

School Check IN

Version 5.3.1

UPGRADE Instructions

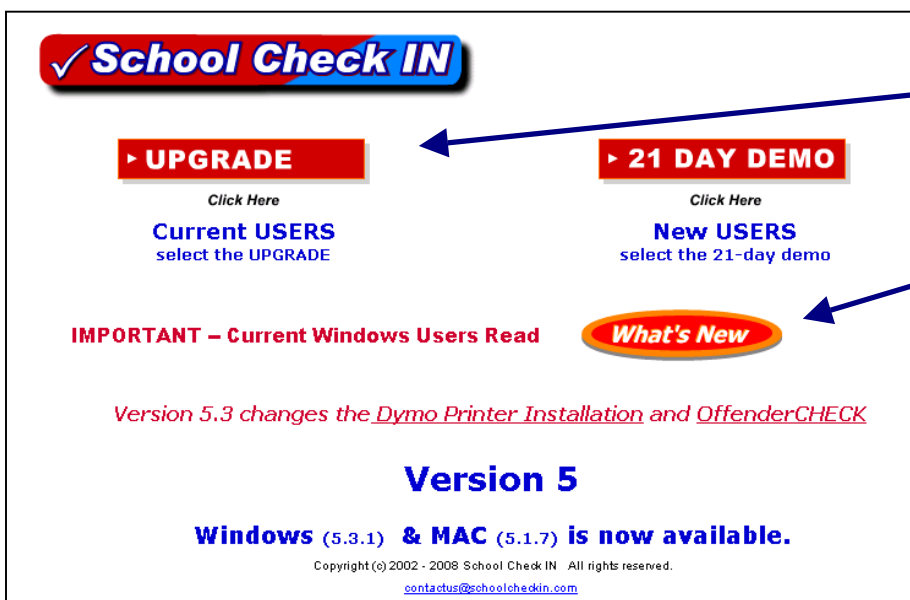
The upgrade process is a **THREE** (3) step process.

1. Download the upgrade file from School Check IN.
2. Save the Upgrade file to the School Check IN computer.
3. Install/Apply the upgrade.

These instructions, which include screen shots, will walk you through the process.



1. Start the upgrade process by going to www.schoolcheckin.com.
2. Click on the FREE UPGRADE button.



3. Click the UPGRADE button.

It is recommended that you should also read **What's New**.

Be sure to download the **UPGRADE** – not the 21 Day Demo.

4. Complete the registration form.

✓ School Check IN

Upgrade -- to School Check IN Version 5.3.1

UPGRADES ONLY - Registered Users

Please fill out the following information (**RED fields are required**) and click **SUBMIT**

School Name:

Address 1:

Address 2:

City:

State/Province:

Zip Code:

School Web Site:

School Phone: (Include area code)

School Fax:

Your First Name:

Your Last Name:

Your Email Address: A valid E-mail address is required.
Your **password** and upgrade instructions will be emailed to you.

Verify Email:

Your Phone Number: Home Work -- Check One

Computer Type: Highlight your Operating System
MAC OS 10.3
Windows 2000
Windows XP

Click Submit Button To Access Download.

SUBMIT **Clear**

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contactus@schoolcheckin.com

5. When finished, click the SUBMIT button.

✓ School Check IN

Please Read SchoolCheckIN Software End User License Agreement and if you accept the terms of use of this application, please click the ACCEPT button and proceed to download your copy of SchoolCheckIN.

SchoolCheckIN END USER AGREEMENT

Please Read SchoolCheckIN Software End User License Agreement (a/k/a "EULA") and if you accept the terms of use of this application, please click the ACCEPT button and proceed to download your copy of SchoolCheckIN.

SOFTWARE PRODUCT LICENSE: IMPORTANT: This SchoolCheckIN End-User License Agreement ("EULA") is a legal AGREEMENT between you (a/k/a "AUTHORIZED USER" and/or "NON-AUTHORIZED USER") and Summit Industries Corporation, a Florida corporation, (a/k/a "SP") for use of SchoolCheckIN. By clicking the "ACCEPT" button and/or downloading and/or installing and/or copying and/or otherwise using SchoolCheckIN, the AU and/or NAU agree to be bound by the terms of this EULA.

PLEASE READ THIS LICENSE CAREFULLY BEFORE USING THIS SOFTWARE. BY USING THIS SOFTWARE, YOU AGREE TO BECOME BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT DOWNLOAD AND/OR USE THIS SOFTWARE.

SchoolCheckIN is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. 1. A REGISTERED USER LICENSE WITH A VALID REGISTRATION NUMBER ALLOWS YOU TO:

a. Use one copy of the SchoolCheckIN on a single computer at a time. If both a Macintosh and Windows version of the SchoolCheckIN are included, then you are only licensed to use the SchoolCheckIN for one platform (i.e., the Macintosh or Windows version), but not both platforms, except as provided in Section 1(b). To "use" the SchoolCheckIN means that the SchoolCheckIN is either loaded in the temporary memory (i.e., RAM) of a computer, or is installed on the permanent memory of a computer (i.e., hard disk, etc.).

6. Read & Accept the End User License Agreement (EULA).

By clicking the "ACCEPT Button" at the end of this EULA, the AU and/or NAU hereby agrees and accepts all terms of this EULA, including the penalties for breaching this EULA.

I agree to the above terms.: Yes No

Accept **Reset**

7. Click the YES radial button.
8. Click the Accept button.

✓ School Check IN

Windows Upgrade Version 5.3.1 **MAC Upgrade Version 5.1.7**

Windows [Click Here](#) **MAC** [Click Here](#)

Windows Upgrade Instructions [Click Here](#) **MAC Upgrade Instructions** [Click Here](#)

CAUTION: MAKE A BACKUP BEFORE PROCEEDING.
It is important that you download the correct upgrade. If you download and install the incorrect upgrade for your installation, you risk losing all existing data.

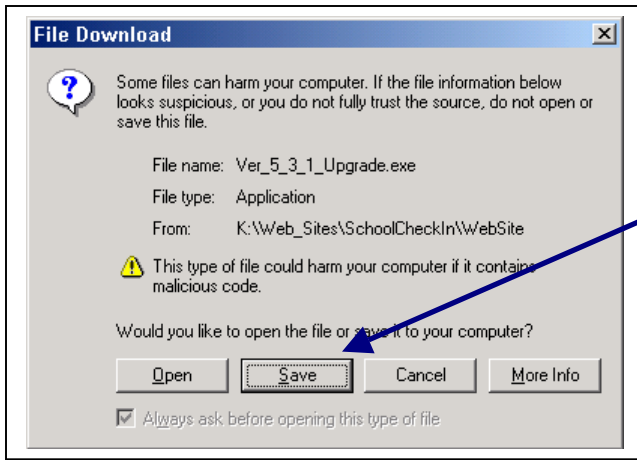
Windows Users -- MUST READ >> [What's New In Version 5.3.1](#)

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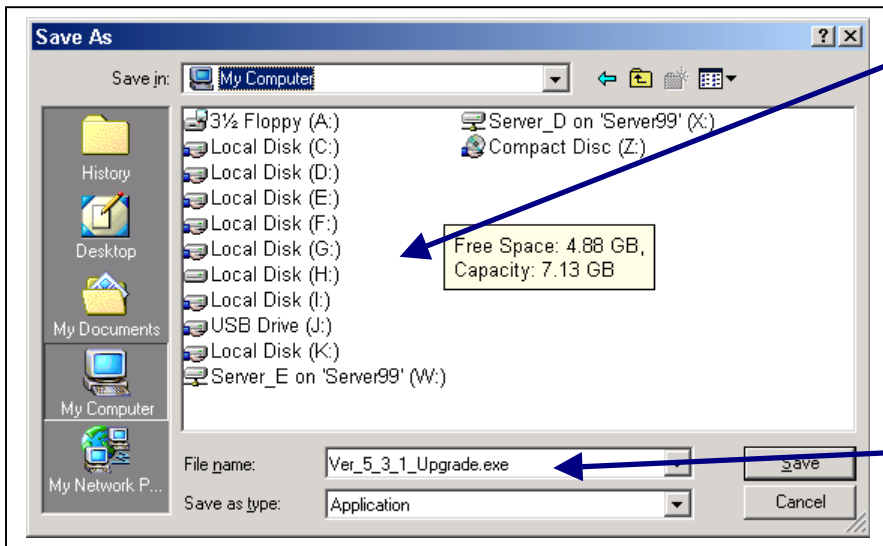
9. Start the file download process by clicking the Windows Upgrade Download button.

10. These instructions are also available here.

11. What's New features.



12. The Download will begin as soon as you click the Save button.

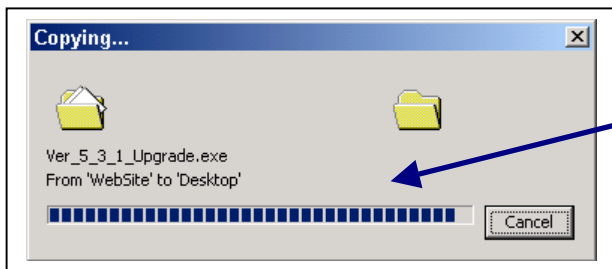


13. Your browser (and Windows) will prompt you for a location to save the file.

Some browsers may already be set to auto save downloads to a specific location.

Remember where the file is saved.

Download File Name



14. The file is being downloaded to your computer.

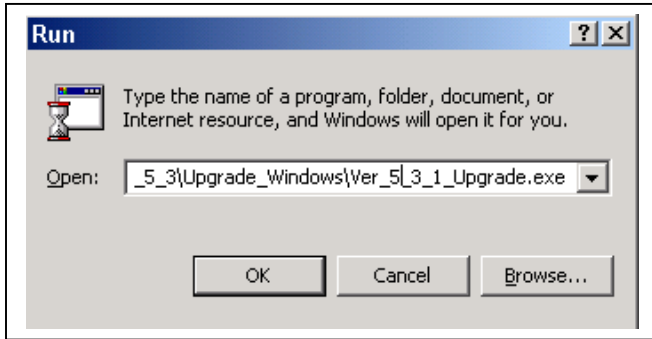
NOTE: Some schools and/or school districts may have filters (firewalls) in place that may block users from downloading the upgrade file. These filters are there for security purposes. You may need to ask your tech support person for network permission to download the upgrade file.

The file is named **Ver_5_3_1_Upgrade.exe**. This file is an executable file and a large file ~ 14 MB.

If the School Check IN computer does not have Internet access, then this file could also be downloaded to another computer that has Internet access and then copied to a flash (thumb) drive and/or CD and then copied to the School Check IN computer.

If during the upgrade process, you receive a message requesting that Disk 2 be inserted, then the download process was not successful and may have been blocked by the district filters (firewall). There is no Disk 2.

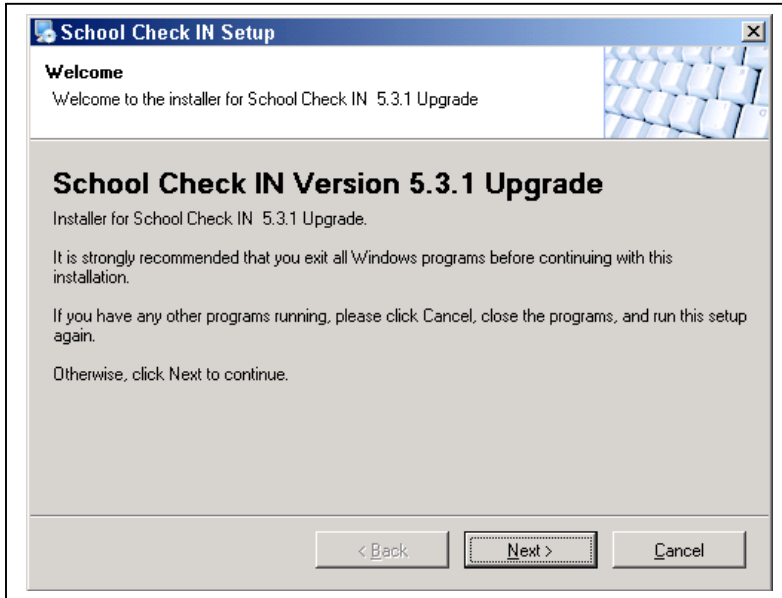
The UPGRADE Process



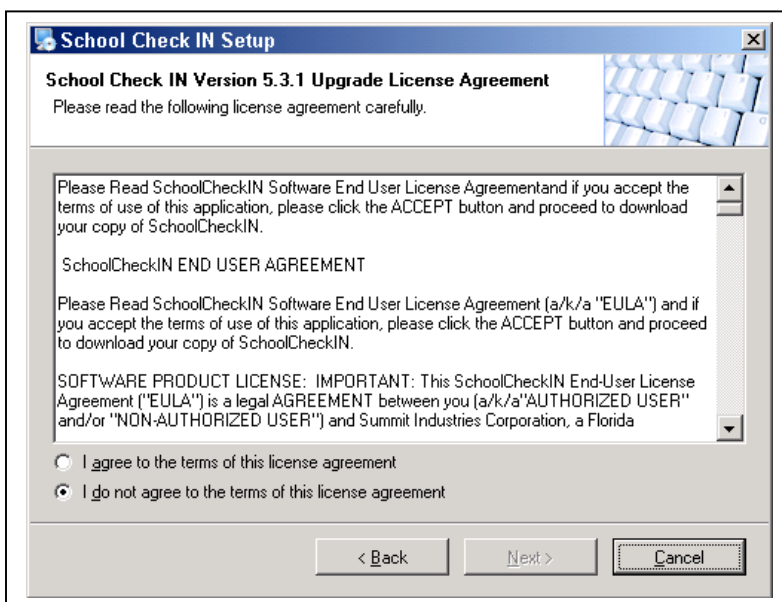
The download is now complete and the upgrade can now begin.

1. Either use the RUN command to locate the file just downloaded, or you could double click on the file to launch it.

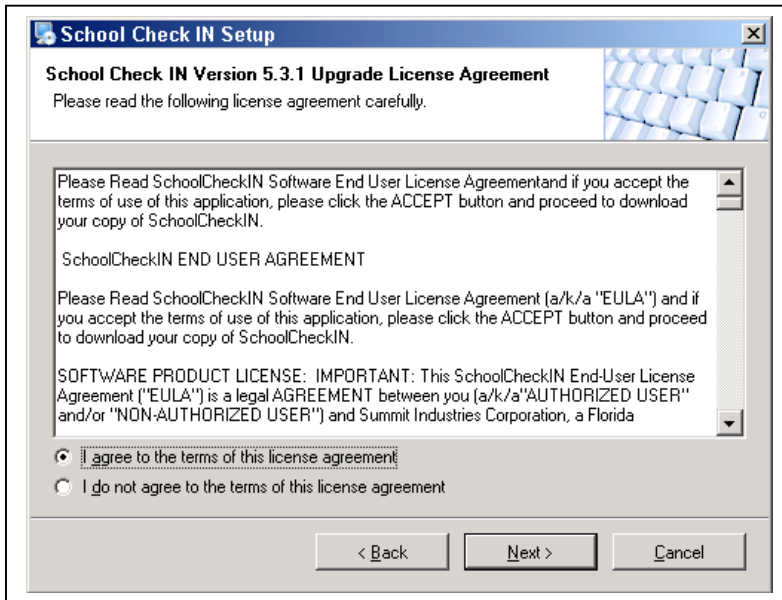
The file is named **Ver_5_3_1_Upgrade.exe**.



2. Click the NEXT button.

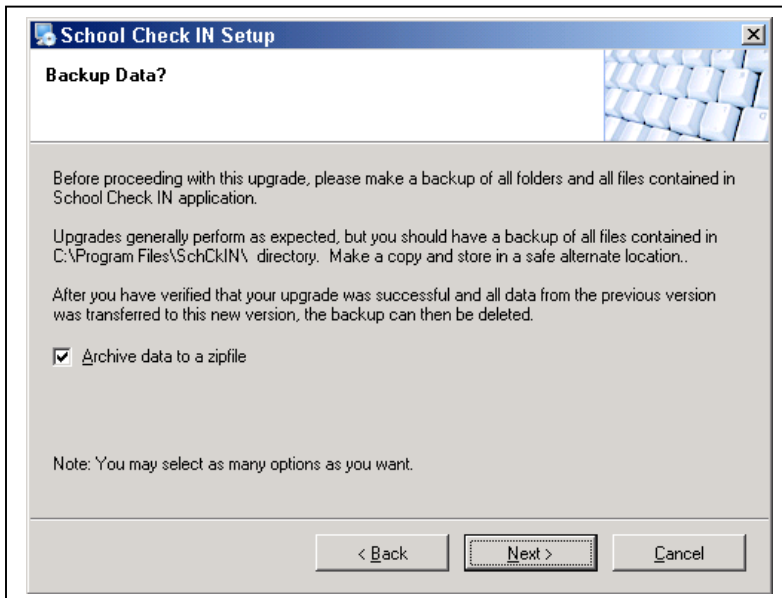


3. Read and agree to the End User License Agreement.



4. Click the radio button "I agree to the terms of the license agreement."

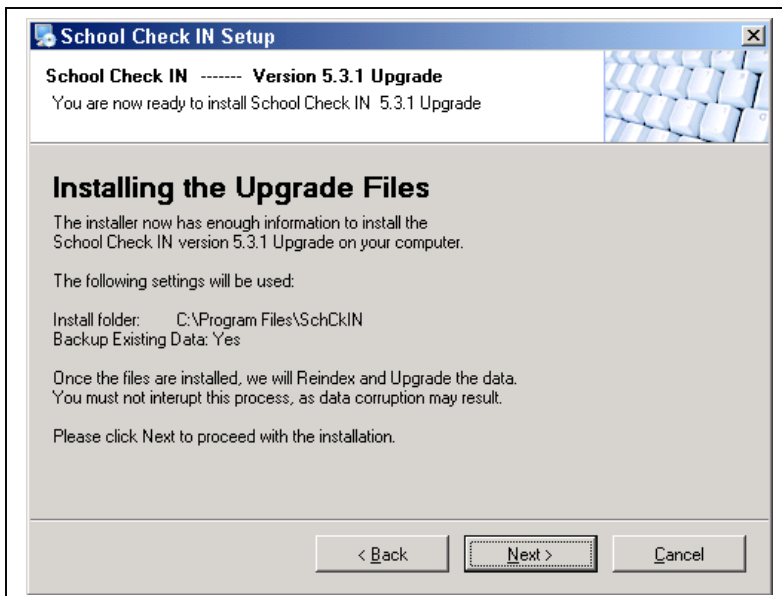
5. Click the Next button.



6. The backup will create a zip archive of your existing data files.

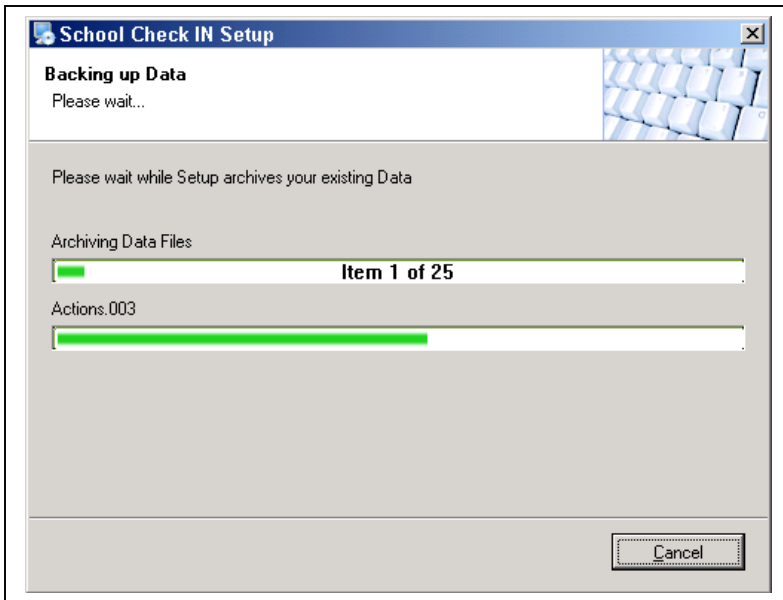
DO NOT uncheck this box.

7. Click the Next button.

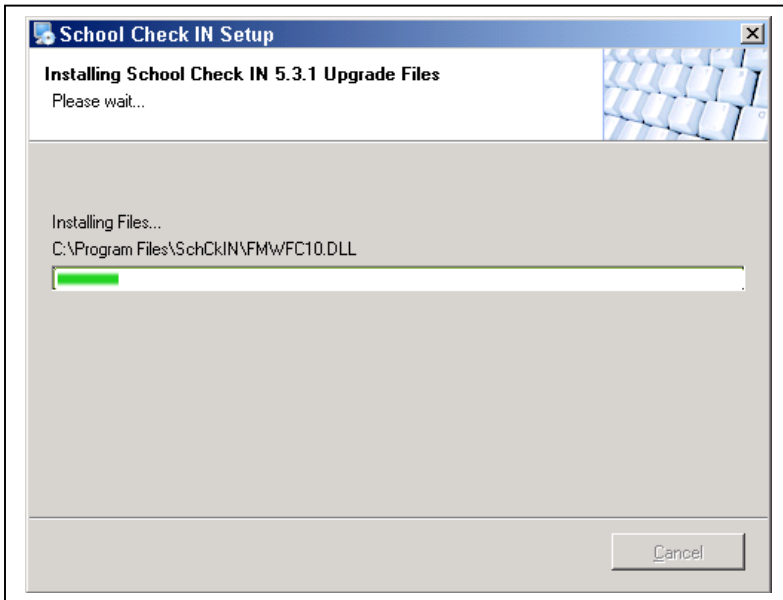


8. School Check IN will now install the new upgrade files.

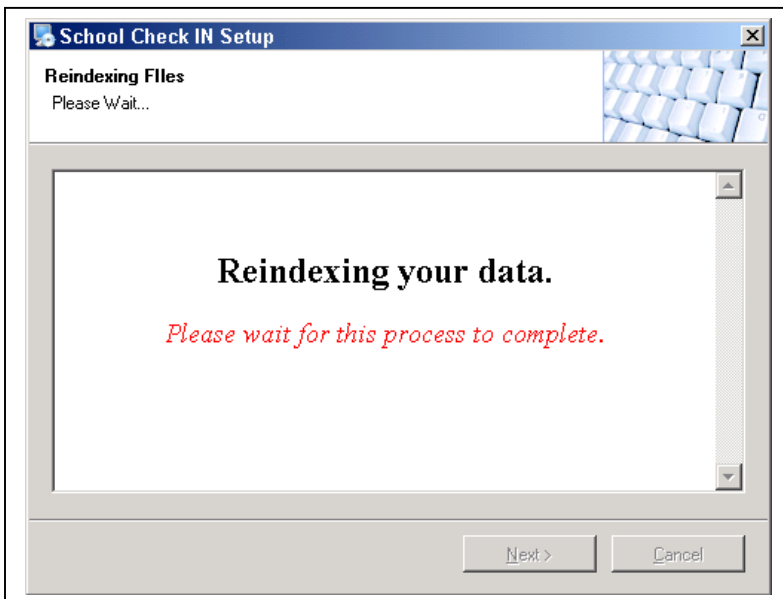
9. Click the Next button.



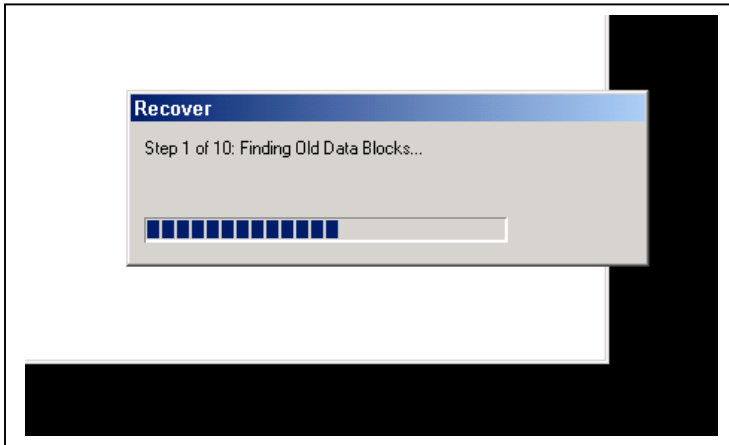
10. The archive (backup) process begins.



11. School Check IN is now installing the new upgrade files.

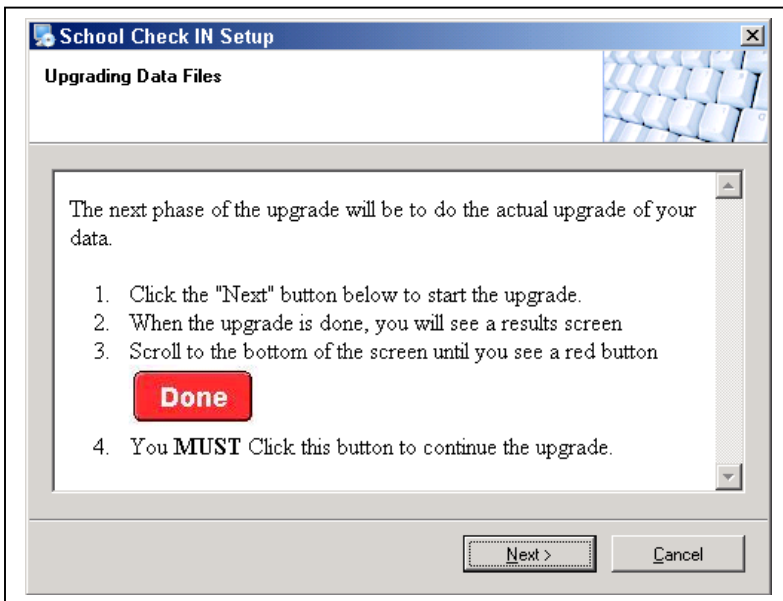


12. School Check IN will automatically re-index your data files.



13. The screen will turn white and blank and the re-indexing will begin.

This process may take from 2 to 20 minutes depending upon the speed of the computer and the amount of data to be transferred.

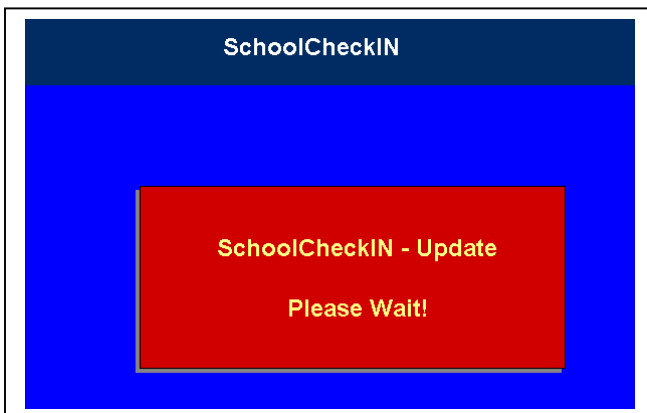


14. The upgrade is now ready.

15. Click the Next button.



16. A Filemaker message will appear.



17. The data from your old files is now being transferred (imported) into your new data files.

This process may take from 2 to 20 minutes depending upon the speed of the computer and the amount of data to be transferred.

SchoolCheckIN Upgrade Report			Print
File	Records Before Upgrade	Records After Upgrade	Result
Admin	1	1	OK
Actions	1	1	OK
BioCHECK	115	115	OK
Deny Access/Good Guy List	0	0	OK
Students	89	89	OK
Guardians	7	7	OK
Join	8	8	OK
F&S	10	10	OK
Vendor	1	1	OK
Volunteers	8	8	OK
Purposes	58	58	OK
Offender Hits	0	0	OK

Done

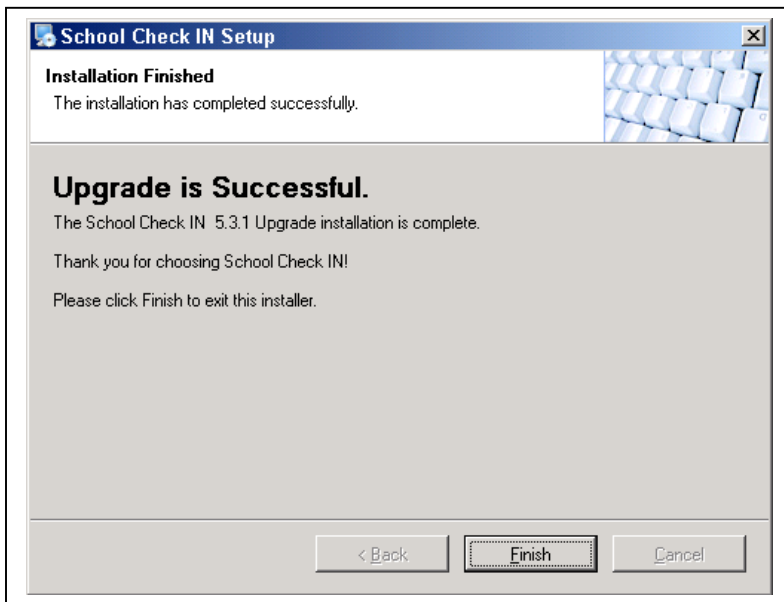
18. School Check In provides an upgrade report showing the number of records transferred.

19. Click the Done button.

20. A Filemaker message will appear.



21. Congratulations, your upgrade is successful.



22. Click the Finish button.

23. Start School Check IN. You are now ready to use this new version.

NOTE: If for any reason, the upgrade does not succeed, please contact tech support immediately at support@schoolcheckin.com. Your old data files are still there and we will assist you.

IMPORTANT --- Once this upgrade is complete, please follow the Dymo re-install instructions. In order to take full advantage of the new Dymo SDK built into School Check IN, reinstalling the Dymo LabelWriter printer(s) is required.

Current OffenderCHECK users --- Please contact School Check IN to acquire your new Access ID#. This new Access ID# is required to send out email/text message alerts when an offender or trespasser tries to check in.