



cincinnati time systems

## **Novatime 2000 Program Update Procedure**

### **Single User Update:**

1. Go into the Novatime program and run a “Backup” procedure under the “Tools” menu. Make a note as to where the backup file was saved.
2. Exit Novatime and the Auto Task program if it is running. Also, save and exit any other programs you have open.
3. Run the setup.exe file on the Novatime update CD you received. Once the installation gets to the choice of installing “Programs and Data” or just “Programs Only”, choose the first option (Programs and Data). Select the drive Novatime is installed on (typically C:\Novatime) and then answer yes to update the data (also in the C:\Novatime\Data folder).
4. Once the installation is complete, start up the Novatime program. It will go through an update procedure and give you the logon screen when complete. Log into Novatime and go under “Help” and “About Novatime”. Check to make sure that the Current and System Metabase dates on the right side of the screen match. If this looks good then Novatime has been successfully updated.

### **Network (Multi-User) Update:**

1. Go into the Novatime program and run a “Backup” procedure under the “Tools” menu. Make a note as to where the backup file was saved.
2. **If data is being run across any kind of a network,** create a SHUTDOWN.FLG file inside the Novatime\Data folder on the server. If created properly, no one can enter the Novatime program, and those that are in Novatime will receive warnings to save what they are doing. They will be exited from the software within 5 minutes.
3. Once the shutdown.flg file is created, wait 5 minutes and then have someone go to the server to ensure that all files in the data folder are closed. If no one is available, wait 20 minutes. The server will have closed any opened files by that time, as long as they are not still in use by a user. When all is clear, delete the shutdown.flg file and immediately go to the next step.
4. Run the setup.exe file on the Novatime update CD you received. Once the installation gets to the choice of installing “Programs and Data” or “Program Only” choose the first option (Programs and Data). Choose the location of the server – for example, F:\Novatime and then answer Yes to update the data (this

location would be F:\Novatime\Data). After the install is finished, start up the program using the Novatime.exe file on the server (this is found inside the F:\Novatime folder). The system will go through a “Data Dictionary” update as well as a “Data Maintenance” or “re-indexing” routine. When this finishes, log into Novatime and go to the “Help” menu and choose “About Novatime”. Check to make sure that the Current and System Metabase dates on the right side of the screen match. If all looks good then Novatime has been successfully updated on your server.

5. Proceed to run the update on each local workstation. On this installation choose “Programs Only”. This will update the Novatime program files on the local hard drive (be sure it says C:\Novatime). When the update finishes you are done. No re-indexing is necessary here since it was done by the server in the previous step.