

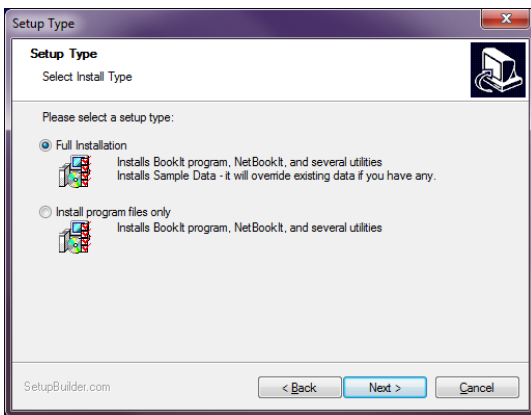
# Installation

### Existing BookIt2 or earlier users

- **Perform a full backup now**
- **Read pages 125 - 127**

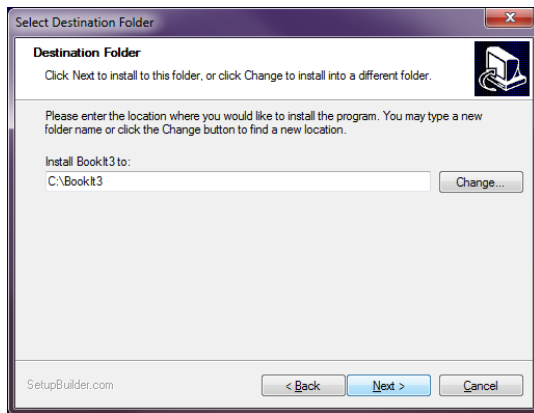
Perform the installation

- directly on to the server, or
- to a local workstation. You can then copy the folder to a server and create your own shortcuts



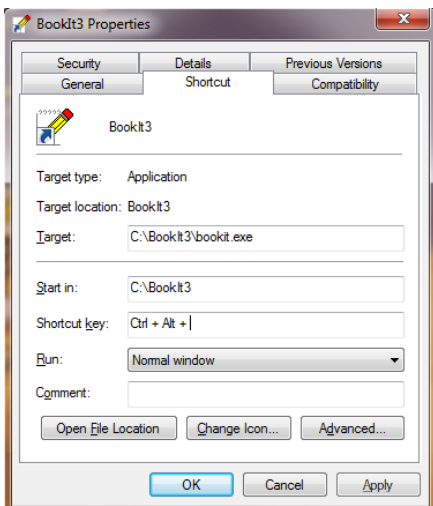
Run BI3Setup.exe which you have probably downloaded.

Perform a full installation unless you have data in the target folder that you wish to preserve.



Setup will place all files in C:\BookIt3 by default but over-ride this if you wish and install to a server, but we recommend that you keep the folder name as BookIt3.

All files used by BookIt are in the one folder and sub-folders. There are no hidden files, no files in the Windows folders, and no registry entries. This means to move BookIt on to the network from a local drive you just copy the entire folder to the network.



**Place shortcuts on users' desktops to either BI.exe or BookIt.exe**

**Ensure that the short cuts have the 'Start In' section entered.**

If not, BookIt cannot find the data files.

## Converting from BookIt2 to BookIt3

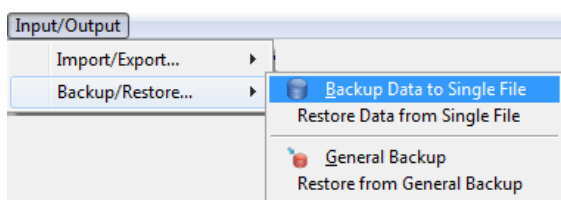
### Option 1 - Play it safe

#### Keep your BookIt2 and import data to BookIt 3.

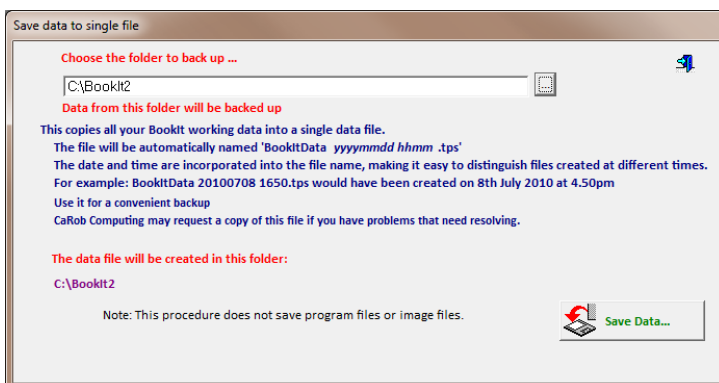
Install BookIt3. It doesn't matter whether you install sample data or not.

Run BIClose from the BookIt2 folder to prevent further bookings.  
Perform full backup (Things can and do go wrong).

#### Run BookIt3

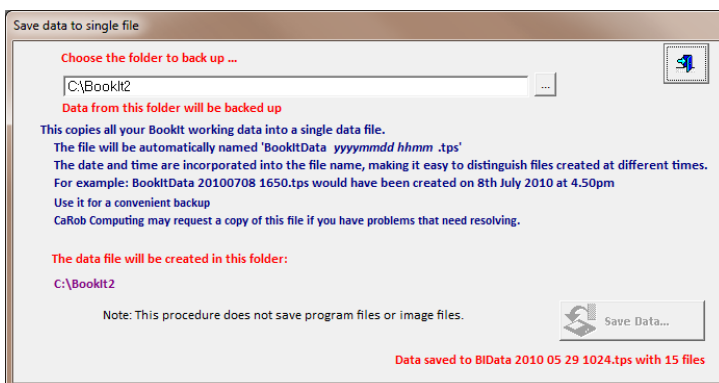


Go to *Backup Data to Single File*



Use the ellipses button to locate the folder where your BookIt2 data exists.

Click *Save Data*

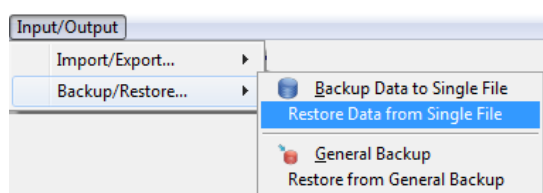


Note the name of the single file backup in the BookIt 2 folder.

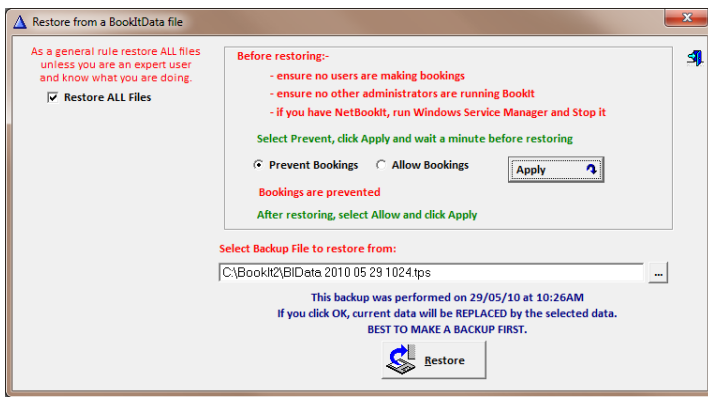
In this case BIData 2010 05 29 1024.tps

That is BIData with Date and Time in the file name.

Close that window



Go to *Restore data from Single file*

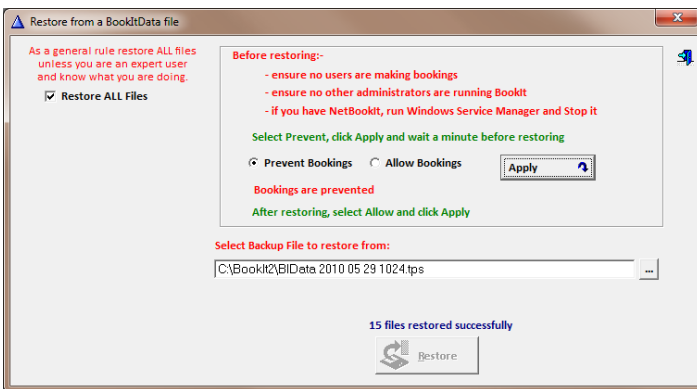


If no-one else is using BookIt3 at this stage, the *Prevent Bookings* option is not important.

However, when people are actively using BookIt, make sure you click *Prevent*, then *Apply* and wait a couple of minutes before restoring.

Locate the BIData file in the BookIt2 folder

*Click Restore*



You will see yellow progress bars as the restore is occurring. This is the BookIt2 data being converted into BookIt3 format.

You see files have been restored.

If you Prevented bookings, make sure you tick *Allow bookings* and the *Apply* button.

Your data should now be ready to work with.

## Option 2 - Cold Turkey

### Install straight into your working BookIt2 folder

This ensures all short cuts will still work.

Run BIClose from the BookIt2 folder to prevent further bookings.  
Perform full backup (Things can and do go wrong).

Perform the BookIt3 installation

- Install to your BookIt2 folder
- Install Program Files only

Run BIClose to allow yourself access.  
Run BookIt.exe

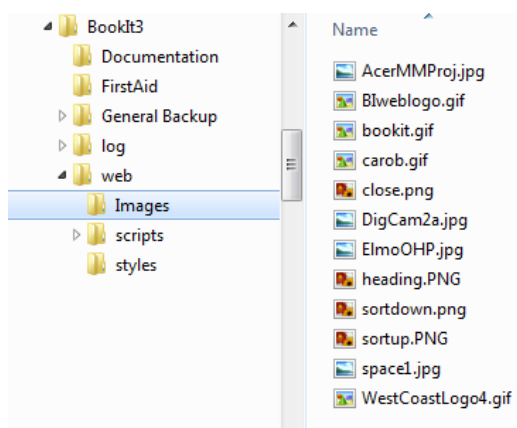
Your admin password will be unchanged  
You will see yellow progress bars as data is updated.  
Go to *Utilities > Check Data Integrity* to run a data check.

**For both options, see the notes on Images and the Registration File next page**

## Converting From BookIt (pre Oct 2003 version)

Do a backup of the entire BookIt folder.  
 Use the Option 2 Install described on the previous page.  
 Run BookIt3 and you should see data conversion activity occurring  
*Run Utilities > Check Data Integrity*

### Images in BookIt3



Unlike earlier versions of BookIt, all images (company logo, images of resources) must now reside in the subfolder web/images.

If you have existing images in the old BookIt folder, copy them into here yourself.

In BookIt3, go to the relevant resources and check the link to the image is OK. Do the same for your logo if you use your own.

### Your registration file

The registration files are Client3.tps for BookIt and iClient3.tps for NetBookIt.

When you receive your registration code(s), enter them from under the File menu.

After you have entered your registration code(s), keep a backup of these 2 files. The Single File backup and BIBackup utilities do not copy these files.

In BookIt1 and BookIt2, your company (school) name was located in the encrypted file named Client.tps. In BookIt3 that file is not used.