
Updating to version 6.20

This guide outlines the tasks necessary to successfully update the following products: our database server (FairCom Server); the applications (Circulation Plus, Catalog Plus, Alliance Plus); and the services (Follett Integration Service, and Z39.50 Server).

These instructions are in an abbreviated form to help you update quickly and assume that you already have v4.0 or higher installed. For more detailed installation instructions, please see the *Installation Guide* (fscinst.pdf in the EXTRAS\MANUALS folder on our installation CD).

To update your WebCollection Plus, please see the *WebCollection Plus Guide* (wcp.pdf).

Where do I start?

For your update procedure to go smoothly, you must first determine what version of the Follett applications you are now running. To find out, open any application module and choose Help | About <module name>. The version number appears under the name and copyright statements.

Then find your version in the table (below) and follow the instructions. We recommend that you use the Update Checklists on pages 5 through 7.

It is essential that you update the applications and services at the same time. All of your Follett Software applications *must* be at the same version to function properly. The one exception is Follett Integration Service; it must be v2.5 or v3.5.

| What you are now running | What you need to do |
|---|---|
| 6.00 or 6.10 Single-user | To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 15. You do not need your key codes or customer number to update. You do not have a FairCom Server. You do not need to convert your data. |
| 6.00 or 6.10 Multiuser or Member of a union catalog with or without Follett Data Exchange Server | To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 15. You do not need your key codes or customer number to update. To update WebCollection Plus, follow the instructions in the <i>WebCollection Plus Guide</i> (wcp.pdf). You need your key codes and customer number to update WebCollection Plus. You do not need to update your FairCom Server. You do not need to convert your data. Important: Version 6.xx applications will continue to use the v5.xx Follett Data Exchange Server. |

| What you are now running | What you need to do |
|--|--|
| 6.00 or 6.10 Union Catalog Plus with Follett Data Exchange Server | <p>To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 15.</p> <p>You do not need your key codes or customer number to update.</p> <p>To update WebCollection Plus, follow the instructions in the <i>WebCollection Plus Guide</i> (wcp.pdf). You need your key codes and customer number to update WebCollection Plus.</p> <p>You do not need to update your FairCom Server.</p> <p>You do not need to convert your data.</p> <p>Important: Version 6.xx applications will continue to use the v5.xx Follett Data Exchange Server.</p> |
| 5.00, 5.05, or 5.10 Single-user | <p>To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 12.</p> <p>You need your key codes or customer number to update.</p> <p>You do not have a FairCom Server.</p> <p>You do not need to convert your data.</p> |
| 5.00, 5.05, or 5.10 Multiuser or Member of a union catalog with or without Follett Data Exchange Server | <p>To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 12.</p> <p>To update WebCollection Plus, follow the instructions in the <i>WebCollection Plus Guide</i> (wcp.pdf). You need your key codes and customer number to update WebCollection Plus.</p> <p>You do not need to update your FairCom Server.</p> <p>You do not need to convert your data.</p> <p>Important: Version 6.xx applications will continue to use the v5.xx Follett Data Exchange Server.</p> |
| 5.00, 5.05, or 5.10 Union Catalog Plus with Follett Data Exchange Server | <p>To update your Circulation Plus/Catalog Plus applications, use the instructions beginning on page 12.</p> <p>To update WebCollection Plus, follow the instructions in the <i>WebCollection Plus Guide</i> (wcp.pdf). You need your key codes and customer number to update WebCollection Plus.</p> <p>You do not need to update your FairCom Server.</p> <p>You do not need to convert your data.</p> <p>Important: Version 6.xx applications will continue to use the v5.xx Follett Data Exchange Server.</p> |
| 4.00, 4.10, 4.20, 4.22, or 4.23 Single-user | <p>To update your applications, use the instructions beginning on page 12.</p> <p>You do not have a FairCom Server.</p> <p>You do not need to convert your data.</p> |
| 4.00, 4.10, 4.20, 4.22, or 4.23 Multiuser | <p>Before you can update your applications and services, you must first update and configure your FairCom Server. See "Updating your FairCom Server" on page 9.</p> <p>You do not need to convert your data.</p> <p>Important: If you share patron information with TextLink, you must also update the Follett Integration Service (FIS) to v2.5 or v3.5. First update your FairCom Server, and Circulation Plus/Catalog Plus, and then update your FIS.</p> |

| What you are now running | What you need to do |
|--|---|
| 4.00, 4.10, 4.20, 4.22, or 4.23 Member of a union catalog with Follett Data Exchange Server | You must update to v6.20 at the union catalog <i>before</i> you can update the members. You may need to see your union administrator for scheduling. When you are ready, follow the multiuser instructions above. See also: Refer to "Upgrading to v5.00" in the <i>Follett Data Exchange Guide</i> . (Version 5.00 is the latest DX version and will work with all v6.xx applications.) |
| 4.00, 4.10, 4.20, 4.22, or 4.23 Union Catalog Plus with Follett Data Exchange Server | See "Upgrading to v5.00" in the <i>Follett Data Exchange Guide</i> to update your FairCom Server and your applications to v6.20. (Version 5.00 is the latest DX version and will work with all v6.xx applications.) |
| 3.x for Windows 2.x for Macintosh Unison for DOS 1.22/1.50/1.60 | You must install and start the FairCom Server, then install the Conversion utility and convert your data <i>before</i> updating your applications. Follow the instructions in the <i>Installation Guide</i> (fscinst.pdf) to install, configure, and start the FairCom Server and to install Conversion. Then use the <i>Conversion Guide</i> (fscconv.pdf) to update your data. Return to the <i>Installation Guide</i> to install and configure the applications. |
| Earlier versions of Circulation Plus or Catalog Plus or Pre-Unison or another vendor's library automation system | See Chapter 1, "Preparing for installation," in the <i>Installation Guide</i> . |
| Note: The guides mentioned in this table are in the EXTRAS \MANUALS folder of the installation CD, and many are available for download on our Web site. | |

What do I need?

Before you begin, you need to gather some information and make sure you have adequate rights. These preliminary tasks help to avoid excessive downtime. We also provide an update checklist on the following pages with space to record your information.

- Log on to the server with administrative rights.
You may also need to disable any anti-virus programs that are running.
- If you are updating WebCollection Plus, you may need your Follett customer number and product key numbers.
Find your numbers in the letter sent with our product mailing, or go to <http://www.fsc.follett.com/support/>.

If you're updating from either version 6.00 or 6.10:

- If you are using the recommended 6.20 Update (on the Installer's Misc tab or downloaded from our Web site) for Circulation Plus or Catalog Plus, you do *not* need customer numbers or key numbers.

If you're updating from version 5.10:

- Have your Follett customer number and product key numbers at hand.
Find your numbers in the letter sent with our product mailing, or go to <http://www.fsc.follett.com/support/>.

If you're updating from either version 5.00 or 5.05:

- Have your Follett customer number and product key numbers at hand.
Find your numbers in the letter sent with our product mailing, or go to <http://www.fsc.follett.com/support/>.

Important: Version 5.10 of WebCollection Plus is an entirely new product. You cannot upgrade your current installation. Because it is a new product, after installing it, you need to configure it and revisit its Setup page. Please allow extra time for this. Please do *not* begin to update WebCollection Plus before reading the new *WebCollection Plus Guide* (wcp.pdf in EXTRAS\MANUALS on our CD).

If you're updating from a version earlier than 5.00:

- If you have more than one FairCom Server, record their names.
The name of each appears in its SYS:\CTSRVR.CFG file.
Verify that you are updating the correct one.
- If you're updating your existing FairCom Server on a Mac OS server, locate its folder: Choose File | Find from the menu and enter **faircom**. Make sure you have a current copy of this folder.
- Have your Follett customer number and product key numbers at hand.
Find your numbers in the letter sent with our product mailing, or go to <http://www.fsc.follett.com/support/>.

Update Checklist for pre-version 5.0 customers



We have included a checklist to guide you through the tasks you need to complete to update the Follett applications.

- Confirm that your computer system meets the hardware, software, and network requirements described in Chapter 1 of the *Installation Guide*.
- Have your Follett customer number and product key numbers at hand.
- Log on to the server with administrative rights.
- Locate and record the path to your existing FairCom Server.

Path: _____

- If you have more than one FairCom Server on a NetWare network, record their names. The name of each appears in its SYS:\CTSRVR.CFG file.
- Locate and record the path to the folders of your existing applications.

Path to \CC40: _____

Path to \WebCollection: _____

- Exit all Follett Software applications.
Leave the FairCom Server running, but stop any other Follett services (WebCollection Plus, FIS, DX, Follett Service Manager).
- Run Utilities | Maintenance | Check Database Integrity (DBIC) for every FairCom Server database.
Verify that it was successful by checking the end of its exception report.
- Verify that you have a current backup of your database(s).
- Update the FairCom Server. Reconfigure it, if necessary. See “Updating your FairCom Server” on page 9.
- If you are integrated with TextLink, update your Follett Integration Service.
- Follow the instructions, “Updating your applications from a 4.xx or 5.xx version,” beginning on page 12, to update all your applications: Circulation Plus, Catalog Plus, Alliance Plus.
- If not done at the end of the installation, initialize the database(s) by opening System Setup for each site.
- Update your Z39.50 Server. See the instructions on page 18.
- Review the “After installation” section on page 21.
- Update your WebCollection Plus. This is all new as of v5.10—Make sure to read the *WebCollection Plus Guide*.
- If you are updating from 4.2 and have Accelerated Reader, Reading Counts!, or Lexile information in your MARC records, rebuild your MARC headings: Open Utilities | Maintenance | Rebuild | MARC Headings; select the applicable check boxes; click Rebuild, and Yes to the message.

Update Checklist for v5.0 and v5.05 customers



We have included a checklist to guide you through the tasks you need to complete to update the Follett applications.

- Confirm that your computer system meets the hardware, software, and network requirements described in Chapter 1 of the *Installation Guide*.
- If you have WebCollection Plus, have your Follett customer number and product key number at hand.
- Log on to the server with administrative rights.
- Exit all Follett Software applications. Leave the FairCom Server running, but stop any other Follett services (WebCollection Plus, FIS, DX, Follett Service Manager).
- Run Utilities | Maintenance | Check Database Integrity (DBIC) for every FairCom Server database.
Verify that it was successful by checking the end of its exception report.
- Verify that you have a current backup of your database(s).
- Follow the instructions, “Updating your applications from a 4.xx or 5.xx version,” beginning on page 12, to update all your applications: Circulation Plus, Catalog Plus, Alliance Plus.
- If not done at the end of the installation, initialize the database(s) by opening System Setup for each site.
- Update your Z39.50 Server. See the instructions on page 18.
- Review the “After installation” section on page 21.
- Update your WebCollection Plus. This is all new as of v5.10—Make sure to read the *WebCollection Plus Guide*.

Update Checklist for v5.10 customers



We have included a checklist to guide you through the tasks you need to complete to update the Follett applications.

- Confirm that your computer system meets the hardware, software, and network requirements described in Chapter 1 of the *Installation Guide*.
- Log on to the server with administrative rights.
- Exit all Follett Software applications. Leave the FairCom Server running, but stop any other Follett services (WebCollection Plus, FIS, DX, Follett Service Manager).
- Run Utilities | Maintenance | Check Database Integrity (DBIC) for every FairCom Server database.
Verify that it was successful by checking the end of its exception report.
- Verify that you have a current backup of your database(s).
- Follow the instructions, "Updating your applications from a 4.xx or 5.xx version," beginning on page 12, to update all your applications: Circulation Plus, Catalog Plus, Alliance Plus.
- If not done at the end of the installation, initialize the database(s) by opening System Setup for each site.
- Update your Z39.50 Server. See the instructions on page 18.
- Review the "After installation" section on page 21.
- For WebCollection Plus, run the Installer and accept the default settings.

Update Checklist for v6.xx customers



We have included a checklist to guide you through the tasks you need to complete to update the Follett applications.

- Confirm that your computer system meets the hardware, software, and network requirements described in Chapter 1 of the *Installation Guide*.
- Log on to the server with administrative rights.
- Exit all Follett Software applications. Leave the FairCom Server running, but stop any other Follett services (WebCollection Plus, FIS, DX, Follett Service Manager).
- Run Utilities | Maintenance | Check Database Integrity (DBIC) for every FairCom Server database.
Verify that it was successful by checking the end of its exception report.
- Verify that you have a current backup of your database(s).
- To update your applications (Circulation Plus, Catalog Plus, Alliance Plus), use the 6.20 Update, available on our Web site and on the Misc tab of the Follett Software Company Product Installation CD. For instructions on running it, see “Updating your applications from a 6.xx version” on page 15.
- Initialize the database(s) by opening System Setup for each site.
- Update your Z39.50 Server. See the instructions on page 18.
- Review the “After installation” section on page 21.
- For WebCollection Plus, run the Installer and accept the default settings.

Updating your FairCom Server

Version 5.00 of the Follett applications included an updated FairCom Server v6.11.37 for Windows, NetWare, and Mac OS 9.x, and introduced a FairCom Server v6.11.37 for Linux and Mac OS X.

Important: If you are updating from v4.xx, you *must* update your FairCom Server to v6.11.37 before installing or running Follett v6.20 applications.

If you updated your FairCom Server for version 5.00, 5.05, 5.10, 6.00, or 6.10 you do *not* need to update it again.

To update your FairCom Server, follow these instructions. For more detailed instructions, go to “Installing the database server” in the *Installation Guide*.

For Windows or NetWare

1. Have all users exit your Follett applications.
2. Stop or unload any Follett services (e.g., WebCollection Plus, FIS).
3. Unload your FairCom Server if it's on a NetWare server.
(The Installer automatically stops a FairCom Server on a Windows server.)
4. Insert the Follett Software CD into the CD drive.
5. Select the Database tab, highlight the correct FairCom Server, click Install, and follow the instructions on the screen.
6. On the Choose Destination Location window, the Installer finds and displays the path to an existing FairCom Server (Windows only).

If you want to update this FairCom Server, click Next.
If not, click Browse to locate the correct FAIRCOM folder.



7. When you click Next, the following message should appear:



If, instead, the Installer copies files and presents you with the Setup Complete dialog, the destination is incorrect. Click Finish. Then uninstall the FairCom Server and return to step 5.

8. To update the FairCom Server, click OK, then Finish on the next dialog. The Installer automatically restarts the FairCom Server (Windows only).
9. You may need to edit the CTSRVR.CFG file. Because of the changes in the new FairCom Server, the installation process created a new CTSRVR.CFG file. It renamed your existing CTSRVR.CFG file to CTSRVR.001.

If *any* of the following statements apply, you must edit the CTSRVR.CFG file:

- This FairCom Server supports more than ten databases; or
- You changed the Server Name; or
- You added or edited any statements in the original CTSRVR.CFG file.

Stop your FairCom Server. Locate the FAIRCOM folder. Open both files (CTSRVR.CFG and CTSRVR.001), and copy and paste the necessary statements.

Important: The parameter for the FILES statement has changed. It now must be 175 for each database in the DATA directory, rather than 125 as in previous versions. The Installer sets the parameter to 1750, enough for ten databases. If your FairCom Server supports more than ten databases, you'll need to edit the statement.

Example: If your FairCom Server supports twelve library databases, change this parameter to 2100 (i.e., 175 X 12).

On NetWare, make sure that the CTSRVR.CFG file is located at the root of the SYS volume.

10. If it is on a NetWare server or a Windows 95/98 computer, restart your FairCom Server. (Verify that it is running, and proceed to page 12 to update your applications.)

For Macintosh

1. Have all users quit your Follett applications.
2. Stop your FairCom Server.
3. Make a copy of the DATA folder.
4. Locate the CTSRVR.CFG file in the FAIRCOM folder.
5. Rename it to CTSRVR.001.
6. Insert the Follett Software CD into the CD drive.
7. Open the Follett Install volume on your Desktop.
8. Double-click MultiUser Installer.
9. On the Follett Install dialog, select Macintosh FairCom Server.
10. Click Select Folder, and select the folder that *contains* the FAIRCOM folder.
11. To update the files, click Install. Follow the prompts, and then click Quit on the last dialog.
12. Before you start the FairCom Server, you may need to edit the CTSRVR.CFG file. Because of the changes in the new FairCom Server, the installation process created a new CTSRVR.CFG file.

If *any* of the following statements apply, you must edit the CTSRVR.CFG file:

- This FairCom Server supports more than ten databases; or
- You changed the Server Name; or
- You added or edited any statements in the original CTSRVR.CFG file.

Locate the FAIRCOM folder. Open both files (CTSRVR.CFG and CTSRVR.001), and copy and paste the necessary statements.

Important: The parameter for the FILES statement has changed. It now must be 175 for each database in the DATA directory, rather than 125 as in previous versions. The Installer sets the parameter to 1750, enough for ten databases. If your FairCom Server supports more than ten databases, you'll need to edit the statement.

Example: If your FairCom Server supports twelve library databases, change this parameter to 2100 (i.e., 175 X 12).

13. Start your FairCom Server; verify that it is running, and proceed to the following section to update your applications.

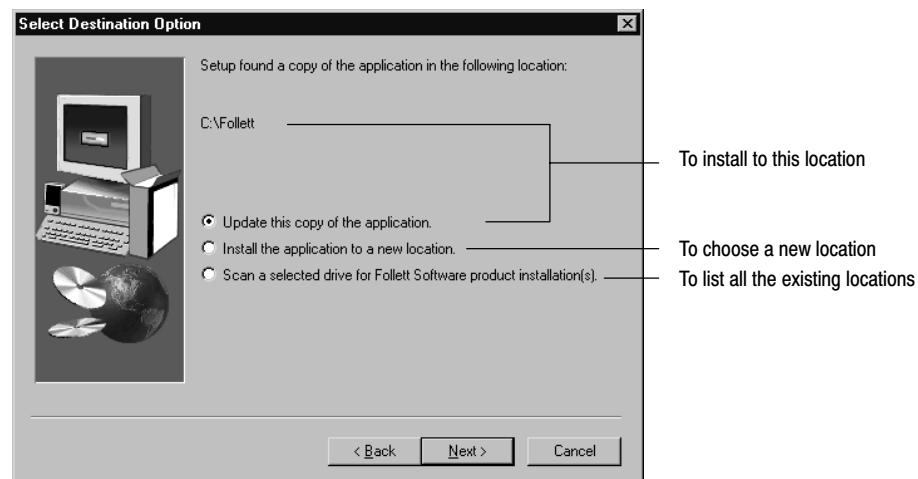
Updating your applications from a 4.xx or 5.xx version

The next step is to update all of your applications: Circulation Plus, Catalog Plus, and Alliance Plus. Make sure you update *all* of your applications at the same time.

If you are updating multiuser versions of the applications, you should have already installed, configured, and started your FairCom Server v6.11.37. If you have not, complete the instructions in "Updating your FairCom Server" on page 9 before continuing.

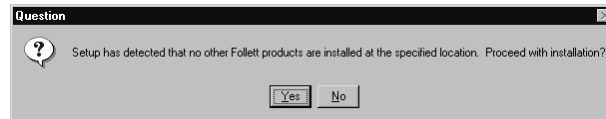
On Windows or NetWare

1. Close any open Follett applications.
2. From the Follett Software Company Product Installation dialog, select the Multi-user Site or Single-user Site tab, highlight the desired application, click Install, and follow the prompts.
3. On the Select Destination Option window, the Installer finds and displays the path to the CC40 folder containing the most recent installation of the applications.



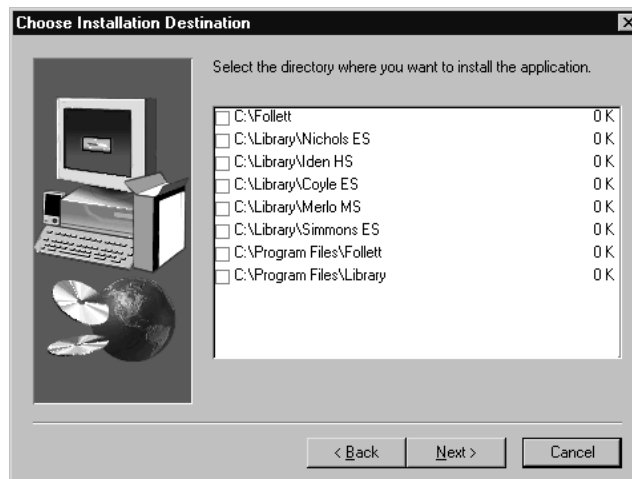
- If this is the correct folder, choose Update this copy of the application.

- To install this application to another folder, choose Install this application to a new location. Then select another location. The Installer verifies that no version of FSC software is installed there:



Click Yes to accept the new location.

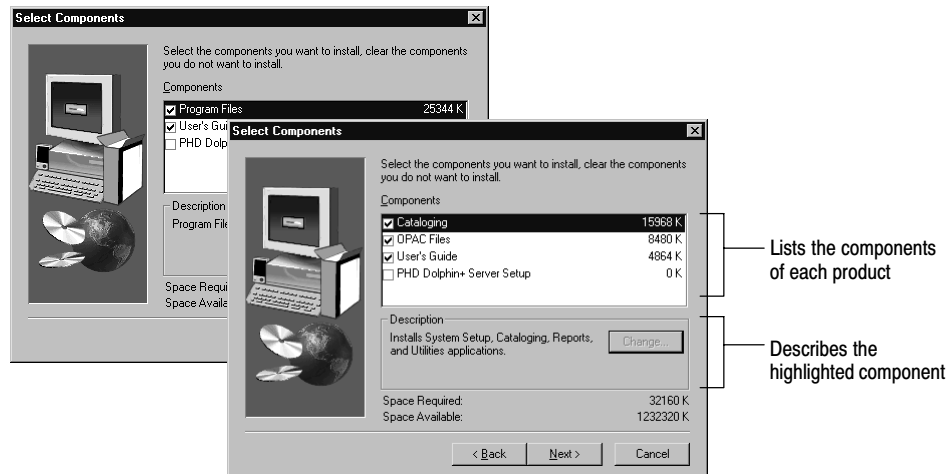
- To locate all existing CC40 folders on a particular hard drive, choose Scan a selected drive. Depending on the size of the drive, this process may take a while. After it finishes scanning all directories in the selected drive, the Installer displays a list of paths containing the CC40 folders:



Select the desired check box and click Next.

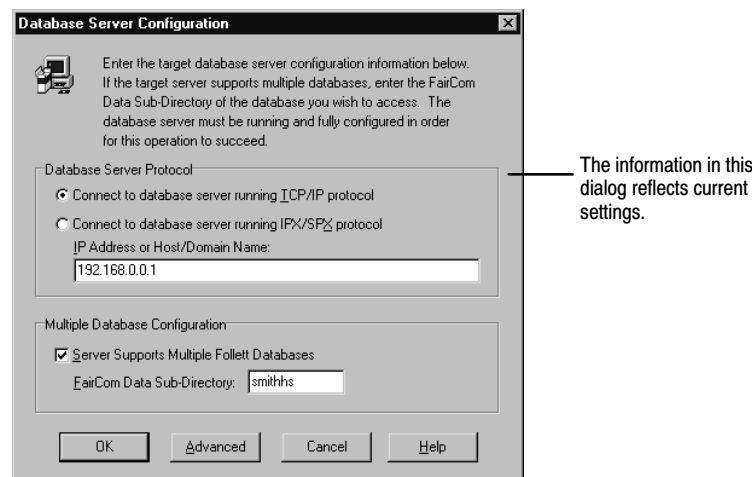
Important: You should have just one CC40 folder for each site. If you discover multiple CC40 folders, record the paths of the ones you are not using. We recommend that you delete any inactive CC40 folders when you are finished installing.

4. Once you choose the folder location, the Select Components dialog appears:



5. Choose your components and click Next. The Installer copies the necessary files.

- If you're installing one of the single-user applications, the Setup Complete window appears after the Installer updates your files. Click Finish. If you did not clear the Launch System Setup check box, the System Setup module opens, initializing the database for use. Close System Setup when it finishes. Repeat steps 3–5 for every application you have. Then turn to "After installation" on page 21.
- If you're installing a multiuser or district application, the Database Server Configuration dialog appears:



6. Verify the information and click OK. The Installer updates the files. Click Finish. If you did not clear the Launch System Setup check box, System Setup opens, initializing the database for use. Close System Setup when it finishes.
7. Repeat steps 3–6 for every application you have.

If you have Follett services to update, see “Updating Z39.50 Server” on page 18 or “Updating the Follett Integration Service (FIS)” on page 19. Otherwise, you are finished updating to v6.20 and can skip ahead to “After installation” on page 21.

On Macintosh

1. Quit any open Follett applications.
2. Insert the Follett Software CD into the CD drive.
3. Open the Follett Install volume on your Desktop.
4. Double-click MultiUser Installer, SingleUser Installer, or District Installer.
5. On the Follett Install dialog, select the applications to update.
6. Click Select Folder, and select the folder that *contains* the FOLLETT folder.
7. Click Install and follow the prompts, entering your key numbers as required.
8. After the Installer updates the files, click Quit.
9. To initialize the database, open System Setup. When the Identification tab or the Password dialog appears, close System Setup.

This completes the installation process for the applications. The applications are now ready for use. Go to “After installation” on page 21.

Updating your applications from a 6.xx version

To update your applications (Circulation Plus, Catalog Plus, and Alliance Plus), you can use either the 6.20 Update or the conventional Installer.

The 6.20 Update is a specialized Installer that quickly updates your applications all at the same time in one procedure. You don't need to enter customer or key numbers or specify a destination directory (the updater finds it automatically).

The 6.20 Update is available for both Windows and Mac OS platforms and for single-user, multiuser, and district sites. Use the 6.20 Update *only* if you are now running version 6.00 or 6.10 applications: Circulation Plus, Catalog Plus, Alliance Plus. Do not use the 6.20 Update if you are currently running any other version.

To use the conventional Installer, follow the instructions under “Updating your applications from a 4.xx or 5.xx version” that begin on page 12.

To use the 6.20 Update, continue with the following section.

Important: Make sure you have full access rights to the directories where your Follett applications are installed.

Running the Update on Windows

To install the 6.20 Update:

1. Either download the Update from our Web site and run it, or run it from our Software Installation CD.

From our Web site:

To download the Update file to your Desktop (or any local folder), open our Downloads page, <http://www.fsc.follett.com/secured/updates/windows.cfm/>, click on the link appropriate for your system, and follow the on-screen instructions.

To launch the 6.20 Update, open My Computer, then the local folder, and double-click Servicepack610.exe (or Servicepack610forUnion.exe).

From the Follett v6.20 Software Installation CD:

Insert the Follett Software CD into the CD drive.

Windows should start the Installer automatically.

Select the Misc tab, highlight 6.20 Update or 6.20 Update for Union, click Install, and verify your choice.

2. Follow the prompts on the subsequent dialogs until the Choose Destination Location dialog appears.
3. On the Choose Destination Location dialog, verify that the updater located your CC40 (or UC40, for unions) folder. If not, click Browse to locate and highlight it.

Note: You can find the path to your CC40 (or UC40) folder in the System Information Report, available from any module's menu, under Help | About <module>. Click Information. In the report, scroll down to the Directory section.

4. Click Finish on the Setup Complete dialog.

Running the Update on Mac OS

1. Either download the Update from our Web site and run it, or run it from our Software Installation CD.

From our Web site:

Open our Downloads page, <http://www.fsc.follett.com/secured/updates/mac.cfm/>, click on the link appropriate for your system, and follow the on-screen instructions.

If the downloaded file is not automatically unstuffed, unstuff it with Stuffit Expander, version 4.5 or later.

Double-click on the resultant .smi file to open it.

A Follett Service Pack volume appears on your Desktop.

From the Follett v6.20 Software Installation CD:

Insert the Follett Software Installation CD into the CD drive.

Open the Follett Install volume on the desktop, and double-click on the Go to Service Pack 6.20 folder.

Double-click on the appropriate .smi file to open it.

A Follett Service Pack volume appears on your Desktop.

2. Open the Follett Service Pack volume on your Desktop, and double-click on the appropriate updater—multiuser, single-user, or union.
3. Follow the prompts on the subsequent dialogs until the Choose Destination Location dialog appears.
4. On the Choose Destination Location dialog, verify that the updater located your CC40 (or UC40, for unions) folder. If not, click Select Folder, and choose your CC40 (or UC40) folder.

Note: You can find the location of your CC40 (or UC40) folder on the System Information Report, available from your application's menu, in Help | About <module>. Click Information. In the report, scroll down to the Directory section.

5. Click Finish on the Setup Complete dialog.
6. To close the Follett Service Pack volume, drag it to the Trash.

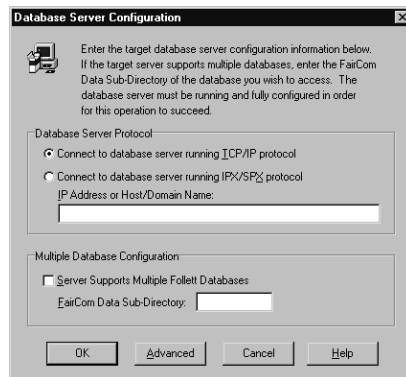
Updating Z39.50 Server

The next step is to update your Z39.50 Server:

1. Stop the Z39.50 Server that you are updating.
Your FairCom Server, however, must be running.
2. Insert the Follett Software CD into the CD drive.
3. Select the Multi-user Site or District tab, highlight Z39.50 Server, click Install, and follow the prompts.
4. On the Choose Destination Location window, verify that the Installer located your existing ZFORCE folder. If not, click Browse to locate the correct destination folder. Select the folder that *contains* the ZFORCE folder.
5. When you click Next, the following message should appear:



If, instead, the Installer copies files and presents you with the following dialog containing empty text boxes, the destination is incorrect. Click Cancel, then Exit Setup. Return to the main Installer dialog, and repeat steps 3 and 4 to select the correct destination folder.



6. To update the files, click Yes to the message, verify the Site ID and the configuration information, and click Finish on the last dialog.
7. Restart your Z39.50 Server.

Updating the Follett Integration Service (FIS)

Follett Integration Service (FIS) lets you share patron information with TextLink. Updating FIS from v2.5 to v3.5 is not required.

1. Stop the FIS that you are updating.
2. Insert the Follett Software CD into the CD drive.
3. Select the Misc tab, highlight Follett Integration Service 3.5, click Install, and follow the prompts.
 - The product Installer will detect any existing FIS installation and give you the opportunity to cancel or continue the update.
 - If, instead, you are prompted to select an installation location, the Installer failed to find an existing copy. If this happens, you cannot continue with these update instructions. Instead, select a new location and follow the regular installation instructions in the Follett Integration Service Installation Guide (fis.pdf in the EXTRAS\MANUALS folder on the CD).
4. To update the files, click OK, and continue with the installation.
5. If you're updating from v1.0, verify that the Start Follett Integration Service Setup check box is selected, and click Finish on the last dialog. From the FIS Setup dialog menu, choose File | Settings. On the Settings dialog, confirm the IP address by re-typing the address, and click Save and then OK. Close Setup.
If you're updating from v1.5 or 1.6, you do not need to start FIS Setup. Clear the check box, and click Finish on the last dialog.
6. Restart the FIS and run the Circulation Plus and TextLink applications to verify that they are properly connected. If you receive any connection error messages at application startup, refer to the "Application Startup Check" section of the *Follett Integration Service Guide* for further information.

Documentation on the Follett Software CD

If you need additional information, the following guides are available in the EXTRAS\MANUALS directory on the Follett Software CD:

| If you need to... | Use this document | Its file name |
|---|---|--------------------------|
| Update the FairCom Server, services, or applications | <i>Updating Follett Applications</i> | update.pdf |
| Install the FairCom Server, applications, services, or utilities for the first time | <i>Installation Guide</i> | fscinst.pdf |
| Install, update, configure, or troubleshoot WebCollection Plus | <i>WebCollection Plus Guide</i> | wcp.pdf |
| Set up or use any of these Follett products: Circulation Plus, Catalog Plus, Alliance Plus, Union Catalog Plus, or WebCollection Plus | <i>User's Guide</i> | fscuser.pdf |
| Convert student records into the correct format for importing into Patron Maintenance | <i>Patron Conversion Guide</i> | patron-conv.pdf |
| Convert your database from version 1.x, 2.x, or 3.x of our software | <i>Conversion Guide</i> | fscconv.pdf |
| Plan, install, configure, or troubleshoot a Follett Data Exchange Server network | <i>Follett Data Exchange Configuration Guide</i> | fscdx.pdf |
| Install or configure Follett Integration Service | <i>Follett Integration Service Installation Guide</i> | fis.pdf |
| Extract data with the Follett ODBC Driver | <i>Follett ODBC Driver Guide</i> | fscodbc.pdf |
| Install, configure, or troubleshoot Z39.50 Server or configure Z39.50 clients (e.g., BookWhere) | <i>Follett Z39.50 Server Guide</i> | zforce.pdf |
| Find the right guide to use | <i>Folder contents</i> | which_guide_is_which.pdf |

See also: The latest version of Follett's product documentation is also available on our Web site at www.fsc.follett.com/secured/users_guides/.

After installation

Now that you've updated your Follett applications, there are still a few things to do. Use the following guidelines to determine what to do next:

- Because of all the new features, there are several new options and settings in System Setup. Please review your preferences on all of the tabs in System Setup, referring to the System Setup section of the updated *User's Guide*.
- Review your preferences on the OPAC Setup tabs.
- If you have WebCollection Plus, please see the *WebCollection Plus Guide* before updating it. Then, download WebCollection Plus, or install it from the CD.
- If you used the 6.20 Update, download the new *User's Guide*. If you use a shortcut or alias to access your *User's Guide*, make sure to copy it into your CC40\WCOMMON (or MCOMMON) folder, overwriting the previous guide.

If you have other Follett products, download (or copy from the EXTRAS\MANUALS folder of the CD) as needed. Refer to "Documentation on the Follett Software CD" on page 20.

- If you purchased Follett eBooks or a subscription to TitlePeek, enable it with these steps:
 1. Open the System Setup | Setup | Cataloging | Misc tab.
Select the appropriate "Enable Access To..." check box and click Save.
 2. Verify that your Follett customer number appears on the System Setup | Setup | Site | Identification tab.

If you have a proxy server and Windows workstations and cannot access it from Cataloging or OPAC for Windows, you may need to set up your proxy information. See "Preparing to catalog your collection" in the *User's Guide*.

What's new in 6.20

Version 6.20 Features

Version 6.2 is about listening to our customer enhancement requests and adding features that you asked for.

For Reports

New reports

Reading Program – Accelerated Reader Report

Print a report that shows the Accelerated Reader titles in your collection. You can further refine the report by specifying a Reading Level or Point Value range. You can sort your data by Call Number, Reading Level, Title, or Author to change the view of your output.

Shelf Checking Report

Check the items on your shelves to ensure that your collection is in order without starting an inventory. Specify the desired level of your shelf checking by Call Number, Call Number/ Author, or Call number/ Author/ Title. Check Dewey differences and verify the alpha/numeric consistency of your Call Numbers. Print a list of items that are shelved incorrectly and may require follow-up action.

Improved reports

Bold Option for Spine Labels

Print spine labels with a bold font for easier viewing. This option is available for these stocks:

- Demco Spine 8 by 6 down
- Demco Spine 8 by 7
- Demco Spine 5 by 11
- Demco Spine 10 by 10
- University Spine 8 by 6 down

Create Labels Using Book Cart Contents

Use the Book Cart as your title list for printing Copy Barcode and Spine/Pocket Labels. You can limit the labels that you print by entering an acquisition date range.

Patron Barcode List Spacing Option

Create a patron barcode list with increased spacing between the barcodes on the page. If you desire more space between your patron barcodes to reduce scanning errors, select the Increased line spacing check box. This will reduce the number of barcodes per page in order to allow for more space between the rows.

Patron Name List Output Option

Display one line per patron instead of the default two lines per patron to reduce the size of your patron name list reports. With this formatting option, your report will include the Patron Name, Barcode, and ID. You will exclude the second line of information for each patron from the report, which contains the Patron Status, Expiration Date, Graduation Year, and Patron Type.

For Cataloging

13-Digit ISBN Support

Due to the changing industry standard for ISBNs, our applications now support both 10 and 13 digit ISBNs for your enhanced cataloging needs.

Alliance Plus Hits Configuration

Select the maximum number of hits to display in an Alliance Plus search. This allows you to customize your hitlist in case it does not contain all of the titles you desire or is too large for your system.

Persistent Book Cart

Keep titles in your Book Cart until you manually delete them or until automatically removed by the recon or transfer process. The contents of your Book Cart are now saved to the workstation where you are using your Cataloging application.

Copy List Sorting By Description/Enumeration Information

Sort the copies in your copy list by their description/ enumeration information by clicking on the Sort by Description button in the copy information area. You may re-sort the copies by call number by clicking the same button. Whichever sort option you select, it will be shown throughout all of the title records in your database on the workstation where you configured it until you change it again.

For System Setup

Inventory Sound Option

Configure a sound for a successful barcode entry in the Inventory module. Checking the Use Successful Barcode Sound in Inventory check box allows the

sound that you have chosen for Successful Barcode Entry to be used in the Inventory module as well as in Circulation Desk.

Patron Login Privacy Option

Mask your patrons' barcodes or IDs with asterisks as they type it in during login so that is not displayed. You will also prevent the display of the patron's barcode or ID on the Patron Information screen in OPAC and WebCollection Plus, and the Patron Information printout in OPAC, WebCollection Plus, Circulation Desk, and Patron Maintenance for additional privacy.

School Names in Module Titlebars

The Full Site Name that you enter in System Setup now appears in the title bar of many of your Follett applications, including Cataloging, OPAC, Reports, Patron Maintenance, Alliance Plus, and Inventory.

For Backup and Restore

Exclude Patron Pictures from Backup

Choose whether or not to include patron pictures in your backup using the Backup Patron Pictures option. If your database contains patron pictures, you can reduce the size of your backup file by clearing the Backup Patron Pictures option.

Updating Follett Applications

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