2025/04/05 06:01 1/1 Upgrading

## **Upgrading**

Updates to the TapeTrack Server Software are made available every quarter with a major upgrade released at the beginning of each year.

To upgrade, you can simply uninstall the previous version and reinstalled a newly downloaded version, but it is recommended that you perform the following process to provide a fallback should something go wrong during the upgrade.

## **Recommended Upgrade Process**

## <checklist>

- 1. Notify your users in advance of the upgrade.
- 2. Download the new version of the Software.
- 3. Stop the TapeTrack Service.
- 4. Take a backup of the entire server install directory, including the executables and var directory using a utility such as WinZip.
- 5. Rename the var directory to var.old.
- 6. Uninstall the previous version of the software.
- 7. Install the new version of the software.
- 8. Stop the TapeTrack Service.
- 9. Rename the var directory to var.new.
- 10. Rename the var.old directory to var.
- 11. Start the TapeTrack service.

</checklist>

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