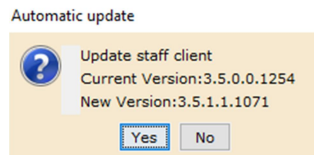


WorkFlows 3.5.1 Client Upgrade Instructions

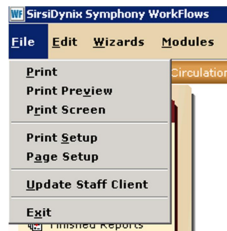
NOTE: These instructions are for installation of the updated WorkFlows Client for use with the Symphony 3.5.1 SP1 Server. Do not install/use this client prior to June 6th, 2016. Installation and use of the 3.5.1.1 prior to June 6th may cause issues with your library's ability to connect to the Shared System.

Update the WorkFlows Client via the Update Staff Client Update Feature at Login

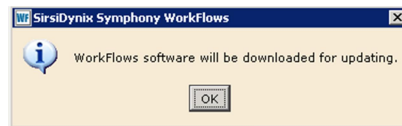
- 1) Open and Login into WorkFlows using your usual login credentials.
- 2) After logging in, you will be prompted to update the staff client. Click on **Yes** to start the download of the new client.



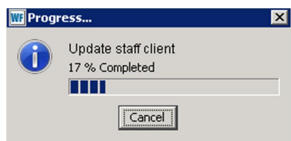
- a. If you do not receive this update client message:
 - i. Once you are logged into WorkFlows, click on **File** on the menu bar
 - ii. Click on **Update Staff Client**



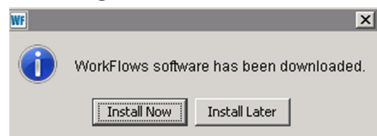
- iii. Click **OK** to the **Workflows Software will be downloaded for updating** window that will pop up.



- 3) Wait for the new client to download



- 4) When the download is finished, you will be prompted to install now or later. Click on the **Install Now** option. This begins the client installation process.



- 5) Click on the **Update** button when the installation program begins.



- 6) When the client installation is complete, click **Finish**.



- 7) The WorkFlows client will restart after the installation is complete.
- 8) Log into the WorkFlows client normally.
- 9) Verify that the WorkFlows version is 3.5.1.1.1071
 - a. This information is available in the **Help=>About** menu bar option.



- 10) WorkFlows Client Update is now complete.

ALTERNATE INSTALLATION OPTION

(For sites with Bandwidth Considerations or for workstations that have never had WorkFlows Installed)

Updating the WorkFlows Client from fupd_jwf.exe install file

- 1) Download the fupd_jwf.exe file from The Library Network Shared System Department web page.
 - a. fupd_jwf.exe download location: <http://tln.lib.mi.us/dept/shared-automation/files/workflowsclient.zip>
- 2) Extract the fupd_jwf.exe file from the downloaded ZIP file.
 - a. The update file is in a password protected ZIP file.
 - b. Password can be requested from John Inman at TLN via a help desk ticket.
- 3) If the workstation has a previous installation of the WorkFlows Client, perform the following:
 - a. Ensure that all WorkFlows Instances are closed.
 - b. Using the **Uninstall/Change Programs** option in the Control Panel, uninstall all previous versions of the WorkFlows Client.
- 4) Run the extracted fupd_jwf.exe file to install WorkFlows.
 - a. Accept all the default installation options.
 - b. ***The last step of the installation process is to connect to the Symphony Server. If you have installed the client prior to morning of June 6th, DO NOT CONNECT to the symphony server during the last step of the installation. Choose the Cancel option when prompted to connect to the Symphony Server.***
- 5) After the installation is complete, reboot your workstation if prompted.
- 6) The Workflows Client Installation is complete

If you have questions or problems with the WorkFlows Client installation process, please contact John Inman (jinman@tln.lib.mi.us) for assistance.