



# Upgrade Process Checklist:

The following checklist contains a few items to take into consideration before performing the update to the current release:

- 1 [Review system requirements.](#)
- 2 **Optional:** If you currently have an IT technician who performs your updates, please contact them before proceeding.
- 3 Perform a full [MedicalDirector Backup.](#)
- 4 Run '[Database Health Check.exe](#)' utility on the server.  
**Important:** This utility will assess the database condition to minimise issues when upgrading to 3.16.
- 5 Perform the 3.16 upgrade on the server if the 'Database Health Check' in Step 4 is successful.
- 6 **Optional:** If you are a mobility user, please upload all data prior to update.   
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- 7 Allow enough time to perform the update, we recommend preferably outside of business hours or weekends.
- 8 Make sure that all MedicalDirector Software is closed on each machine.
- 9 Ensure Antivirus and Firewall software has been disabled for the installation and re-enabled once the install is complete.
- 10 Once installed successfully on the server, you can install the update on your workstations.   
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- 11 Open **MedicalDirector Clinical** and ensure you can view and save letters and documents. Open **MedicalDirector PracSoft** and ensure you can perform an OPV check as well as check that your Daysheets reflect the last working day's billing.