, you will need to contact your Smart Net provider so they can close these files for you.

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 computer that is running the `abProcessor`.
- 3 Log into that local computer.

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, or Administrative Tools Windows > Task Scheduler

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 computer 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="M:\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 local computer 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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