



Hotfix Installation Guide

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Overview

This document should be read in conjunction with specific details about the Hotfix you are about to install on your system. These details were supplied to you by Insolv with this Installation Guide and include:

- The name of the Hotfix
- Who the Hotfix is for
- What the Hotfix will do
- The version of Insolvency to which the Hotfix may be applied (prerequisite)

Note: Ensure that the Hotfix is compatible with the version of Insolv that is running on your system. Some Hotfixes may be applied to all versions of Insolv, but usually they are specific to a particular version (e.g., Version 5.8.43).

Files Required

If the update script is supplied to you in **.ZIP** format, it must be unzipped before it can be run. To do this, right-click the .zip file in Windows Explorer and select **Extract all** Follow the **Extraction wizard**'s instructions and ensure that the script is extracted into the desired folder.

Note: Copying Hotfix files to a standard location on the server is good practice which ensures all software updates are stored in one central place.

Full System Backup

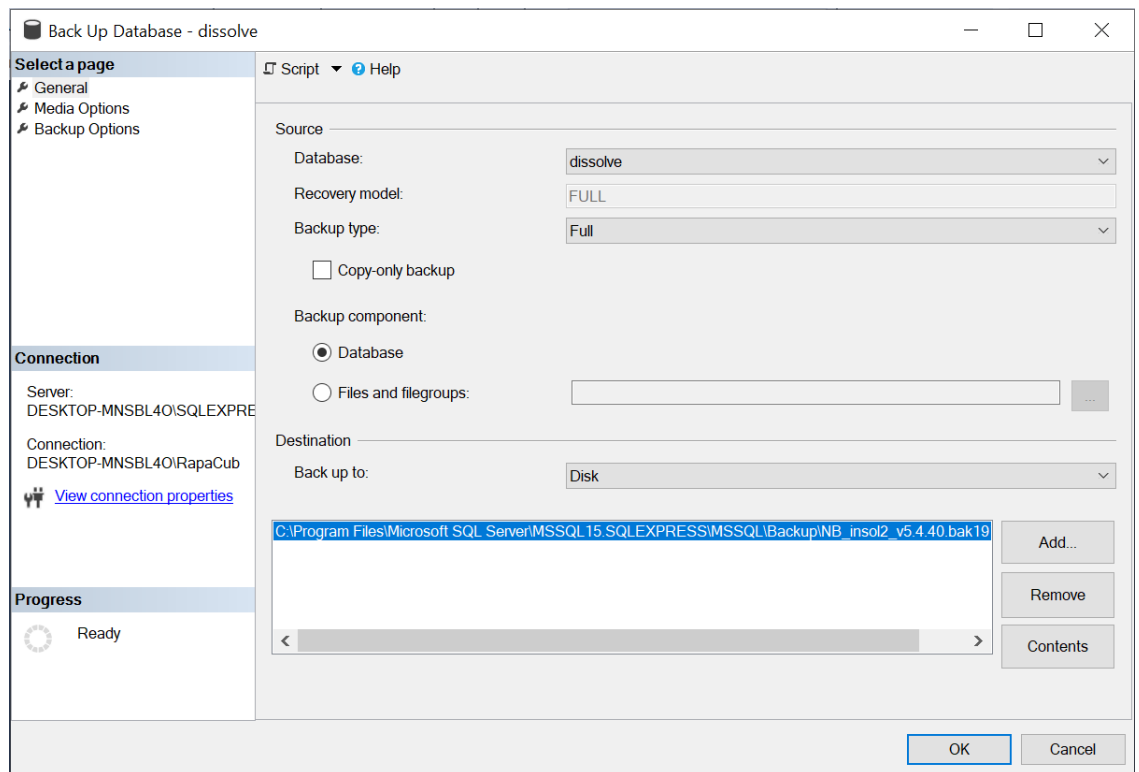
A full backup of your system should be taken before installing the Hotfix.

To Perform a Full System Backup on MS SQL Server

1. Ensure all users are logged out of **Insolv**.
2. Click **Start > Microsoft SQL Server Tools > Microsoft SQL Server Management Studio 18**.
3. Under Databases - Expand the folders until you locate your database,
e.g. **INSOL2**.
4. Right-click the database and click **Tasks**.
5. Click **Backup**.

The **Backup database – [Database name]** window opens.

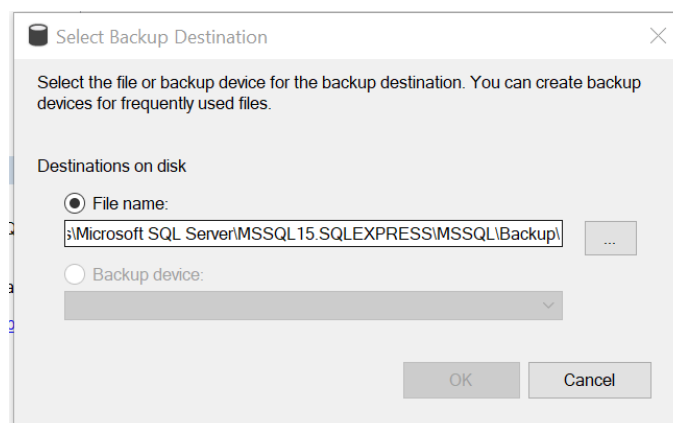
- Under Destination, click **Remove** if there is a file name as illustrated



- Click **Add**.

The **Select Backup Destination** window opens.

- Select a location and type a name for the backup in **File name**.



- Click **OK**.
- In Media Options > Select **Overwrite existing media** and click **OK**.
- Click **OK**. Backup is now complete.

Phase 2 – Installing the Hotfix

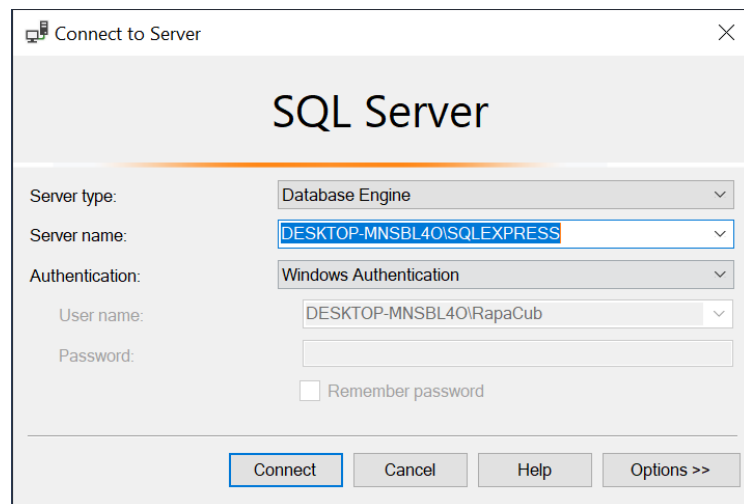
Read this section completely before starting the installation. It will help you plan for the tasks required to successfully install the Insolvency Hotfix.

Using SQL Server Management Studio

Note: The update script can be run on one workstation with full administration rights to the server.

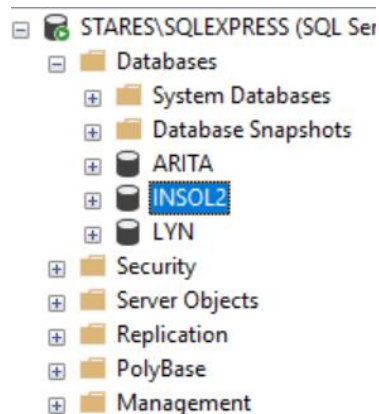
1. Ensure all users are logged out of Insolv.
2. Click **Start > Microsoft SQL Server Tools 18 > SQL Server Management Studio**.

The **Connect to Server** window opens.



3. Ensure you login credentials are correct and click **Connect**.

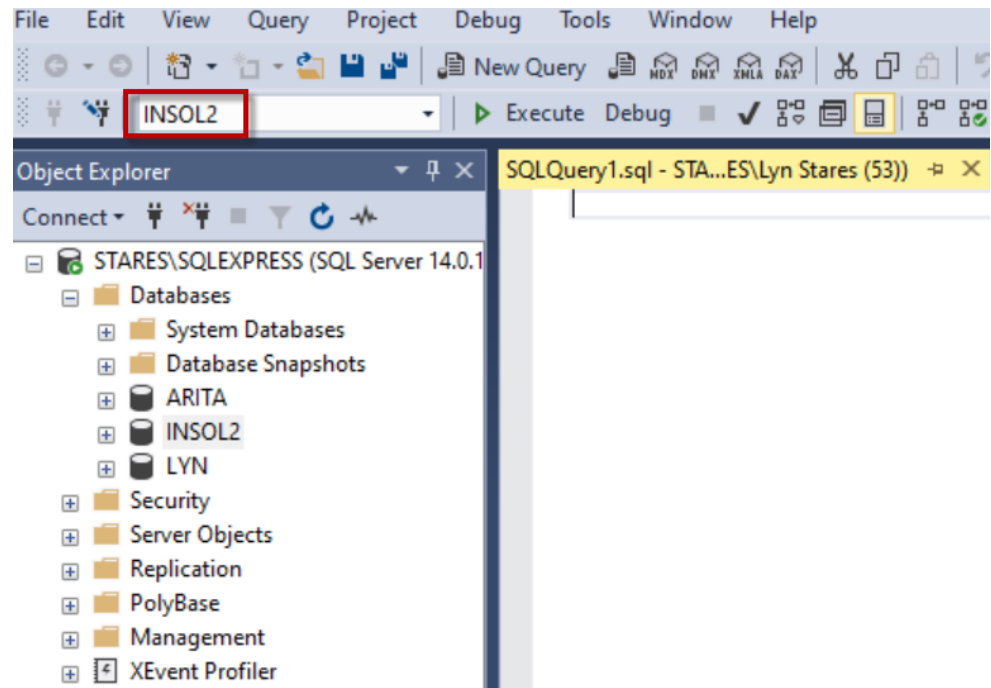
The **Object Explorer** will display.



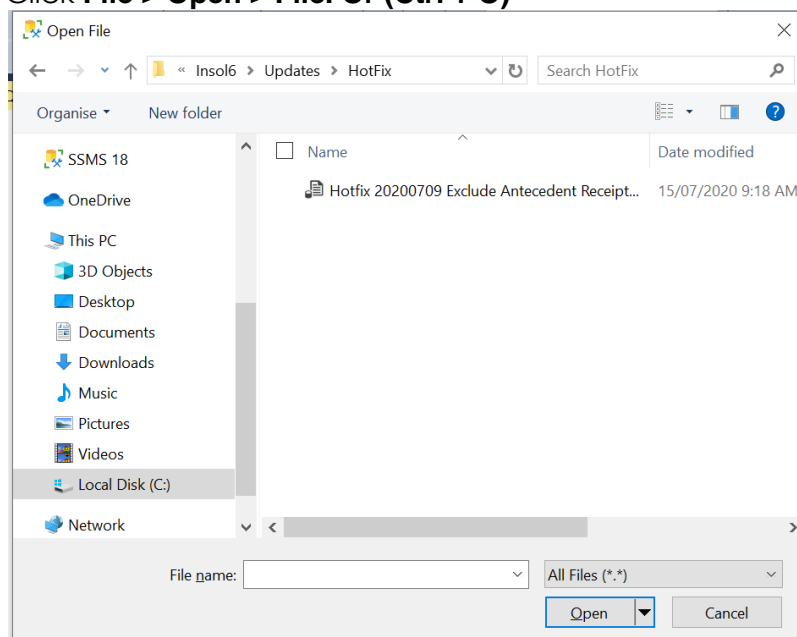
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- Expand the Databases folder, right-click on your Insolvency database and select **New Query**.

A **new query tab** will display.

- Ensure the correct database is displayed in the dropdown.

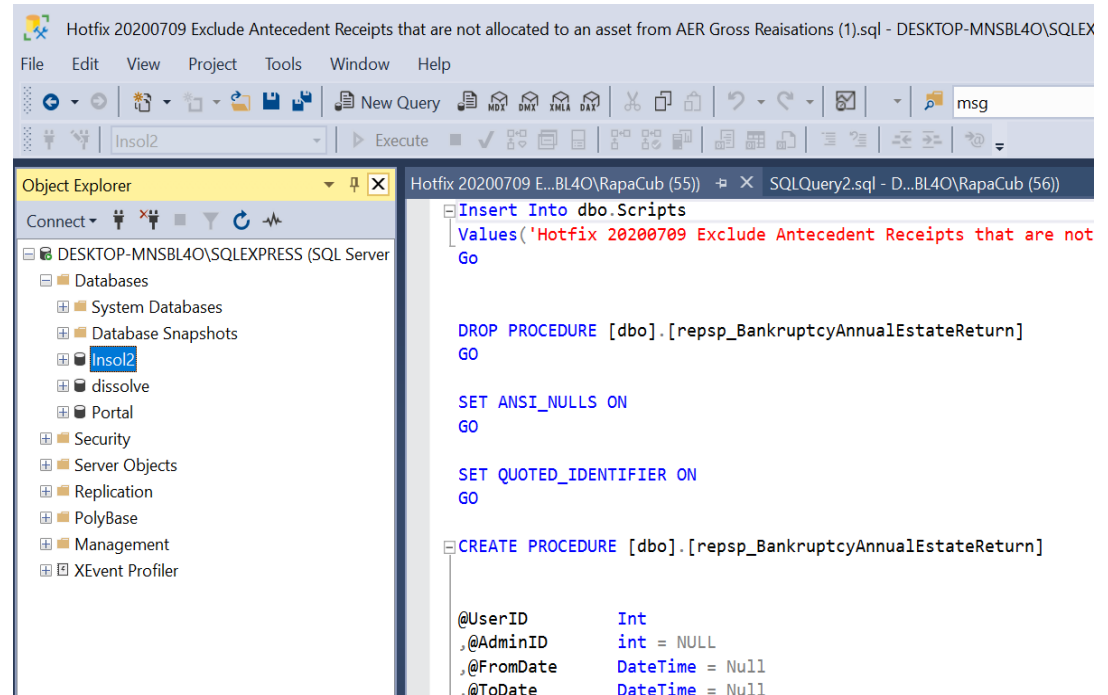



- Click **File > Open > File. Or (Ctrl + O)**



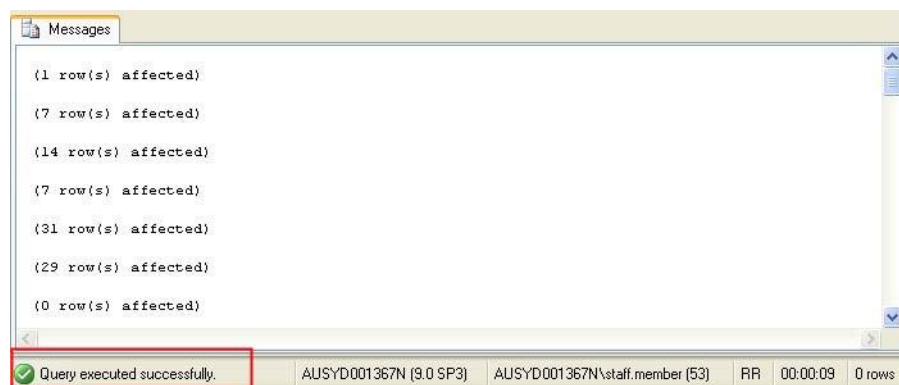
7. Navigate to where you have saved the Hotfix file and click **Open**.

The **Hotfix script** will display in a new tab.



8. Click  **Execute**. Ensure you have the correct database selected on the dropdown

The script will run and the **Query executed successfully** icon will display.



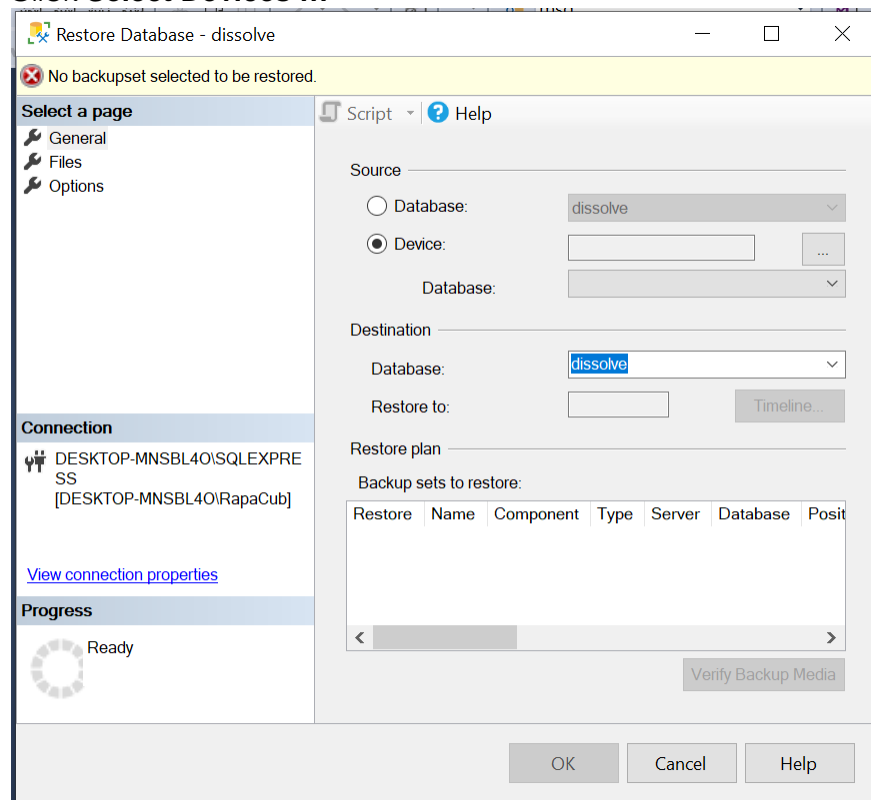
9. Close **SQL Server Management Studio Express**.

Appendix

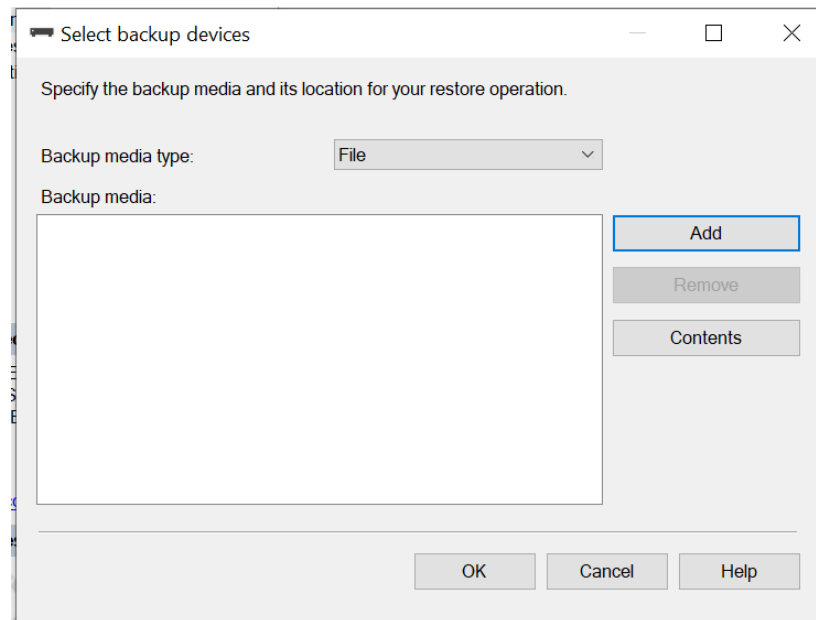
Instructions for restoring a database.

Restoring a Database

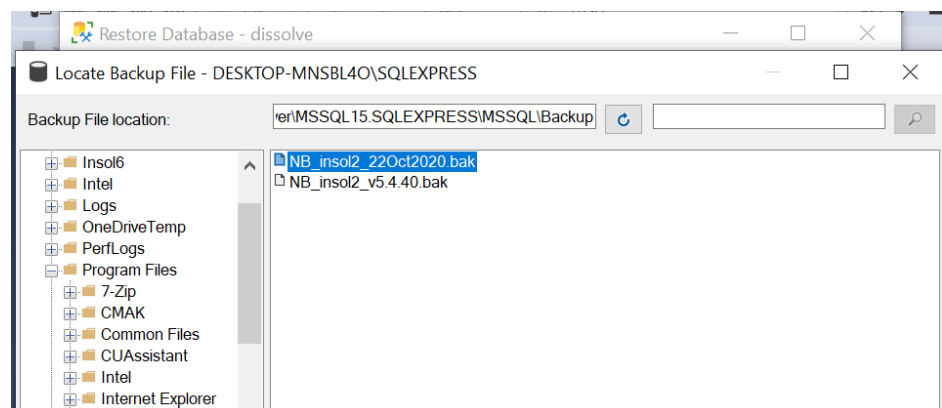
1. Click **Start > Microsoft SQL Server Tools 18 > SQL Server Management Studio**.
2. Expand the folders until you locate the database **INSOL2**.
3. Right-click and select **Tasks**.
4. Select **Restore > Database**.
5. Select **From device**.
6. Click **Select Devices ...**.



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7. Click on the **ellipsis**  then **Add**



8. Select the database to be restored and click **OK**.



9. Click **OK**.
10. Select the **Options** tab.
11. **Check** overwrite the existing database.
12. Click **OK**.

If your SQL databases are stored in a different location, specify the correct location under **Move to physical file name**