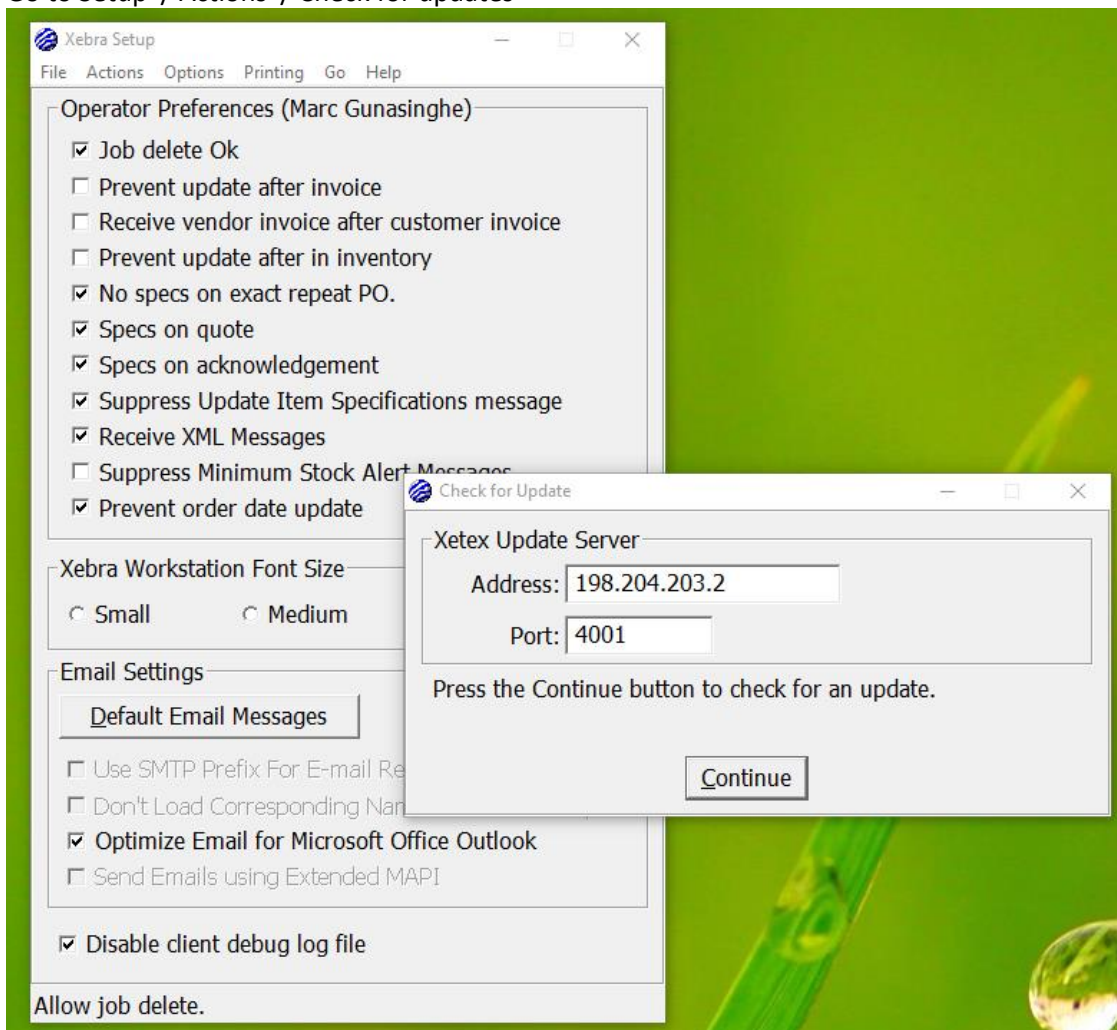


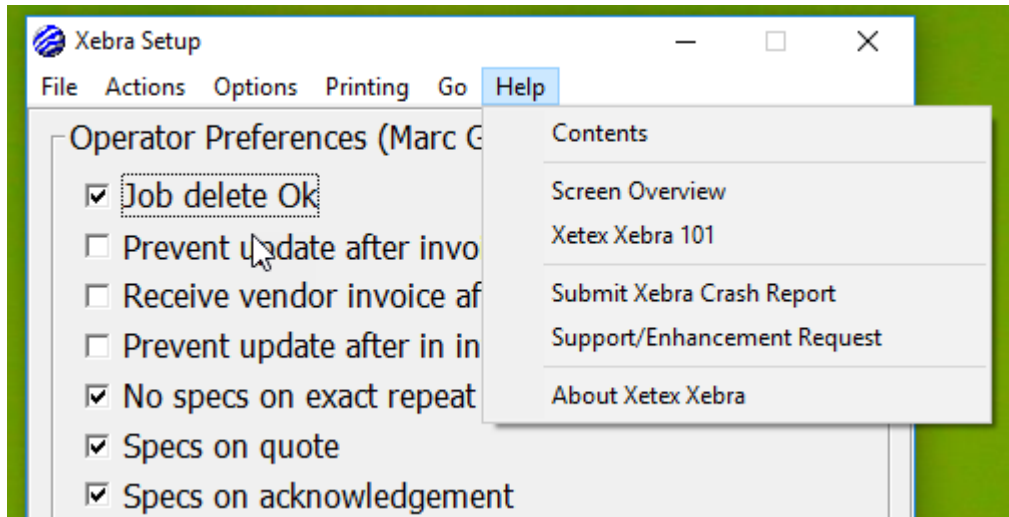
# UPDATING XEBRA

1. Ensure all users are logged off Xebra
2. If Xebra Server ( red icon) is running as a service - stop the xebra service
3. If Xebra Server ( Red icon) is running as an application stop the xebra server
4. Do a Backup of the Xebra Server folder ( either copy the full folder structure or ensure that you have a current backup )
5. Start the Xebra Server as an application
6. Hit Start to Start Xebra
7. Login from a Xebra Client ( Blue icon ) with admin permissions
8. Go to Setup / Actions / Check for updates

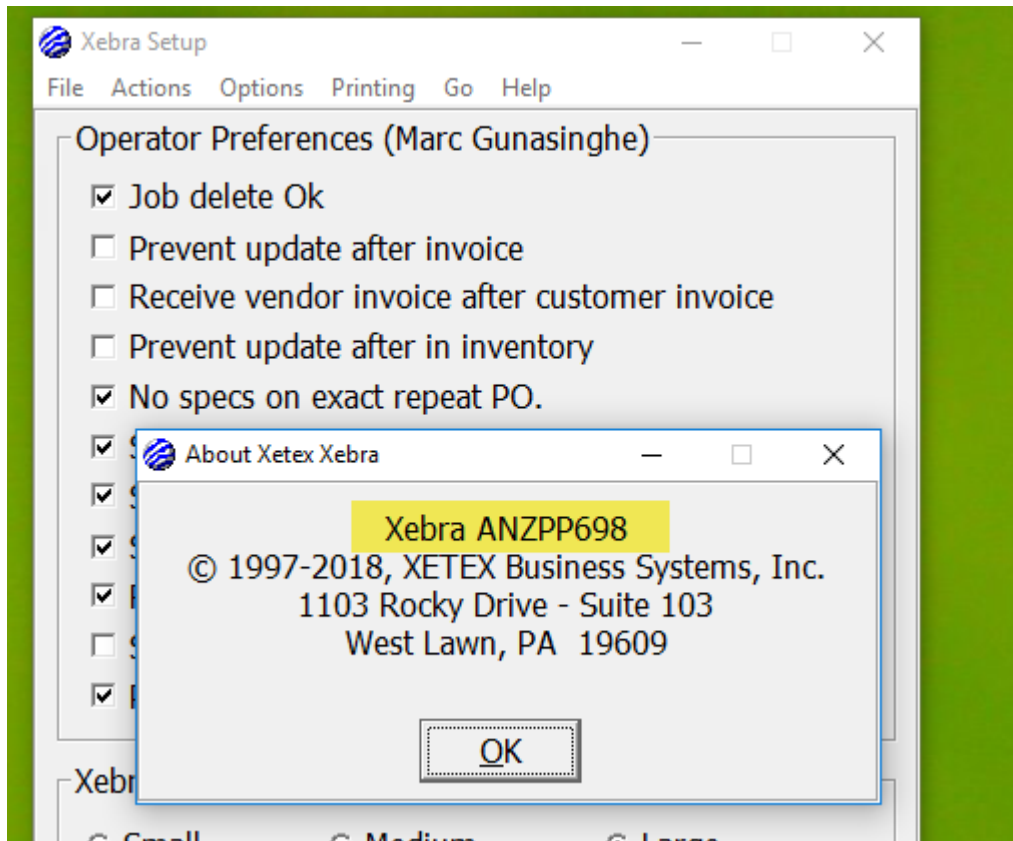


## UPDATING XEBRA

9. Continue with the setting as above
10. Follow the prompt to install the update
11. Once the update completes log back into xebra client and check the version number
12. Version number check Go Menu / Help menu / About Xetex Xebra



13. Current versions number



## UPDATING XEBRA

14. If your version is still not up to date - rerun the update as the system may need multiple update to get to the current version.

15. Version release notes can be found here

<https://gunwebsystems.zendesk.com/hc/en-us/articles/216113428-Release-Notes>

16. If you usually run xebra as a service

1. Go to the xebra server ( red icon )
2. Stop xebra as a Application
3. Restart xebra as a service