collections MOSAiC

How to...

Apply a Minor Upgrade to MOSAiC Version 11

Before making any changes to your MOSAiC system:-

) Ensure that everyone has logged out of MOSAiC

) Take a back-up of your MOSAiC system

To upgrade your existing Collections MOSAiC Version 11 to the latest, follow the instructions on the following pages.

Note:

This procedure will need to be repeated on each of your MOSAiC computers

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1. **Save** the .zip file in your **Mosaic11** folder, usually located in **C:\ISTechnology**

2. Go to your **C:\ISTechnology\Mosaic11** folder to see the **.zip** file you have just saved.

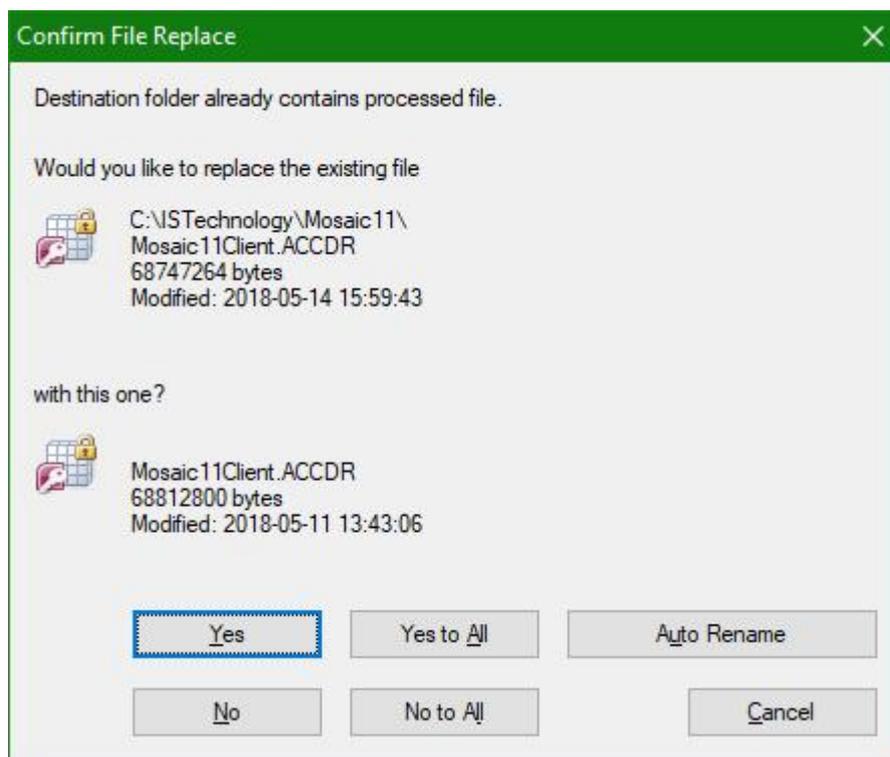3. As this file is zipped, you will now have to unzip it.

   To do this...

   Right Click the **.zip** and choose "**Extract Here**" or "**Extract All**". (These instructions will vary slightly according to the zipping program you have.)

   After having chosen this option, you should see a window confirming the location where the files will be placed. This path sometimes adds, on the end, the name of the zip file (e.g. Mosaic11.24A). If this is the case, remove the extra folder name of \Mosaic11.24A to ensure the path ends with Mosaic11

   You should see the following message (or something similar) asking if you wish to replace the existing files? (If you do not see a message similar to this, do not proceed. Call IST on 08 9537 2874 or 0403 832 527 for assistance)

   Click Yes (multiple times) or Yes to All .

   Confirm File Replace ✕

   Destination folder already contains processed file.

   Would you like to replace the existing file

   C:\ISTechnology\Mosaic11\
   Mosaic11Client.ACCDR
   68747264 bytes
   Modified: 2018-05-14 15:59:43

   with this one?

   Mosaic11Client.ACCDR
   68812800 bytes
   Modified: 2018-05-11 13:43:06

   | Yes | Yes to All | Auto Rename |
   | No | No to All | Cancel |

   MOSAiC is now ready to use.

   Sometimes, files downloaded from the internet are considered "unsafe" and are automatically "blocked". To check if this has happened to your MOSAiC program, open

the **Mosaic11 folder** (as you did above), then **Right click** on the **Mosaic11Client.mde** and choose **Properties**. Look towards the bottom right hand corner of the properties window for a button labelled **Unblock**. If you see this button, click on it, and then click OK. If you did not see the Unblock button, then the program did not get blocked. In this case, click on Cancel.

Now you can Log into MOSAiC to view the changes. The main screen should now show the latest Version

If you use MOSAiC on more than one computer, repeat these steps on each of the computers where you use MOSAiC.