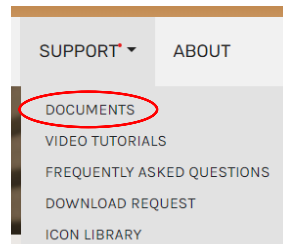
How To Upgrade Look2 Software (Inventory, Volunteer, Registration) 2/21/24

Existing Customers: updating Look2 software is fairly easy. Basically, you just:

- ✓ Copy update files onto your PC
  - *Back-up existing files, exit software*
  - *Download and unzip updates*
  - *Copy new files into your working folder(s)*
- ✓ Configure any new features/options
  - *Review the online Revision Notes to see what's new*
  - *Customize new options … details in the User Manual*

A high-level overview for each of these items follows.

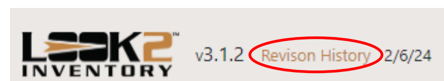


1. Review What's New

To see what's been updated in any particular software revision:

- Browse to the Look 2 Consulting's website's [Support-Documents] page.

  Next to each Software's name is the current revision, a link to the revision history document, and the date of the most current release.
- Click the Revision History link to bring up a text file summarizing what's new. *(Each item is further described in the User Manual.)*



1.1. Revision Numbers Explained

The Look2 software modules all now use the following revision numbering system: X.Y.Z
(note: older versions did not use this 3-number system, but rather also employed letters for various revisions)

X – Major New Revision. A change in the 1st number indicates a larger change to the software (typically having either lots of new features, or one requiring back-end databases changes).

Y – New Smaller Features. A change in the 2nd number indicates new features have been added to the software, but unlike a change in X, these typically are fewer or more specialized (affecting only a smaller number of organizations).

Z – Minor Update. A change in the 3rd number indicates some minor adjustment to the software (perhaps a subtle feature adjustment, a minor software fix, or cosmetic changes). Typically changes in Z are "optional". Install them only if the minor items affect your operations.

1.2. Version Notes (Revision History) Layout

The Version Notes are in a simple text file, and offer only a brief summary of what's new (the most recent is at the top). Its brevity is meant to facilitate quickly scanning to see if any particular revision is of interest to your organization. (Details on each enhancement are covered in the full User Manual for each software title, also available on the website's Support-Documents page.)

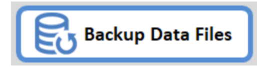
Changes to X or Y have their own section, separated with a header. For example:

==
Rev: 6.0.z
Main changes in this revision:

Then, each change in the Z number includes the date it was released followed by the details within that minor release For example:

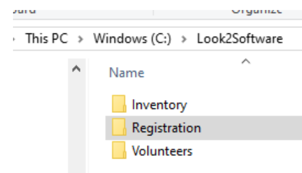
Miscellaneous, Minor Changes (per .z update):
6.0.1 (2/8/24)

2. Back-up Files / Exit Software



If upgrading either an X or Y revision, go into the software's configuration setting screen and click on the Backup Data Files button to make a backup copy of your backend database files. *(This isn't necessary for minor Z revision updates.)*

Then, exit the software. If using it on multiple PC's, please make sure you exit out on ALL machines.

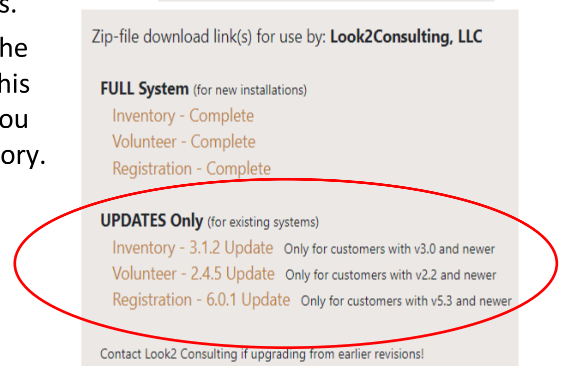


If desired, also make a backup copy of your entire Look2 software directory. Creating such a snapshot allows you to easily restore your system back to the way it was in case there is an issue while upgrading.

3. Download/Unzip the Update

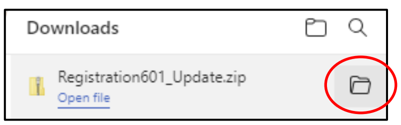
Browse to the Look 2 Consulting [Software Download Links] page and enter your organization's unique Install Code. *Contact us if you misplaced the # emailed to you.*

Click Submit, and a set of links appear (depending upon which software you use).

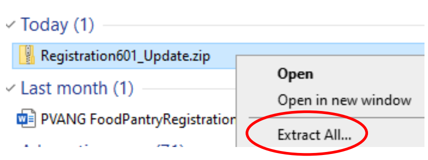


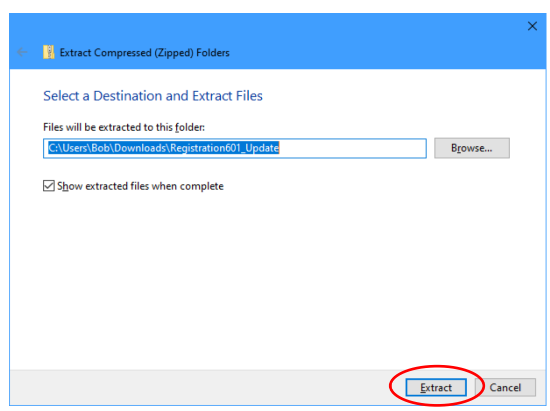
Examine what's shown in the Updates Only section. Make sure you're currently running the software revision which is compatible with that update link. If you're running an older copy than what's shown in the note, contact us for next steps.

If your current revision is appropriate for the update, click the link to initiate the download. Depending upon your browser (e.g., Edge, Chrome, Firefox, etc.) this will typically be saved within your Downloads folder. In the example below, you can simply click the folder icon to automatically jump to the Downloads directory.



Right-click the downloaded file, choose "**Extract All...**" from the pop-up menu





A dialog appears asking for extraction location. By default, it extracts directly into the *Downloads* directory. Click the Extract button to complete this step.

4. Copy Files into Software Folder(s)

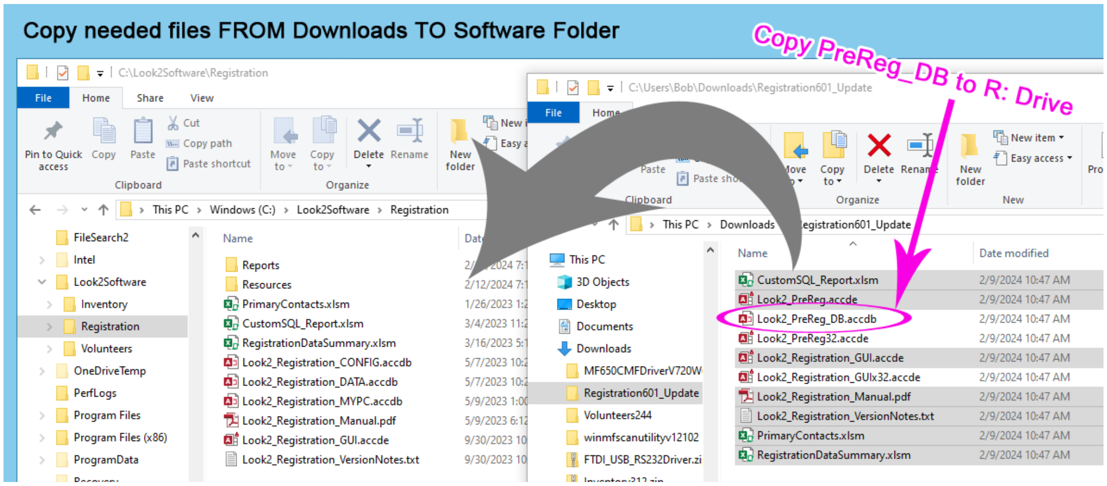
Files that have been updated will be in the unzipped folder. These do NOT contain the CONFIG, DATA, nor MyPC database files. Those 3 backend files contain your data and setup information. When upgrading an existing system, those files are not present in the Update ZIP and thus do NOT get overwritten. Rather, the Update Zip file contains only files for the program, documentation, and sometimes report templates and other support files.

Copy the required files (details given below) into your working directory. For a typical installation, that's in the *C:\Look2Software\Registration* folder … or *\Inventory*, or *\Volunteers*.

EXCEPTIONS: In general, you'll copy all files, with the following two noted exceptions:

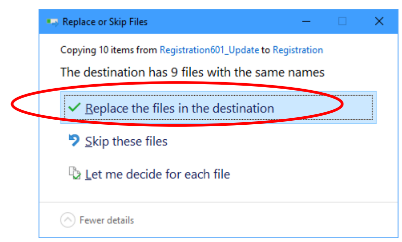
1. Running 64-bit office? No need to copy files with "32" in name.
   Vice-versa: running 32-bit office? No need to copy GUI files not having "32".
   Not sure which your running? Check your existing GUI file to see if named with "x32" or not.
2. Upgrading Registration from 5.x to 6.x? The Look2_PreReg_DB.accdb file is part of the back-end, and should be copied to wherever your DATA/CONFIG files are stored (typically R: drive).

Example: below shows a typical scenario when upgrading Registration on a PC running 64-bit MS Office.



TIP: hold down CTRL key while clicking on filenames to select a non-continuous set.

Click "Replace the files in the destination" when asked via the popup window.



IMPORTANT NOTE: Copy these files into the working directories on ALL MACHINES running the software. *You do NOT want to run old and new versions at the same time, as the underlying database may have been updated and would result in errors on the machines.*

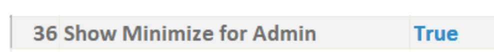
Tip: for multi-workstation setups, create a folder on the shared mapped drive (where the DATA/CONFIG files are stored) named: "*Copy to Other PC's*". Then, copy the update files into that folder. You thus don't need to download on each PC, but rather simply copy from that shared subfolder (since PCs already have access to that mapped drive).

5. Verify Revision, Configure Any New Features

After updating the files, run the software and make sure the revision is correct (X.Y shown on the initial splash screen, and the full X.Y.Z shown in small letters on the main screen for each software title).

Then, look through the new feature list and see if anything requires configuration. Consult the updated user manual to see what steps might be necessary.

Example: people upgrading to Inventory 3.1 wanting to show the Minimize Button when logged in as Admin should set that feature to True.



6. Email Look 2 Consulting

PLEASE, email info@look2consulting.com with a note when you've updated your software.

Include in your email:

- Organization Name
- Software Version Number
- Optional: any comments on current updates, and any requests for future updates.

This is **important**, so future updates can be effectively communicated. Thank you.