



Upgrade Overview

The following overview provides a “big picture” view of the various steps needed to complete all included upgrades, indicates which clients need to perform each step, and lists the order in which they should be done.

Detailed steps for each distinct upgrade step is found in each product’s *Installation Guide*.

We recommend you review this document first, determining which steps in the following table you need to perform. Then you can follow the instructions in the installation guides knowing you’re performing each upgrade in proper order.

Step	Who needs to do this?
1 Download and Unzip the Setup Files	All clients who want to upgrade to any of the following: <ul style="list-style-type: none"> • GIFTS 6.5 • IGAM 5.5 • MyGIFTS and ReviewerCONNECT 3.6 • Plus Pack 5.2.1 (Please refer to the <i>GIFTS Plus Pack 5.2.1 Upgrade Guide</i> in the Doc\PlusPack521 folder for full details.)
2 Upgrade GIFTS and IGAM	Clients who want to upgrade to GIFTS 6.5 and IGAM 5.5. (A single upgrade process updates both GIFTS and IGAM.)
3 Upgrade to GCS 3.6 (MyGIFTS and/or ReviewerCONNECT)	Clients who have GCS 3.6 or earlier should perform this upgrade. The upgrade process will upgrade both MyGIFTS and ReviewerCONNECT. NOTE: Job Manager must be re-installed separately.
4 Upgrade to Plus Pack 5.2.1	Clients who currently have GIFTS Plus Pack 5.2 or earlier installed should perform this step. NOTE: Link Plus and Reminders Plus must also be re-installed separately.

IMPORTANT: Even if you already have GCS 3.6 and Plus Pack 5.2 installed with your GIFTS 6.4 installation, they must be re-installed using the files that were included with the GIFTS 6.5 download. This will ensure full compatibility with the increased security features and prevent any issues at login.

For additional support, please contact the MicroEdge technical support team:

Phone: 1.877.704.3343

Email: helpdesk@microedge.com

Online: Click the Case tab at the top of your PowerME homepage, then click **Create New Case**.

Technical Support Hours: M-F, 8AM-8PM EST

Before You Begin

Determine your current version for GIFTS and IGAM(if installed) by logging into GIFTS and selecting **Help > About** from the main menu. The GIFTS version number and other product details will be displayed.

You must be currently using GIFTS 6.4 and IGAM 5(if installed). This upgrade is not compatible with earlier versions of GIFTS or IGAM.



If you are not on version 6.4 or IGAM 5, you must upgrade to that version before you can perform *this* upgrade.

Step 1 – Download and Unzip the Setup Files

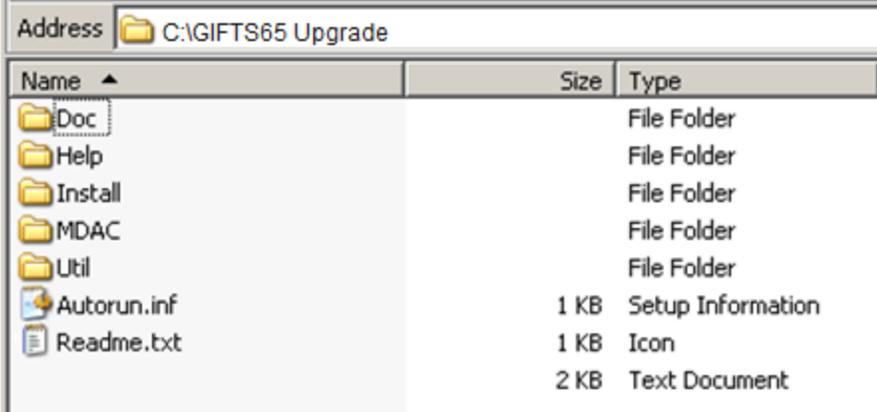
1. Refer to the Upgrade email sent to you by MicroEdge and follow the instructions for downloading the Upgrade Installation Files.
2. Save the downloaded file(s) to a location on your workstation or server that will be easy to find. For example, C:\Downloads or a similar folder.

The above steps are a prerequisite to upgrading your GIFTS system.

Before You Begin You should perform this step at a GIFTS workstation. All upgrades which follow need to be performed at a GIFTS workstation, so it's most convenient to download the setup files to one.

- Process**
1. Right click the zip file(s) you downloaded and select **Extract All** from the menu. The Extraction Wizard welcome screen opens.
 2. Click **Next**. The Select a Destination window opens.
 3. Click **Browse**, select a folder on the workstation (e.g., you might create a folder called "GIFTS 65 Upgrade"), and click **OK**.
 4. Click **Next** to finish.
 5. This will create a folder

Confirmation The setup files will unzip and be extracted to the selected folder. Its contents should look similar to the following:



Name	Size	Type
Doc		File Folder
Help		File Folder
Install		File Folder
MDAC		File Folder
Util		File Folder
Autorun.inf	1 KB	Setup Information
Readme.txt	1 KB	Icon
	2 KB	Text Document

You should also open the **Doc** folder (shown in the folder above) to access the different installation guides you need to complete the upgrade, as well as all the user documentation for the different GIFTS products.



Step 2 – Upgrade GIFTS and IGAM

NOTE: You must perform this step at a GIFTS Workstation.

Before You Begin

Determine your current version for GIFTS and IGAM(if installed) by logging into GIFTS and selecting **Help > About** from the main menu. The GIFTS version number and other product details will be displayed.

You must be currently using GIFTS 6.4 and IGAM 5(if installed). This upgrade is not compatible with earlier versions of GIFTS or IGAM.

If you are not on version 6.4 or IGAM 5, you must upgrade to that version before you can perform *this* upgrade.

Process

To perform the upgrade, follow the detailed instructions found in the *GIFTS Installation and Technical Reference Guide*.

This installation guide (GIFTS 6.5 INSTALLATION GUIDE.pdf) is included in the **Docs** folder of the unzipped files.

The details of the upgrade process differ based on your GIFTS system.

System	Follow Steps in...
Stand-alone or file server (Microsoft Access)	Chapter 6
Client/server (SQL Server or Oracle)	Chapter 7

To determine which back-end you are using:

1. Log in to GIFTS.
2. From the main menu, select **Help > About**. The product details open.
3. Click the **System Info** button. The GIFTS Diagnostics window opens.

The **Back-end** row will show which database your GIFTS system uses.

Confirmation

Once the upgrades to GIFTS and IGAM are complete, you can easily confirm a successful upgrade to each:

Log in to GIFTS and IGAM in turn. In both modules, select **Help > About** from the main menu. The product details which open should show GIFTS 6.5 and IGAM 5.5, respectively.



Step 3 – Upgrade to GCS 3.6 (MyGIFTS and/or ReviewerCONNECT)

Once the upgrade of GIFTS and/or IGAM is completed, you should upgrade to GIFTS Connections 3.6.

NOTE: Job Manager must be re-installed separately.

Before You Begin	Prerequisites for upgrading or installing MyGIFTS and ReviewerCONNECT are found in the <i>MyGIFTS and ReviewerCONNECT Installation and Technical Reference Guide</i> . As long as you’ve completed the upgrade to GIFTS 6.5, you should be ready to go.
Process	To perform the upgrade, follow the detailed instructions found in the <i>MyGIFTS and ReviewerCONNECT Installation and Technical Reference Guide</i> . This installation guide (GCS36-Installguide.pdf) is included in the Docs folder of the unzipped setup files.
Confirmation	Once the upgrades to MyGIFTS and ReviewerCONNECT are complete, confirm the upgrade as follows: Open your web browser and go to the MyGIFTS login page, or go to either the external or internal reviewer login page for ReviewerCONNECT. The version number is shown on the login page should be 3.6 and you should be able to login.

Step 4 – Upgrade Plus Pack

Clients who currently have GIFTS Plus Pack 5.2 or earlier installed should perform this step.

NOTE: Link Plus and Reminders Plus must be re-installed separately.

Before You Begin	Before installing Plus Pack 5.2.1, you need to extract the zip files containing the setup files. <ol style="list-style-type: none">1. In the same GIFTS 6.5.zip file in which this document came, there is another Zip file called Plus Pack 5.2.1.zip. Right click this zip file and select Extract All from the menu. The Extraction Wizard welcome screen opens.2. Click Next. The Select a Destination window opens.3. Click Browse, select a folder on the workstation (e.g., you might create a folder called “Plus 5.2.1 Upgrade”), and click OK.4. Click Next to finish. Other prerequisites for upgrading Plus Pack are detailed in the <i>GIFTS Plus Pack 5.2 Upgrade Guide</i> .
Process	To perform the upgrade, follow the detailed instructions found in <i>GIFTS Plus Pack 5.2.1 Upgrade Guide</i> which is included in the Doc\PlusPack521 folder of the extracted GIFTS 6.5 upgrade.
Confirmation	If you are not sure you have successfully upgraded Plus Pack, contact MicroEdge Technical Support for assistance.