

## Insolvency Manager Version 4.0 Installation Guide

The update to Version 4.0 converts some tables to a new format.

**This update will install as version 4.02**

### **BEFORE BEGINNING THE UPDATE:**

1. Any unposted entries in the Banking, Transactions, Edit and Add function **must be posted before installing the upgrade**. Changes made to the posting procedure will mean that any unposted entries will be lost if not posted before the upgrade.
2. Ensure that you have ample free disk space on the computer on which you are running the update. Upgrading the data files requires space for some temporary files. Unfortunately it is not possible to accurately estimate the free space required. As a rough guide, you will need the total of sizes of the files ZIM0106, ZIM0110, ZIM0127, ZIM0129, ZIM0152, and ZIM0184 in free space on your local hard drive.
3. **Ensure that no one is logged into Insolvency Manager before proceeding** with the data backup and the installation of the upgrade.
4. **It is vital that you make a backup copy of your Insolvency Manager data files**. These files are named ZIM0001 through ZIM0289 and are normally located in your Insolvency Manager program folder (INS\_MGR). Copy these files to a folder on your hard drive, a network server, or to CD.

Some Insolvency Manager users do not keep their data files in the INS\_MGR folder. These users have edited the AREAS.ZIM file to indicate the alternate location of the data files. If you have done this, then be sure to back up the data files from the folder indicated by the AREAS.ZIM file.

### Download and install the update

- a) Download the file 402FULL.EXE to your desktop or a temporary directory on your network server. Make a note of the folder into which the file is placed.
- b) You must have Version 3.36 installed before installing this update.
- c) **Ensure that no one is logged into Insolvency Manager when installing this update.**
- d) *If you are running Insolvency Manager on a Novell Netware server, you must set the Novell flags on the files as follows. To enter these commands, you can click the Windows Start button, click Run, and type each command, or you can type each of these commands at a DOS prompt. In each of the commands shown,*

“d:\ins\_mgr” refers to the drive and folder where you have installed Insolvency Manager.

```
flag d:\ins_mgr\*.exe n /c
flag d:\ins_mgr\zim*. n /c
flag d:\ins_mgr\zim0001.ws\*.* n /c
flag d:\ins_mgr\forms\*.* n /c
flag d:\ins_mgr\reports\*.* n /c
flag d:\ins_mgr\usr_form\*.exe n /c
```

- e) Start the installation by double clicking on the downloaded file (402FULL.EXE) using Windows Explorer or My Computer, or if you downloaded to the Desktop, double clicking on the icon created.
- f) After the InstallShield Wizard starts, choose the location of your Insolvency Manager program (INS\_MGR) as the Destination Directory.
- g) Run the utility to export the data sets that require format changes. Click the Windows Start button, choose Run and enter the command:

```
C:\Ins_Mgr\Zimrt.exe v336con.utl
```

(replace “C:\Ins\_Mgr” with the location of your Insolvency Manager program).

Click OK to run the utility.

- h) Install the new program files for Insolvency Manager Version 4.0 by browsing to the file SETUP40.EXE in Windows Explorer or My Computer and double clicking on it. This file is found in the folder INS\_MGR\Install.
- i) After the InstallShield Wizard starts, choose the location of your Insolvency Manager program (INS\_MGR) as the Destination Directory. If InstallShield reports that one or more read-only files are detected, click “Yes” to overwrite each of the files.
- j) *If your data files are kept in an alternate location from the INS\_MGR folder, after the files have been installed, **move** the following files to the data folder indicated by the AREAS.ZIM folder, replacing the files that are already in that folder. (If the AREAS.ZIM file has only four entries, and they refer to your Windows\temp or winnt\temp folder, then your data files are in the default location and you **do not** need to move files.)*

ZIM0102	ZIM0127	ZIM0287
ZIM0106	ZIM0129	ZIM0288
ZIM0110	ZIM0152	ZIM0289
ZIM0116	ZIM0182	ZIM0290
	ZIM0184	ZIM0292

Be sure to **leave** all other ZIM files in the INS\_MGR folder.

- k) Run the utility to complete the data upgrade to Version 4.0. Click the Windows Start button, choose Run and enter the command:

`C:\Ins_Mgr\Zimrt.exe v4con.utl`

(replace “C:\Ins\_Mgr” with the location of your Insolvency Manager program).

Click OK to run the utility.

- l) When prompted for an OFFICE ID, enter a name that identifies your office. This might be the name of the city (e.g. BRAMPTON) or the name of the street (MAIN ST), or a combination of both (OTTAWA-BANK ST). This identifies the data for the office should you decide in future to use the multi-office version of Insolvency Manager in which data for more than one office is kept in a common database.
- m) After the installation is completed, you must modify the file called AREAS.ZIM in the folder INS\_MGR.

- Open the AREAS.ZIM file using Windows Notepad, and locate the lines that refer to 0163, 0271, 0282, and 0283; e.g.

`0163 c:\windows\temp NONSHARED`

`0271 c:\windows\temp NONSHARED`

`0282 c:\windows\temp NONSHARED`

`0283 c:\windows\temp NONSHARED`

(Your work path may be different from “c:\windows\temp”.)

- Insert additional lines as follows

`0168 c:\windows\temp NONSHARED`

`0170 c:\windows\temp NONSHARED`

`0178 c:\windows\temp NONSHARED`

(Use the path referred to in the existing lines.)

**It is critical for the operation of Version 4.0 that the file AREAS.ZIM be updated correctly.**

- n) *If you are running Insolvency Manager on a Novell Netware server*, after the files have been installed, you must set the Novell flags on the files as follows to allow Insolvency Manager to run properly. To enter these commands, you can click the Windows Start button, click Run, and type each command, or you can type each of these commands at a DOS prompt. In each of the commands shown, “d:\ins\_mgr” refers to the drive and folder where you have installed Insolvency Manager.

1. For Novell Netware Version 3.xx:

`flag d:\ins_mgr\*.exe s /c`

`flag d:\ins_mgr\zim00*. s /c`

`flag d:\ins_mgr\zim01*. st /c`

```
flag d:\ins_mgr\zim02*. st /c
flag d:\ins_mgr\zim0001.ws\*. * s /c
flag d:\ins_mgr\forms\*. * s /c
flag d:\ins_mgr\reports\*. * s /c
flag d:\ins_mgr\usr_form\*.exe s /c
```

2. For Novell Netware Version 4 and higher:

```
flag d:\ins_mgr\*.exe sh /c
flag d:\ins_mgr\zim00*. sh /c
flag d:\ins_mgr\zim01*. sht /c
flag d:\ins_mgr\zim02*. sht /c
flag d:\ins_mgr\zim0001.ws\*. * sh /c
flag d:\ins_mgr\forms\*. * sh /c
flag d:\ins_mgr\reports\*. * sh /c
flag d:\ins_mgr\usr_form\*.exe sh /c
```

- o) After the update is complete, you can delete the temporary files used during the data conversion. These are found in the folder specified by your WORK PATH in your CONFIG.ZIM file located in the INS\_MGR folder. The files that can be deleted are:

```
conim401.dat
conim402.dat
conim403.dat
conim404.dat
conim405.dat
conim406.dat
```