

Upgrading to OnTime 2005 from OnTime 2004 or V3

This document will help you understand the upgrade process for upgrading your existing OnTime 2004 or OnTime V3 installation to the latest version of OnTime 2005.

What you should know

You should know the following things about your OnTime upgrade:

- OnTime V3, 2004 and 2005 can all be installed on the same machine and run side-by-side.
- Each version of OnTime has its own set of associated database version(s) and other OnTime database versions will not work. For example, OnTime 2005 can only open a database created with OnTime 2005, but it will force you to upgrade a database from previous versions of OnTime. Also, OnTime 2004 or V3 can not open OnTime 2005 databases.
- Each successive version of OnTime can upgrade older OnTime database versions without data loss (your data is automatically integrated into the upgrade). Once a database has been upgraded, it can no longer be opened by a previous version of OnTime.

Performing the Upgrade

Here are the steps to perform your upgrade:

For OnTime Windows Edition

Once you perform a database upgrade of your OnTime database, all users must be using the same OnTime client. Therefore, only perform the database upgrade when your whole team is ready to upgrade.

1. Be sure to first obtain your OnTime 2005 Activation Key from Axosoft, LLC.
2. Backup your OnTime database before starting.
3. Obtain the latest OnTime version by downloading it from our downloads page: <http://www.axosoft.com/products/downloads.aspx>
4. Run the MSI to install the OnTime 2005 product (OnTime 2005 will automatically create a separate folder from OnTime 2004 – allowing side-by-side installation)
5. Now run the OnTime 2005 for Windows client.
6. At the OnTime Database Setup window, enter the login information for your OnTime database.
7. You will be prompted to upgrade your database. **Only perform the upgrade if you have a backup of your database** because once the database has been upgraded, it can no longer be used with previous versions of OnTime.

Once you have completed the OnTime database upgrade, all your data will be intact and ready to use. If you no longer have the need for the previous versions of OnTime, you can uninstall those versions using the Add/Remove Programs.

For OnTime Web Edition

Perform these steps:

1. Be sure to first obtain your OnTime 2005 Activation Key from Axosoft, LLC.
2. Backup your OnTime database before starting.
3. Obtain the latest OnTime version by downloading it from our downloads page: <http://www.axosoft.com/products/downloads.aspx>

4. Run the MSI to install the OnTime 2005 Web Server. The setup will default to creating a new Virtual Directory inside the default web site's "OnTime2005Web" directory.
5. Once OnTime 2005 Web Server is installed, run the OnTime 2005 Web Configuration tool from the Start Menu.
6. Enter the path of the OnTime 2005 Web folder from step 3 (by default this is "c:\inetpub\wwwroot\ontime2005web") and click the Load Settings button
7. Click the Manage Database button to open the OnTime Database Setup window
8. Enter the SQL Server connection information for your OnTime 2004 or V3 database
9. You will be prompted to upgrade the database. **Only perform the upgrade if you have a backup of your database** because once the database has been upgraded, it can no longer be used with previous versions of OnTime.
10. Once the upgrade is complete, you can either use the new OnTime 2005 Virtual Directory or replace all the files from your existing OnTime 2004 web site with the new OnTime 2005 files from this virtual directory.

Minor Upgrades of OnTime 2005 (ex: 5.0.0 to 5.0.1)

If you are already running OnTime 2005 but need to upgrade from an earlier build (such as 5.0.0.x) to a newer build (such as 5.0.1.x) you will need to perform the following steps:

1. Obtain the latest OnTime version by downloading it from our downloads page: <http://www.axosoft.com/products/downloads.aspx>
2. Backup your OnTime database before starting
3. Backup the OnTime.config file in your installation if you wish to save your database connection settings (you can always manually reconnect later when OnTime first runs again).
4. Uninstall the current version of OnTime
5. Install the new version of OnTime and restore the OnTime.config file in the install folder if you backed it up
6. Run OnTime (or the OnTime Web Configuration for Web) to make sure your database connection is still correct