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Alexandria Upgrade Conversion from v6.23.1 to v7

We are so excited that you are interested in upgrading to our newest version of Alexandria! We have integrated the upgrade process into the Administration options of version 6.23.1 to make it as quick and seamless as possible.

Before Upgrading

Once you upgrade to v7 you **will not** be able to go back to v6. Before you make the switch, here are few things you should consider, as well as steps to take prior to upgrading:

- **Internet Connection is Required** – version 7 is entirely web based, in order to use the program you must have an internet connection. A connection is also required when initiating the conversion process.
- **Back Up Your Data** – Alexandria will convert your current v6 data into a format that is readable by v7. Because of this you will want to back up your data **before** making the switch. Please see the following directions on how to properly back up your library data to ensure that it is not compromised.

Backing Up Your Data

You will want to run a Rebuild then create a new Archive before backing up your data to ensure that your library information is up to date. After you create the Archive you should copy the Alexandria Support folder to another location such as an external drive as a back up, should the upgrade be unsuccessful. We strongly recommend saving library data to an external drive. Follow these steps to successfully back up your library data:

1. Log into Alexandria.
2. Using the **Menu Bar** at the top of the Circulation Window navigate to **File**, select **Rebuild Now**, a new window will appear with Rebuild Options. Uncheck **both** boxes as you will want to run the Rebuild before creating a new archive.
3. Click the **Start** button, a window will appear showing the progress of the Rebuild. When the Rebuild has finished Alexandria will log you out of the program.

4. Log into Alexandria.
5. Using the **Menu Bar** navigate to **File**, select **Archive Now**, a new window will appear, click **Yes**. A second window will appear showing the progress of the Archive. This window will disappear when the Archive is finished.
6. Log out of Alexandria.
7. Locate the **Alexandria Support folder** and create a **copy** of it. Please refer to your computer's specific step by step directions below to locate the support folder:

Mac:

1. Navigate to the Mac **Hard Drive**.
2. Select **Users >> Shared >> Library >> Application Support >> Alexandria Support**.
3. Right click on the **Alexandria Support folder** and select **Copy**.
4. Paste the folder onto an external drive.

Windows:

1. Navigate to the **Local Disk (C:)** drive or the drive Alexandria is located on.
2. Open the **Program Data*** folder by double clicking on it.

(*Program Data is a Hidden Folder, you will need to change your preferences in Folder Options in order to view it.)

3. Right click on the **Alexandria Support folder** and select **Copy**.
4. Paste the folder onto an external drive.

For more detailed information about backing up your Alexandria Data you may refer to our Support Center page that outlines [backing up your data](#).

v7 License

Upgrading to version 7 **requires** a new serial number and validation codes for registration. This information is obtained through our Sales team when you renew or purchase your Alexandria license. If you do not have a serial number or validation code that is specific to version 7 you

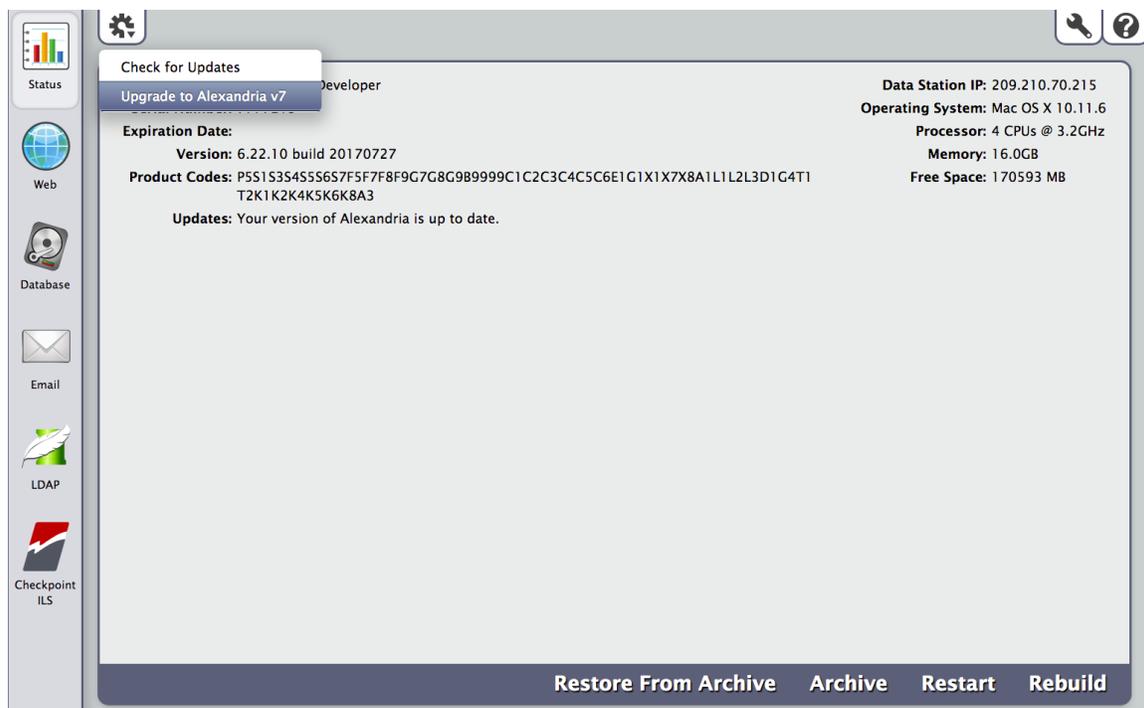
will need to contact one of our Sales Reps at 1-800-347-6439. Please note that version 7 will not start without valid registration information.

Processing the Upgrade Through Alexandria

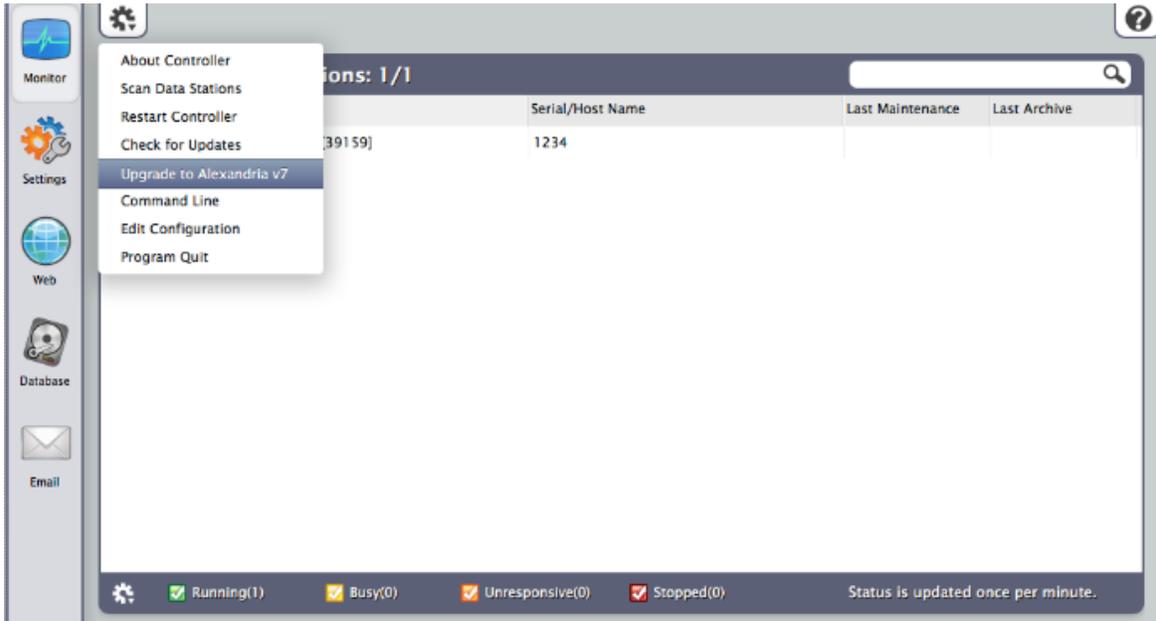
The following steps will walk you through the upgrade process using the current Alexandria version 6.23.1 interface. If you have any questions or need assistance while processing the upgrade you may contact our Customer Support team at 1-800-347-4942. Please note if you are running Alexandria on a Controller the upgrade will need to be done from the Controller interface. During the upgrade all work stations will be disconnected.

1. Log into Alexandria.
2. **Single Site**: Navigate to **Tools >> Administration**.
Controller: Skip to step 3.
3. Click on the **Gear** icon to the upper left of the window and select **Upgrade to Alexandria v7**.

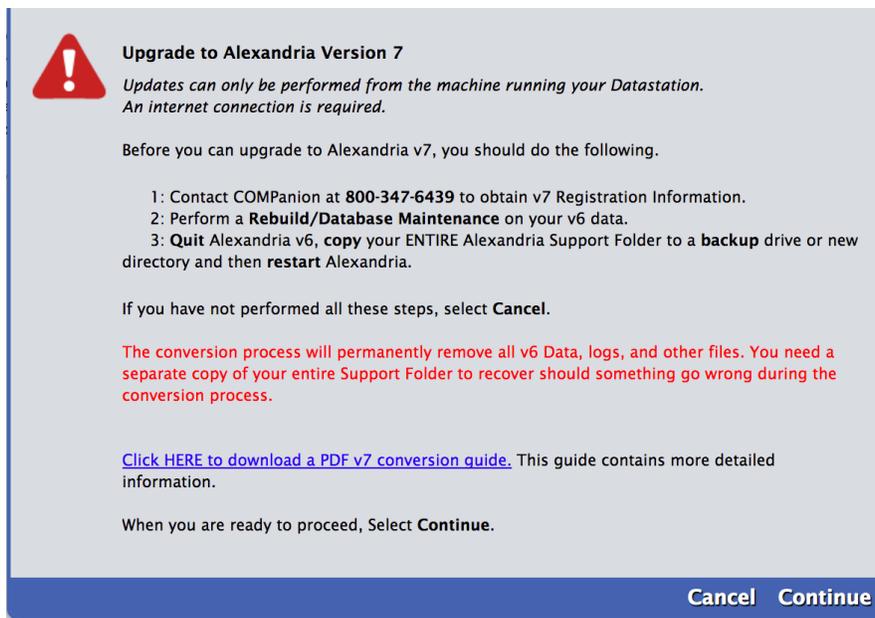
Single Site



Controller



4. A roll down window will appear. Please read the information and click **Continue**.



5. **Single Site:** Enter the **Serial Number** and **Validation Code** for your Alexandria Data Station.

Upgrade to Alexandria Version 7
[COMPanion Developer]

Enter your **v7 Serial Number** and **Validation Code**, then select Upgrade to begin the upgrade process.

If you have any doubts, select **Cancel** and call COMPanion.

1234567
0987654321

Cancel Upgrade

Controller: You will need to enter the **Serial Number** and **Validation Code** for the Controller **first**, then you will be prompted to add the **Serial Number** and **Validation Code** for **each** Data Station within the Controller. It is helpful to have a **list** of this information **prior** to initiating the upgrade.

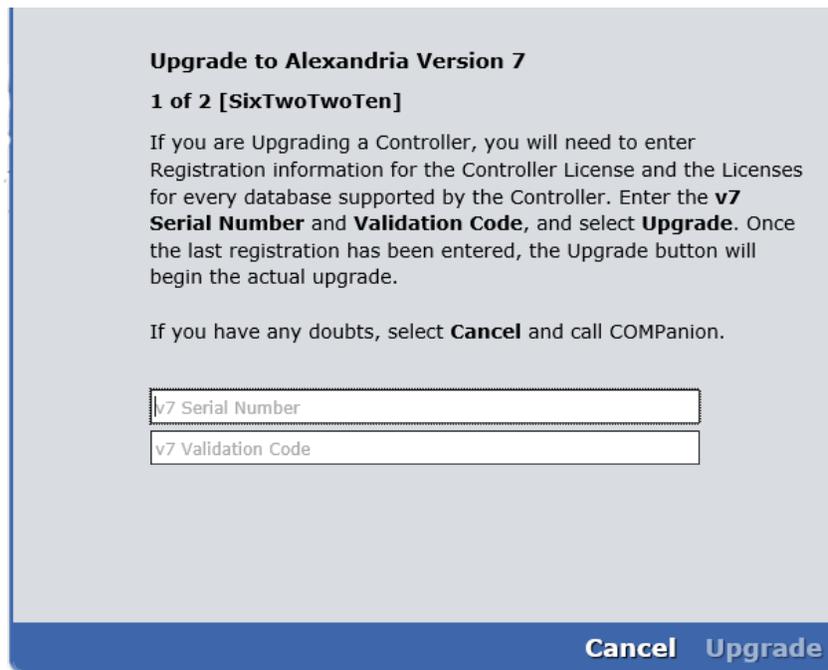
Upgrade to Alexandria Version 7
[QA Controller One]

If you are Upgrading a Controller, you will need to enter Registration information for the Controller License and the Licenses for every database supported by the Controller. Enter the **v7 Serial Number** and **Validation Code**, and select **Upgrade**. Once the last registration has been entered, the Upgrade button will begin the actual upgrade.

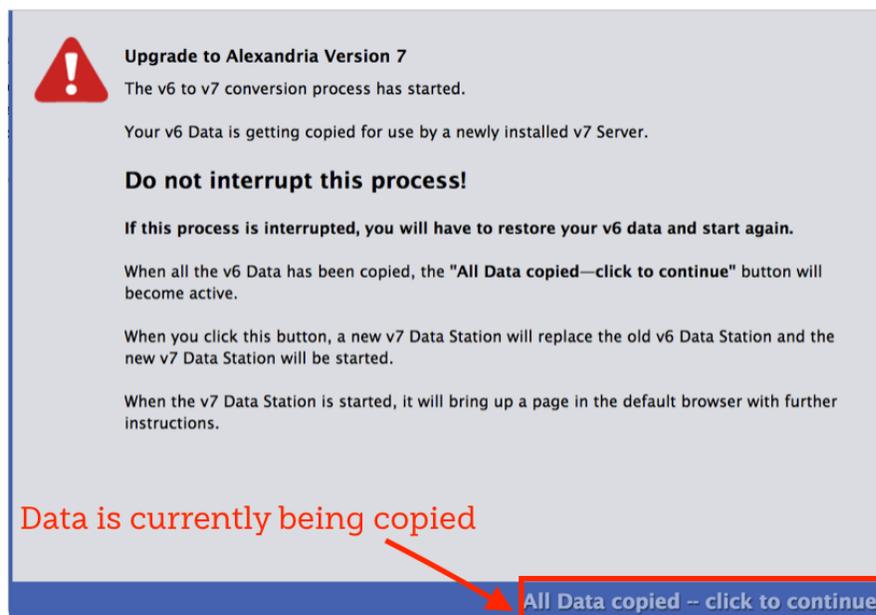
If you have any doubts, select **Cancel** and call COMPanion.

v7 Serial Number
v7 Validation Code

Cancel Upgrade



6. Another roll down window will appear. Version 6 data is being converted to a format that is readable by v7. Please note the Alexandria file and folder structure is also being changed. During this process the **All Data copied – click to continue** button will be grayed out. The conversion can take several minutes depending on the size of your catalog. When the data has finished converting the wording will turn white and you will be able to click the button, **All Data copied – click to continue**.



Upgrade to Alexandria Version 7
The v6 to v7 conversion process has started.

The v6 Data for all data managed by this controller will be extracted for use by a new v7 Server.

Do not interrupt this process!

If this process is interrupted, you will have to restore your v6 data and start again.

When all the v6 Data has been copied, the "All Data copied--click to continue" button will become active.

When you click this button, a new v7 Data Station will replace the old v6 Data Station and the new v7 Data Station will be started.

When the v7 Data Station is started, it will bring up a page in the default browser with further instructions.

Data has successfully been copied

All Data copied -- click to continue

7. Once the data has been converted, the new version of Alexandria will be automatically downloaded, replacing the current version. The program will now be accessible through your preferred browser.
8. Open your preferred browser and enter your **Data Station IP address, Domain address or cloud hosted URL** to log into Alexandria.

We recommend taking a moment to review the new [Alexandria Data folder structure](#) and information on [backing up your data](#). For more information see our [Getting Started Resources](#) or visit our [v7 Support Center](#) .

Thank you for choosing COMPanion for your Library software needs.