

Upgrading the WorkFlows Staff Client for Symphony 4.1.0.0 Procedure

Last revised: March 19, 2024

Note: You will see the following pop-up each time you log into Workflows if your computer's version of Workflows differs from the version of Symphony server you connect to. For example, if you upgrade to the newest version of Workflows prior to the server upgrade on the 24th, you will see the following popup. As you can see, the "Current Version" is shown as a larger number than the "New Version." If you were to click 'Yes' in this window, Workflows will DOWNGRADE you to the old version of Workflows. Please ensure you click the 'No' button to keep your newer version of workflows.



If you don't upgrade your Workflows installation until after the upgrade on 24 March, then you'll see the "Current Version" number is smaller than the "New Version" number. Again, you should click the 'No' button here, then follow the remainder of this procedure to upgrade your Workflows installation. If your installed version of Workflows matches the Server version, you shouldn't see the Update Staff Client popup at all.

Upgrade Procedure:

1. Go to https://support.librariesofrsa.org/project/downloads-setup/

2. Click on the WorkFlows link for either Windows or Mac. The download will start, and destination is in your browser.

- 3. Double click on the fupd_jwf_4_1-2024-3-24.exe file to begin the installation.
 - i. Windows may prompt you as to whether you want to allow WorkFlows the ability to make changes to the computer. If it does select "Yes."
 - ii. Click Next > at the first screen



iii. Windows will ask you if you want to install a separate instance of WorkFlows or upgrade an existing instance. Select the Maintain or upgrade an existing instance (second option) and click Next.

•	•	
Workflows -	InstallShield	Wizard

This inst you wou Install a new Maintain or up	allation let Id like to ir Instance pgrade an	ts you install multiple instances of the product. Select the instance nstall, and then click Next to continue: n existing instance
Product Name	Version	Location
Workflows	3.31.0.0	
L		
		Next > Cancel

iv. Accept the end user license agreement and click next

Please read the following license agreement carefully. SIRSI'S WORKFLOWS END USER LICENSE AGREEMENT IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE IG I accept the terms in the license agreement I do not accept the terms in the license agreement	Please read the following license agreement carefully. SIRSI'S WORKFLOWS END USER LICENSE AGREEMENT IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I accept the terms in the license agreement I do not accept the terms in the license agreement I do not accept the terms in the license agreement	License Agreement	
SIRSI'S WORKFLOWS END USER LICENSE AGREEMENT IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I accept the terms in the license agreement I do not accept the terms in the license agreement	SIRSI'S WORKFLOWS END USER LICENSE AGREEMENT IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I accept the terms in the license agreement I do not accept the terms in the license agreement ItalSheld	Please read the following license agreement carefully.	D
IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE EVALUATED AND TERMS OF THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED IJBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE IJBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE O I do not accept the terms in the license agreement I do not accept the terms in the license agreement	IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I const the terms in the license agreement I do not accept the terms in the license agreement IstallSheld	SIRSI'S WORKFLOWS END USER LICENSE AGREEMENT	-
AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE TO I accept the terms in the license agreement I do not accept the terms in the license agreement	AGREEMENT, DO NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE 'I compt who wanted states accompany O I do not accept the terms in the license agreement IstallShield	IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS	
NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE TO LIBRARY LICENSE AGREEMENT O I accept the terms in the license agreement I do not accept the terms in the license agreement	NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE TOTAL AND UNDERSTAND SATURATION OF AUTOMATED AND UNDERSTAND O LACEPT the terms in the license agreement StallShield	AGREEMENT, DO	
ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE 0 I accept the terms in the license agreement 0 I do not accept the terms in the license agreement	ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE UTCHNET AND UNDERVED EXTERS ACCOUNTS I TO NOT AND UNDERVED EXTERS I do not accept the terms in the license agreement I do not accept t	NOT INSTALL THE SOFTWARE. BY INSTALLING THE SOFTWARE YOU	r -
AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE USENSE AND USENSE AGREEMENT. © I accept the terms in the license agreement O I do not accept the terms in the license agreement	AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I conserve the terms in the license agreement I do not accept the terms in the license agreement stallShield	ARE	
AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE TOPNET AND STATUS AGREEMENT. © I accord the terms in the license agreement © I do not accept the terms in the license agreement	AUTOMATED LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I conservation of the license agreement I constructed the terms in the license agreement	AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND TERMS OF THE APPROPRIATELY EXECUTED	,
LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE I receive two works and the license agreement I do not accept the terms in the license agreement	LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE UTOPNOE AND UNDERNEE ON THE ACREEMENT I constant of the license agreement I do not accept the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of the terms in the license agreement I constant of terms of	AUTOMATED	
I accept the terms in the license agreement I do not accept the terms in the license agreement	I accept the terms in the license agreement I do not accept the terms in the license agreement stallShield	LIBRARY LICENSE AGREEMENT, OR AUTOMATED LIBRARY SOFTWARE	÷ 🖕
I do not accept the terms in the license agreement	I do not accept the terms in the license agreement I do not accept the terms in the license agreement stallShield		
I do not accept the terms in the license agreement	I do not accept the terms in the license agreement installShield	Taccept the terms in the license agreement	_
	nstallShield	I do not accept the terms in the license agreement	

v. Allow the installation software to choose the destination folder and click next

🛃 Workflov	vs - InstallShield Wizard
Destinati Click Nex	on Folder tt to install to this folder, or click Change to install to a different folder.
	Install Workflows to: C:\Program Files (x86)\Sirsi\JWF\ Change
InstallShield -	< Back Next > Cancel

vi. Click Install

🔂 Workflows - InstallShield Wizard	×
Ready to Install the Program	
The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your installation settings, click Back. Click Cance exit the wizard.	l to
< Back Install Can	

4. You will see a window with a progress bar appear as shown below. (You don't need to do anything).

🔂 Workflow	s - InstallShield Wizard
Installing \ The prog	Workflows ram features you selected are being installed.
12	Please wait while the InstallShield Wizard installs Workflows. This may take several minutes.
	Status:
InstallShield –	< Back Next > Cancel

5. When the process has completed click the "Finish" button.



6. WorkFlows may or may not launch on its own after completing step 10. If it doesn't just double-click on the new WorkFlows 4.1.0.0J icon (shown below).



7. Log into WorkFlows as usual.

8. To be certain that you are running the updated WorkFlows client go to the Help menu and choose "About."



9. A new Window will appear with the version number 4.1.0.0.1367. The version number will be located at the bottom of the new blue and white WorkFlows Staff Client image. Which is after the Date



10. If the version number has not been updated then please follow the above steps again. If after a few attempts, you cannot get WorkFlows to update on your computer you may need to do a fresh install. You can download the latest version of WorkFlows from RSA Resource pages <u>https://support.librariesofrsa.org/project/downloads-setup/</u>). Then follow the above steps again.

If a fresh install fails repeatedly then contact RSA Support by email at <u>help@rsanfp.org</u> or by calling 866-940-4083.