Juris
Installation / Upgrade Guide

Version 2.8

LexisNexis

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https://www.lexisnexis.com/business-of-law/products/practice-management/juris

Before You Begin

Thank you for choosing Juris software. It is highly recommended that you complete the following steps prior to beginning the installation process:

1. Read through these instructions completely.

2. If you have any questions regarding these instructions, contact Juris Support to clarify those issues before attempting the installation.

3. Verify that there are no users currently connected to the Juris server.

4. Disable virus scanning during the installation.

Make sure a supported version of SQL Server is already installed on the computer that will function as your dedicated Juris server. Also be sure your edition of SQL Server will meet your database size needs.

Tip
For more information on supported versions of SQL Server with Juris refer to the Juris Support site: https://lexisnexis.custhelp.com/app/juris   Search on the string "SQL" to find related articles.

About Upgrading Versus New Installations

The following behavior regarding the upgrading and installation of Juris should be understood prior to installing the software.

Upgrading an Existing Installation

If you are upgrading to Juris version 2.8.4, the previous version of Juris must be completely uninstalled before Juris 2.8.4 can be installed. This requirement is due to the upgraded framework in Juris 2.8.4. The uninstall process is performed *automatically* by the Juris installation wizard. However, you will be prompted prior to the removal of the old version.

Upgrading Juris in this way does not affect your database. Your database will be upgraded as it currently exists so that it will function correctly with Juris 2.8.4. *No data within the database is removed*. As with the upgrading of Juris, the upgrading of your database is also performed automatically by the installation wizard and its related components.

If you are upgrading from a version of Juris prior to 2.61, your database will be updated to 2.61 and then to the current version. This will be done automatically and no additional steps are needed.

The entire upgrade process, including upgrade prompts and the database upgrade, is described in this document.

Prior to starting an upgrade installation, review the following sections:

- Before You Begin

- System Requirements

- Installation / Upgrade Checklist

Performing a New (Clean) Installation

If you are installing Juris on a computer that has never had Juris installed before, the installation process is relatively simple. The installation wizard will provide step-by-step instructions.

Simply be sure that your computer is ready to support Juris by reviewing the information in the following sections:

- Before You Begin

- System Requirements

- Installation / Upgrade Checklist

System Requirements

The following requirements must be met before installing Juris on your system.

Network Configuration

LexisNexis supports the Juris software on the following type of network:

- A properly configured Novell or Microsoft network

- Network software needs to be a current version with all service packs applied

- Access to a qualified network engineer

Server Requirements

For complete details on the server requirements for a Juris installation, including supported operating systems and third-party software recommendations, refer to the following website:

https://lexisnexis.custhelp.com/app/juris

Client Requirements

For complete details on the client (application) requirements for a Juris installation, including supported operating systems and third-party software recommendations, refer to the following website:

https://lexisnexis.custhelp.com/app/juris

In addition, an environment with the following features is recommended:

- Laser printers for performance and check printing

- Internet access

- A recordable CD-R/DVD-R to improve the ability of LexisNexis to provide enhanced support

Database Backup

It is highly recommended that you backup your current Juris database before upgrading your current installation.

For more information, see Backing Up Your Juris Databases.

Installation / Upgrade Checklist

The following checklist can be used, if desired, when installing or upgrading Juris.

Juris Pre-Installation Checklist	
	1. Review the hardware and software requirements. Verify that your site meets or exceeds the minimum requirements.
	2. Verify the SQL Server is installed and is accessible. For more information, contact your local SQL Server administrator.
	3. Verify that you have downloaded the Juris installation files from the following website: https://lexisnexis.custhelp.com/app/juris
	4. (Upgrade only) Verify that all users have closed Juris (if upgrading the version or migrating the database).
	5. (Upgrade only) Verify that Juris is in Maintenance Mode (if upgrading the version or migrating the database). This mode prevents users from attempting to log into Juris, which is useful during the upgrading process. For more information on using Maintenance Mode, refer to the Juris Online Help available from the following website: https://lexisnexis.custhelp.com/app/juris
	6. (Upgrade only) Verify that the Juris database has been backed up and that the backup version is available. For more information, see Backing Up Your Juris Databases.
	7. Verify that all Microsoft Product CDs and license codes are available in case a re-installation is necessary.

Installing/Upgrading the Juris Server

This section describes how to install the server portion of the Juris software. The server, once installed, can be accessed by one or many Juris client installations.

> **Note**
>
> All screen shots in the following procedures are shown as they appear on Windows Server 2012. If you are using a different, supported operating system, the appearance of the installation wizard and related tools may vary slightly.

For more information on installing the Juris client, see Installing/Upgrading the Juris Application (Client).

The server installation process involves the following basic steps:

- Starting the Juris server software installation wizard

- Enter the license key for your upgrade

- Completing database-related tasks:

  - New Installation: Creating your Juris database

  - Upgrade: Updating your database to use the new version of Juris

- Completing the installation and closing the installation wizard

Starting the Juris Server Installation

The Juris server installation is performed by an installation wizard, which guides you through each step in the process.

1. Verify that you have downloaded the Juris installation file package from the Juris Support website:

   https://lexisnexis.custhelp.com/app/juris

2. Verify that you have your license information.

3. Verify that you are logged into the computer that will run the Juris server, and that you are the administrator or a user with administrative privileges.

4. Open the folder that contains the Juris installation files that you downloaded.

5. Double-click the **Juris_Server_Setup_2.8x.exe** file to run it.

   > **Note**
   >
   > File extensions may or may not be displayed, based on your Windows settings. For more information, contact your local system administrator.

6. If prompted, install the Microsoft .NET Framework 4.5 Web environment.

Note
This screen only appears if you do not have Microsoft .NET Framework 4.5 currently installed on your computer.

7. If prompted, click **Run** to verify the file's execution.

Upgrade Only
If you are upgrading from a previous version of Juris, a message appears, stating that the existing (previous) version of Juris must be uninstalled. This process is completed automatically by the installation wizard. Click **OK** to verify this step. The search for an existing Juris installation may take several minutes, as all local drives are scanned, and larger drives will take longer to search than smaller drives.

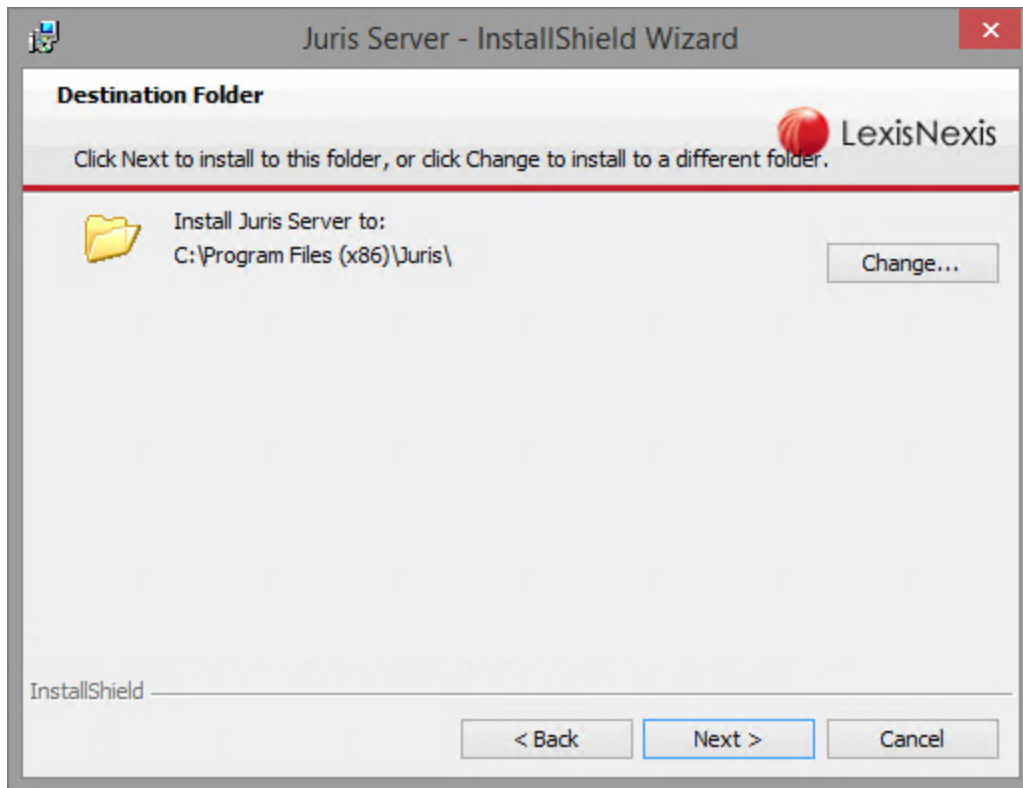The Juris Server installation wizard appears showing the Welcome screen.
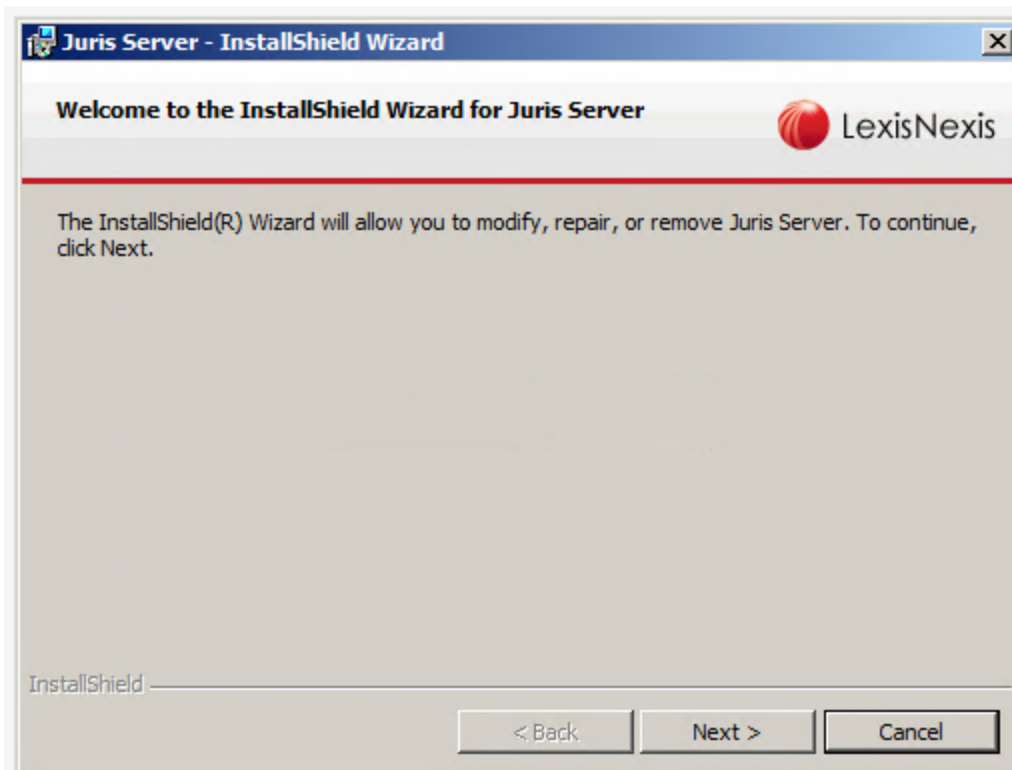
8. Click **Next**.

The License Agreement screen appears.
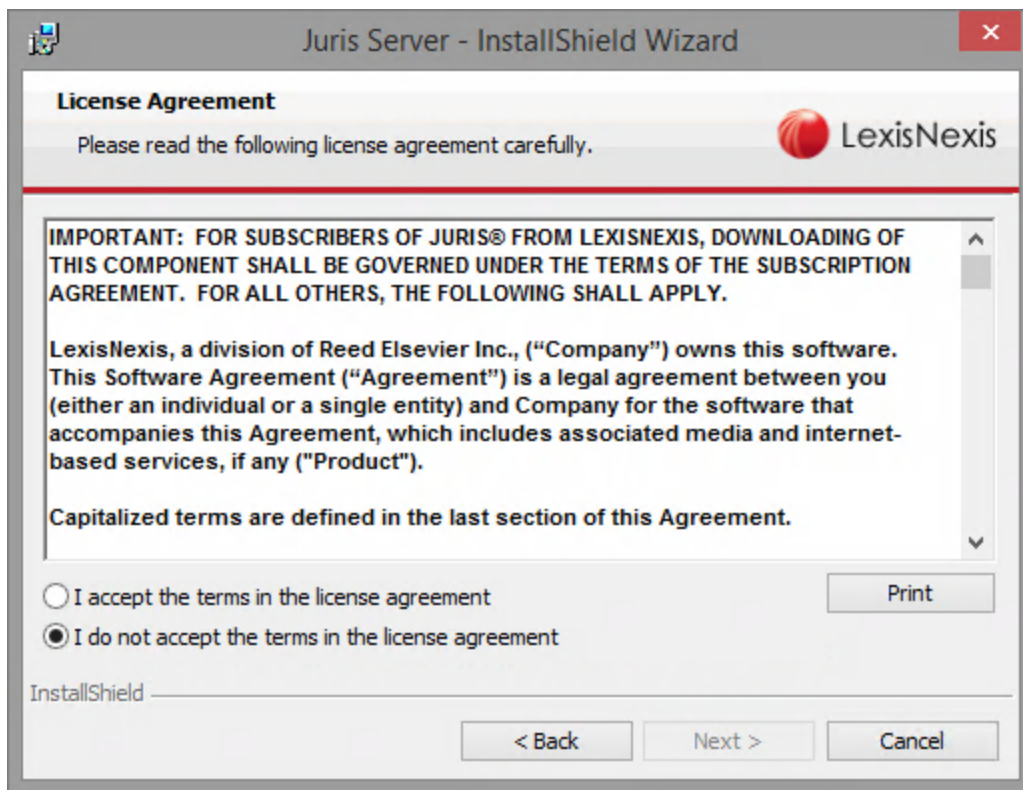
9. Click **I accept the terms in the license agreement**, and click **Next**.

The Destination Folder screen appears, which allows you to specify the location where the application files are installed.

By default, Juris is installed in one of the following folders, based on your operating system type:

- 32-bit systems: C:\Program Files\Juris

- 64-bit systems: C:\Program Files (x86)\Juris

| Note |
| --- |
| When upgrading from a previous version of Juris, the default directory is changed from Juris2 to simply Juris (as listed above). |

10. (optional) Change the installation folder for the server files by clicking the **Change** button and specifying a different folder.

11. Click **Next**.

    The Ready to Install the Program screen appears.
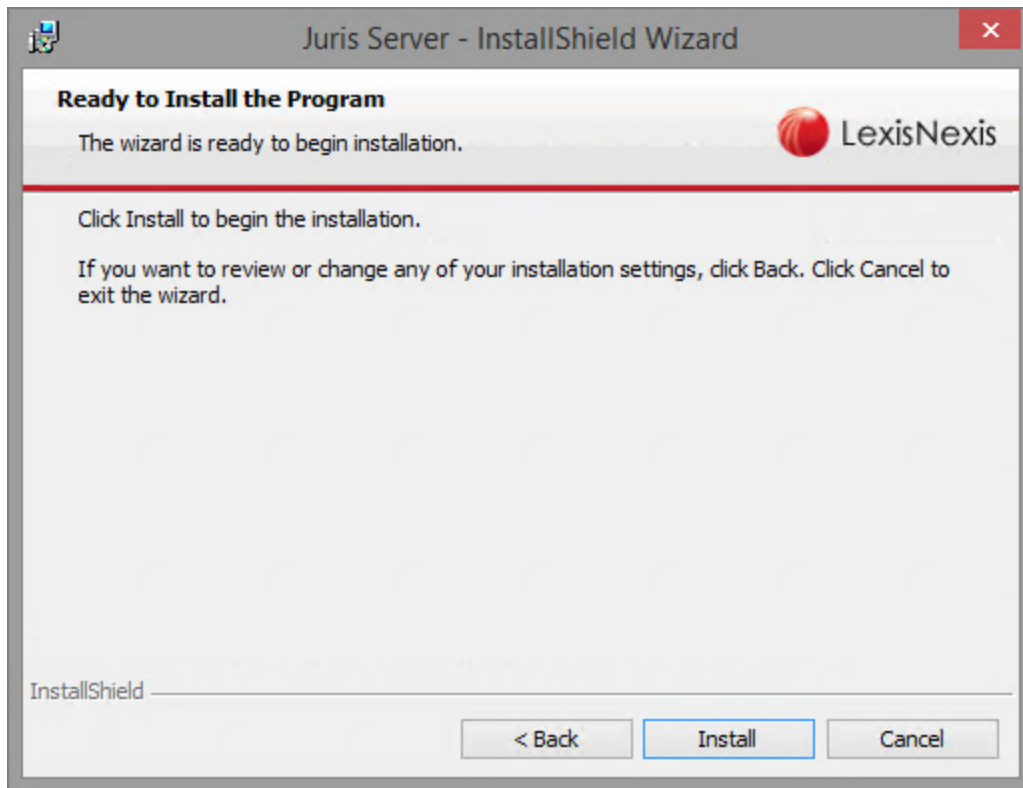
12. Click **Install**.

    The installation process begins. After a few moments, the Juris License Upgrade Wizard screen appears.
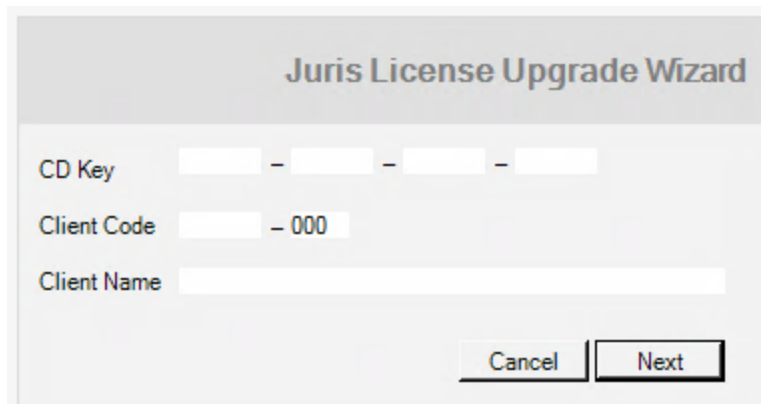

13. Enter your **CD Key**, **Client Code**, and **Client Name** in the corresponding boxes.

14. Click **Next**.

15. Proceed to one of the following topics, based on the type of installation you are performing:

    ■ New Installation: Completing the License Upgrade Process (New Installation Only)

    ■ Upgrade Installation: Updating the Existing Juris Database (Upgrade Only)

Completing the License Upgrade Process (New Installation Only)

If you are performing a new (non-upgrading) installation of Juris, you need to specify a path to use to save the license file. The folder containing the license must be shared and visible to all client PCs.

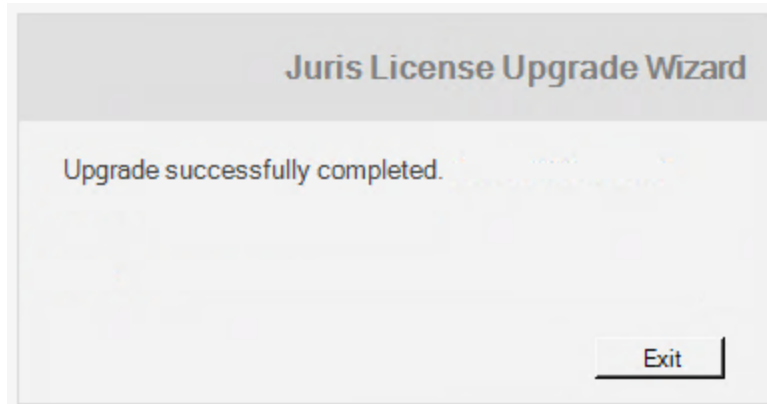1. Verify that you have started the installation process as described in Starting the Juris Server Installation.

   After you specify your license information, the shared files message appears.
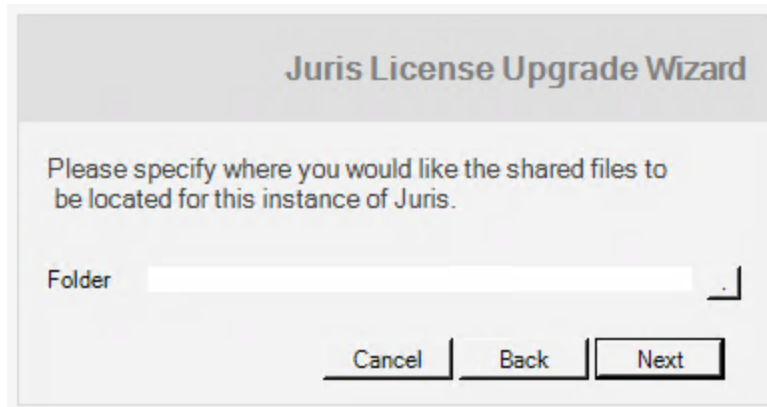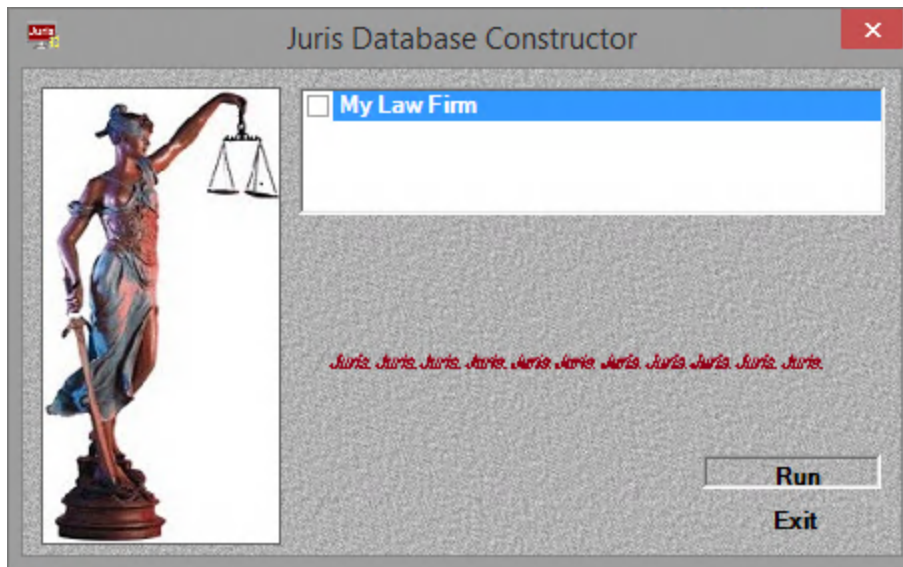

2. Specify a folder where shared files are stored.

3. Click **Next**.

   When the license upgrade is complete, a message is displayed.

4. Click **Exit**.

   The Juris Database Constructor application appears.

5. Proceed to Creating the Juris Database (New Installation Only).

Creating the Juris Database (New Installation Only)

If you are performing a new (non-upgrading) installation of Juris, you need to create a database for your Juris server. The installation wizard walks you through the process using the Juris Database Constructor utility.

1. Verify that the Juris Database Constructor utility is running from a Juris installation as described in Starting the Juris Server Installation.

    The utility should have automatically started after the Juris License Upgrade Wizard completed.

2. Select the correct company (which matches the **Client Name** supplied earlier in Starting the Juris Server Installation) in the large text box at the top of the application.
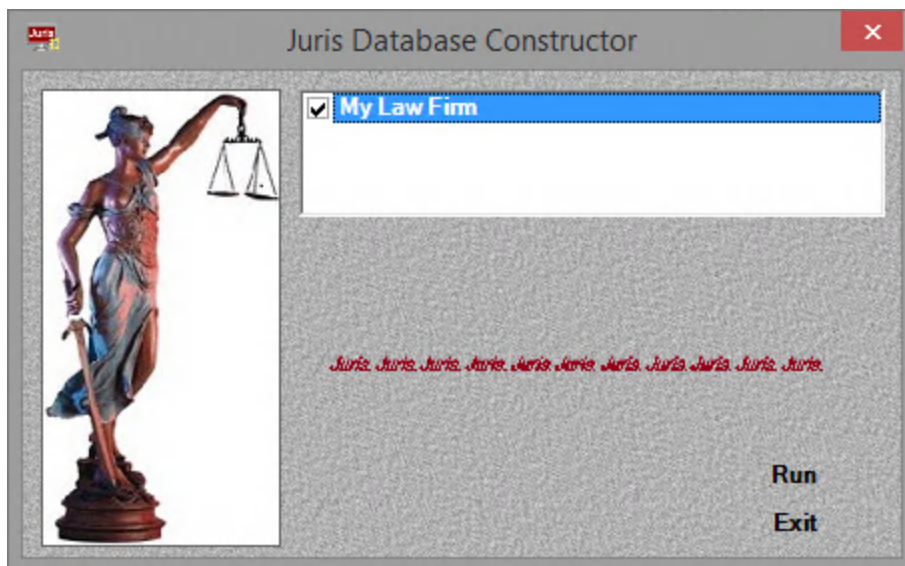
3. Click **Run**.

    The Server List dialog box appears, showing all servers currently hosting a SQL Server instance.
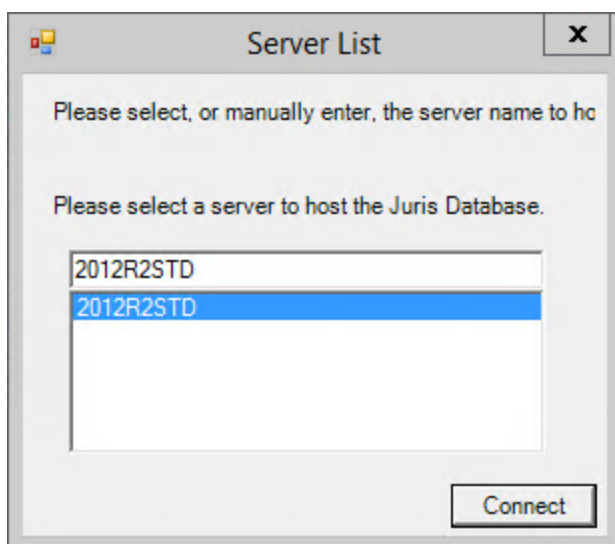
4. Select the server that will host the Juris database.

5. Click **Connect**.

    The database is created, and several messages (similar to the example below) appear.

Constructing JBills9999009 Initial Data

When the creation process is complete and successful, a message appears showing the name of the new database.
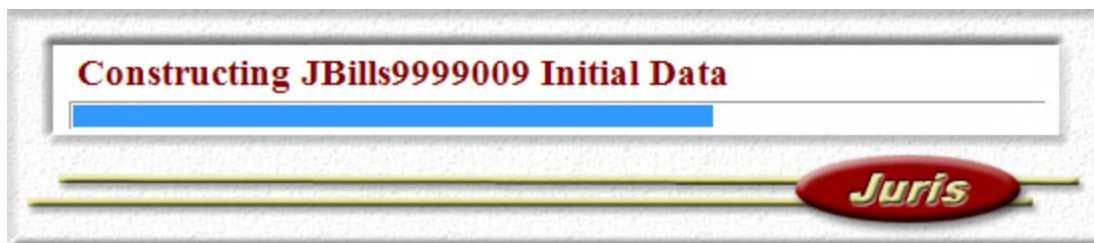
Juris Database Constructor

Database Juris9999009 successfully created on 2012R2STD

OK
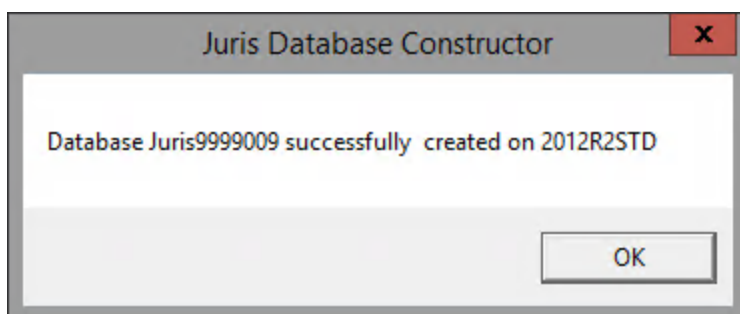
6. Click **OK**.

The Wizard Completed screen appears.

Juris Server - InstallShield Wizard

InstallShield Wizard Completed

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The InstallShield Wizard has successfully installed Juris Server. Click Finish to exit the wizard.

☐ Show the Windows Installer log

InstallShield

< Back   Finish   Cancel

7. Proceed to Completing the Juris Server Installation.

Updating the Existing Juris Database (Upgrade Only)

If you are upgrading your Juris installation, the installation wizard automatically runs the Database Revision Update utility, which will update your database so that it can be used with the new version of Juris Server.

Note
If you are updating from version 2.5x or earlier, the Database Revision Update utility will automatically execute twice. This behavior is expected and requires no interaction from the user. When the process is complete, the database will be fully updated to the latest version.

1. Verify that you have started the installation and specified your license information as described in Starting the Juris Server Installation.

2. Click **Next** on the Juris License Upgrade Wizard screen.

   The Database Revision Update utility is automatically started, and several screens appear (similar to the example below) showing you that your database is being updated.
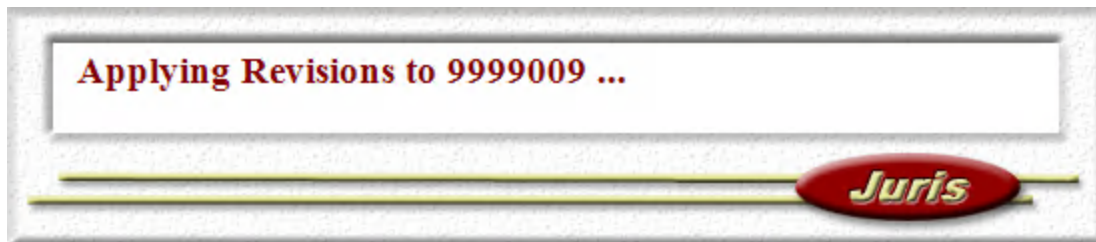
   The Wizard Completed screen appears.

3. Proceed to Completing the Juris Server Installation.

Completing the Juris Server Installation

Once Juris has been installed, you can close the installation wizard and install additional Juris components, as necessary.

1. Verify that the Wizard Completed screen is displayed, which means that your database creation/upgrade was successful.

Tip
If the "Registering Files" portion of the installation process takes longer than a few minutes to complete, you can manually end the **MSI***.tmp** process via the Windows Task Manager to continue the installation. This action will not adversely affect the overall installation, if the process is allowed to run for a few minutes. For more information on accessing and using the Windows Task Manager, contact your local systems administrator.
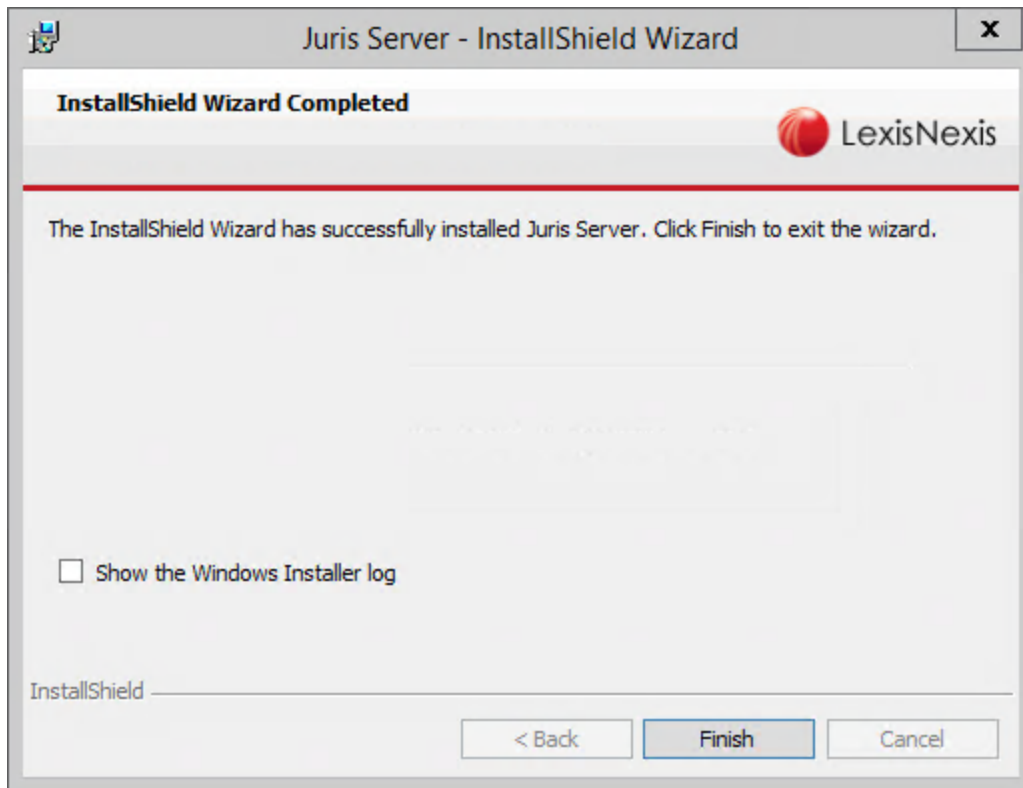
2. (optional) Click the **Show the Windows Installer log** check box if you want to view the log file (for detailed installation information). If selected, the log file automatically appears when you exit the Juris installation wizard.

3. Click **Finish**.

    The installation wizard is closed.

4. If you are constructing a new database for use with Juris (not restoring a backed-up database), you need to run the Database Revision Update tool as described in Updating Your Database.

    The Juris Server installation is complete.

5. Proceed to one of the following topics for additional installation instructions, as needed:

    ■   Juris Application (Client): Installing/Upgrading the Juris Application (Client)

    ■   Juris Administrative Tools: Installing/Upgrading the Juris Administrative Utilities

Installing/Upgrading the Juris Application (Client)

The Juris Application Setup file installs the client files required to access and use the Juris server. The client must be installed separately on each computer that will be used to access Juris.

Note
All screen shots in the following procedure are shown as they appear on Windows Server 2012. If you are using a different, supported operating system, the appearance of the installation wizard may vary slightly.

For more information on installing the Juris server, see Installing/Upgrading the Juris Server.

Tip
The client installation file can be saved to a shared (network) folder allowing for easier access from multiple, client computers.

The Juris application (client) installation is performed by an installation wizard, which guides you through each step in the process.

1. Verify that you are logged into the computer that will run the Juris client, and that you are the administrator or a user with administrative privileges.

2. Navigate to the location of the Juris installation files that you downloaded earlier.

3. Double-click the **Juris_Application_Setup_2.8x.exe** file to execute it.

Note
File extensions may or may not be displayed, based on your Windows settings. For more information, contact your local system administrator.

4. If prompted, install the Microsoft .NET Framework 4.5 Web environment.

Note
This screen only appears if you do not have Microsoft .NET Framework 4.5 already installed on your computer.

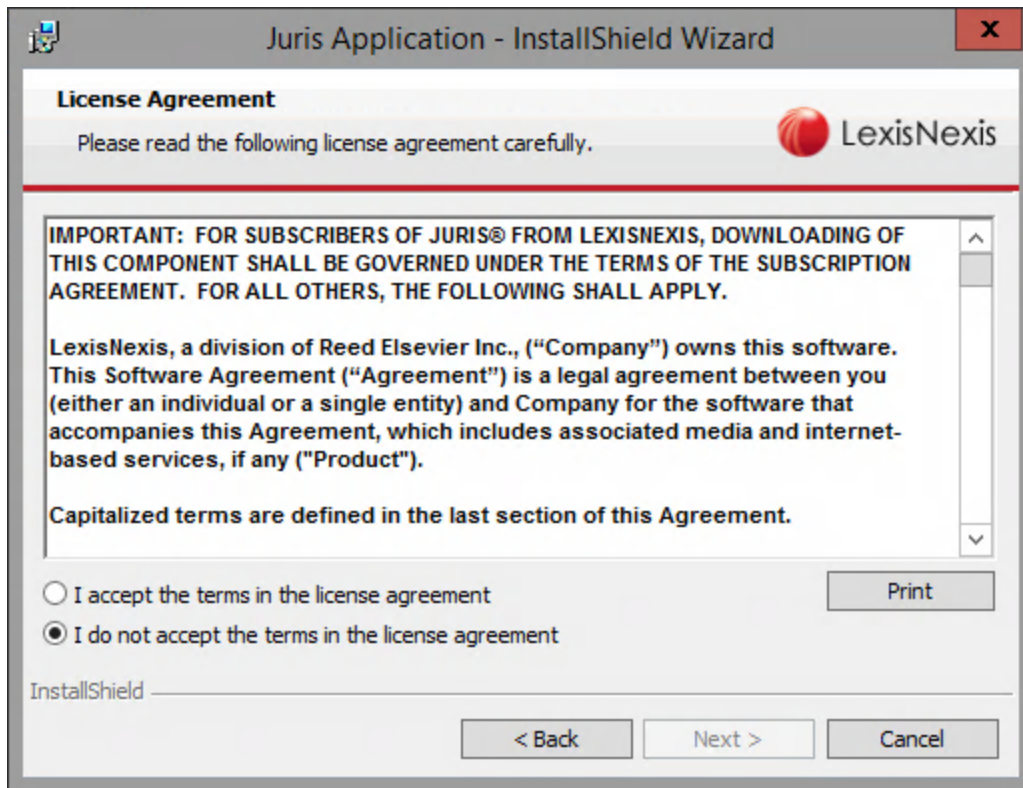5. If prompted, click **Run** to verify the file's execution.

Upgrade Only

If you are upgrading from a previous version of Juris, a message appears, stating that the existing (previous) version of the Juris application (client) must be uninstalled. This process is completed automatically by the installation wizard. Click **OK** to verify this step. The search for an existing Juris installation may take several minutes, as all local drives are scanned, and larger drives will take longer to search than smaller drives.

The Juris Application installation wizard appears showing the Welcome screen.
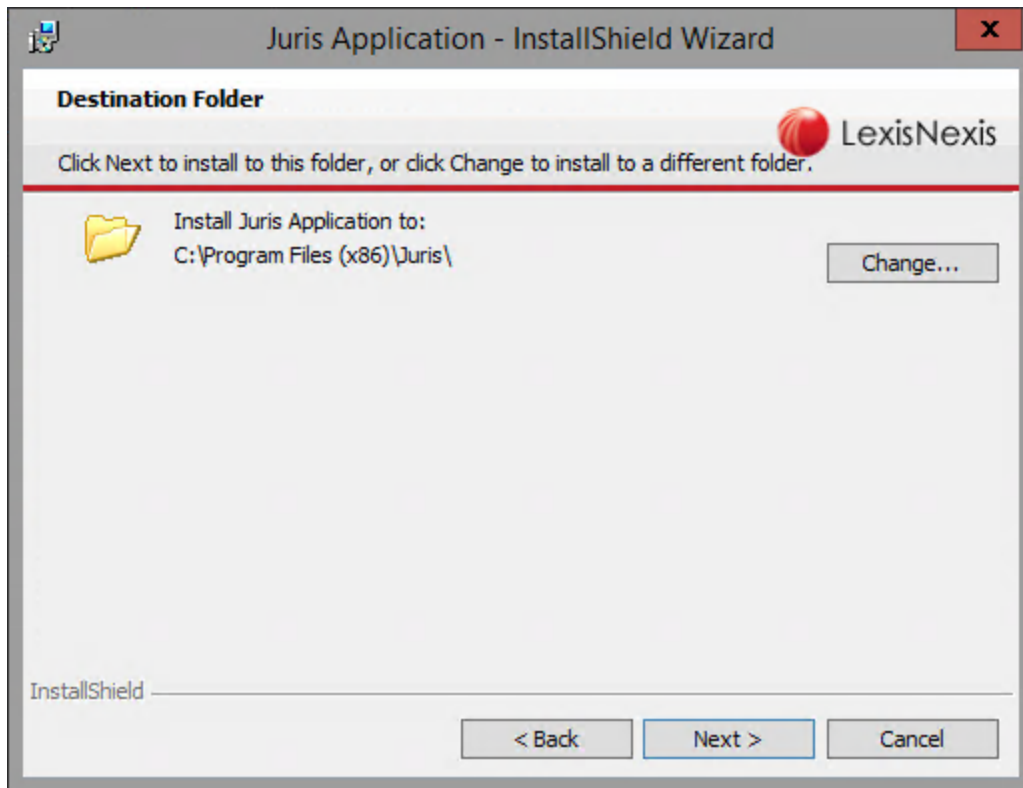

6. Click **Next**.

   The License Agreement screen appears.

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7. Click **I accept the terms in the license agreement**, and click **Next**.

The Destination Folder screen appears, which allows you to specify the location where the application files are installed.

By default, Juris is installed in one of the following folders, based on your operating system type:

- 32-bit systems: C:\Program Files\Juris
- 64-bit systems: C:\Program Files (x86)\Juris

Note
When upgrading from a previous version of Juris, the default directory is changed from Juris2 to simply Juris (as listed above).

8. (optional) Change the installation folder for the server files by clicking the **Change** button and specifying a different folder.

9. Click **Next**.

The Ready to Install the Program screen appears.

10. Click **Install**.

The files are installed. Once the installation is finished, the Wizard Completed screen appears.

Tip
If the "Registering Files" portion of the installation process takes longer than a few minutes to complete, you can manually end the **MSI***.tmp** process via the Windows Task Manager to continue the installation. This action will not adversely affect the overall installation, if the process is allowed to run for a few minutes. For more information on accessing and using the Windows Task Manager, contact your local systems administrator.

11. (optional) Click the **Show the Windows Installer log** check box if you want to view the log file (for detailed installation information). If selected, the log file automatically appears when you exit the Juris installation wizard.

12. Click **Finish**.

The client installation is complete. You can now use the client to access your Juris server.

13. Repeat these steps on each computer that will be running the Juris client.

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Installing/Upgrading the Juris Administrative Utilities

Although not necessary to complete a Juris Server or Juris Application (Client) installation, it is recommended that the Juris Administrative Utilities be installed as they may be needed for post-installation administrative tasks.

Note
All screen shots in the following procedure are shown as they appear on Windows Server 2012. If you are using a different, supported operating system, the appearance of the installation wizard may vary slightly.

The following utilities are included in the installation:

■ Juris Management Console

■ Database Constructor

■ Database Revision Update

The utilities are installed using one of the files included in the Juris software installation download package.

1. Verify that you are logged into the computer that will run the Juris administrative tools, and that you are the administrator or a user with administrative privileges.

2. Navigate to the location of the Juris installation files that you downloaded earlier.

3. Double-click the **Juris_Administrative_Utilities_Setup_2.8x.exe** file.

Note
File extensions may or may not be displayed, based on your Windows settings. For more information, contact your local system administrator.

4. If prompted, install the Microsoft .NET Framework 4.5 Web environment.

Note
This screen *only appears* if you *do not* have Microsoft .NET Framework 4.5 currently installed on your computer.

5. If prompted, click **Run** to verify the file's execution.

> ### Upgrade Only
>
> If you are upgrading from a previous version of Juris, a message appears, stating that the existing (previous) version of the Juris tools must be uninstalled. This process is completed automatically by the installation wizard. Click **OK** to verify this step.

The Juris Administrative Tools installation wizard appears showing the Welcome screen.

6. Click **Next**.

    The License Agreement screen appears.
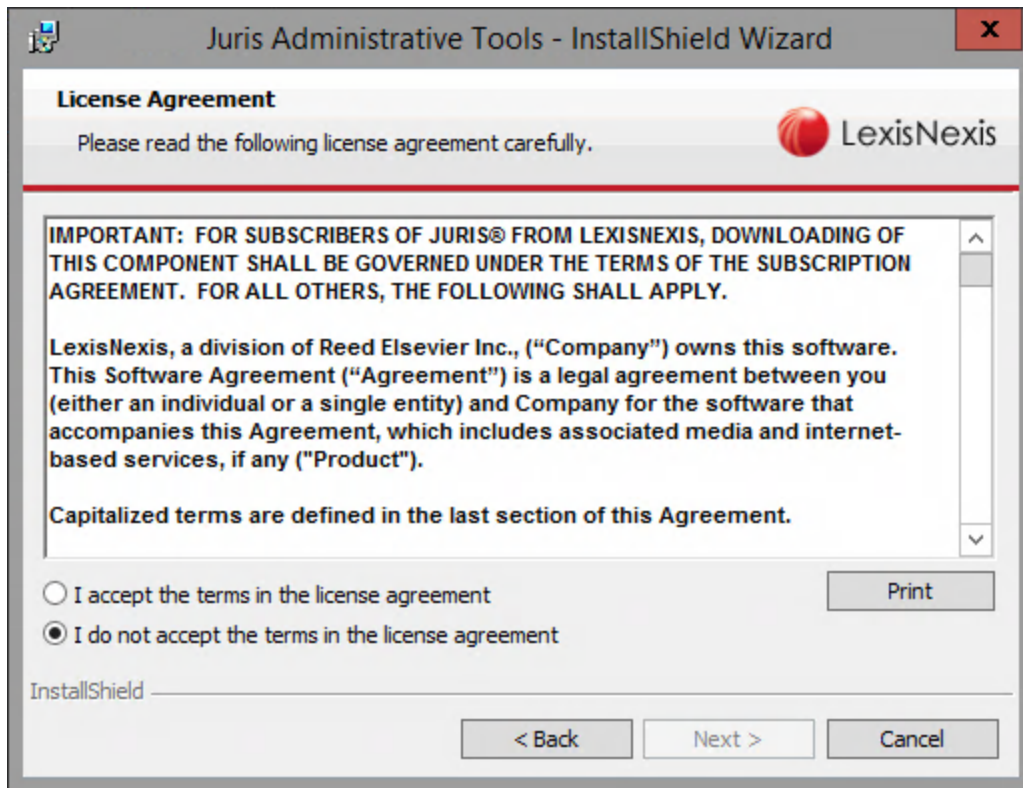
7. Click **I accept the terms in the license agreement**, and click **Next**.

    The Destination Folder screen appears, which allows you to specify the location where the administrative tools files are installed.
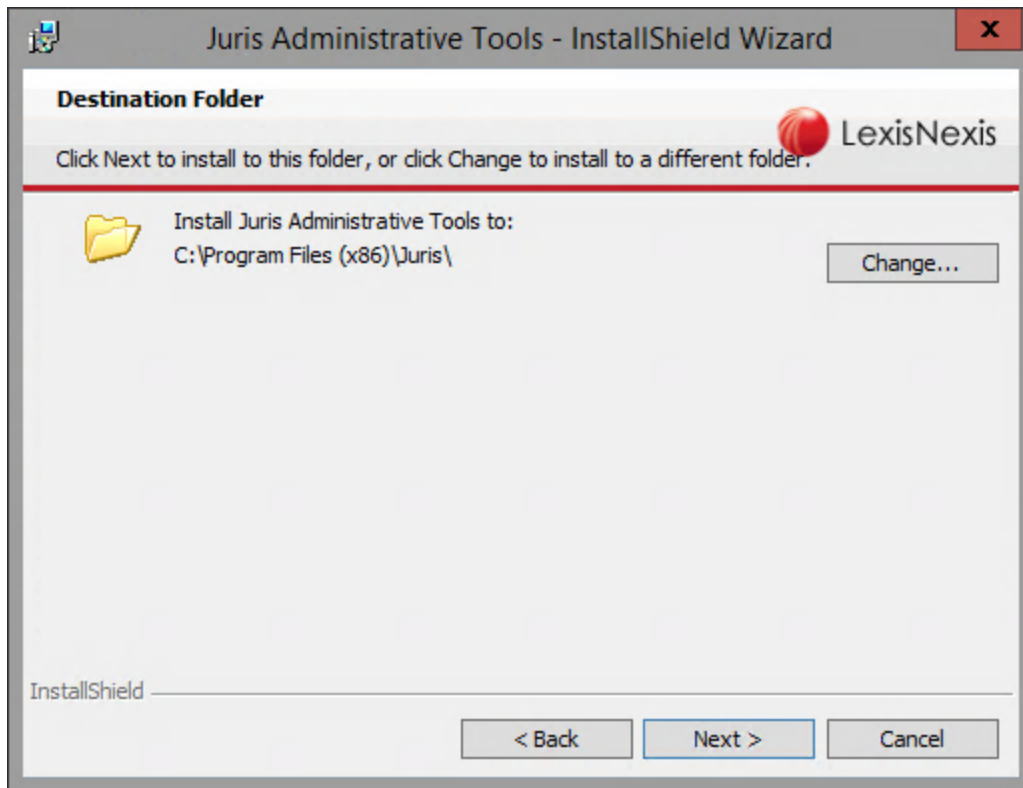
By default, Juris is installed in one of the following folders, based on your operating system type:

■ 32-bit systems: C:\Program Files\Juris

■ 64-bit systems: C:\Program Files (x86)\Juris

Note
When upgrading from a previous version of Juris, the default directory is changed from Juris2 to simply Juris (as listed above).

8. (optional) Change the installation folder for the administrative tools files by clicking the **Change** button and specifying a different folder.

9. Click **Next**.

The Ready to Install the Program screen appears.
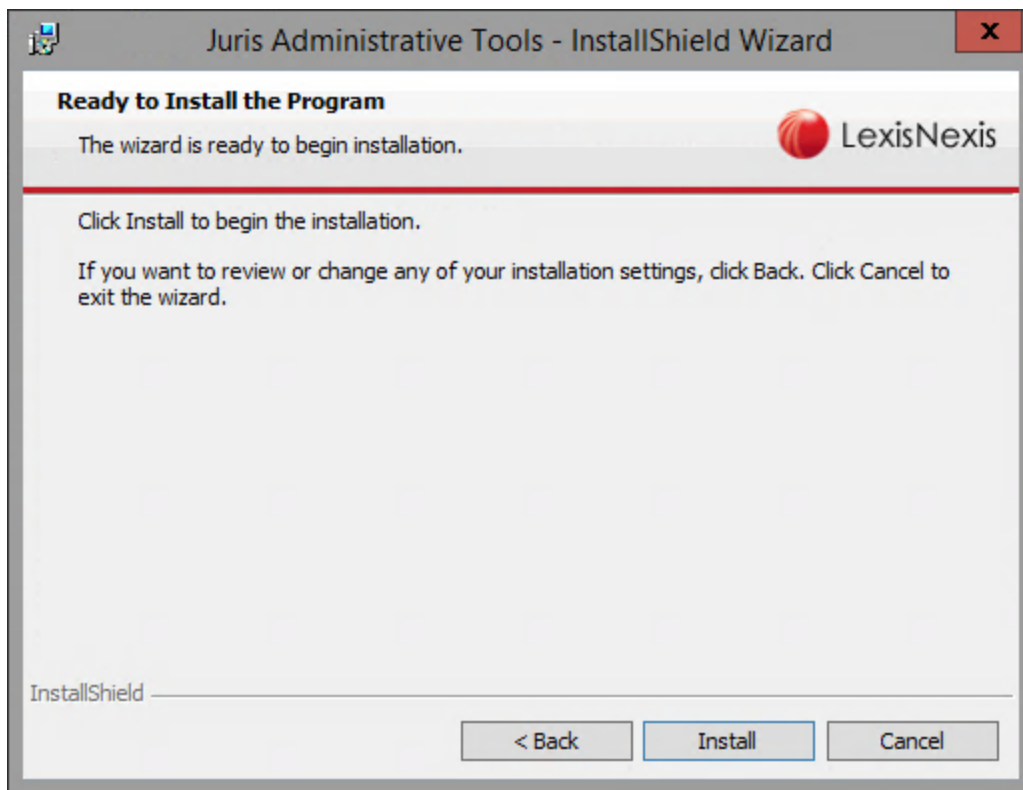
10. Click **Install**.

    The files are installed. Once the installation is finished, the Wizard Completed screen appears.
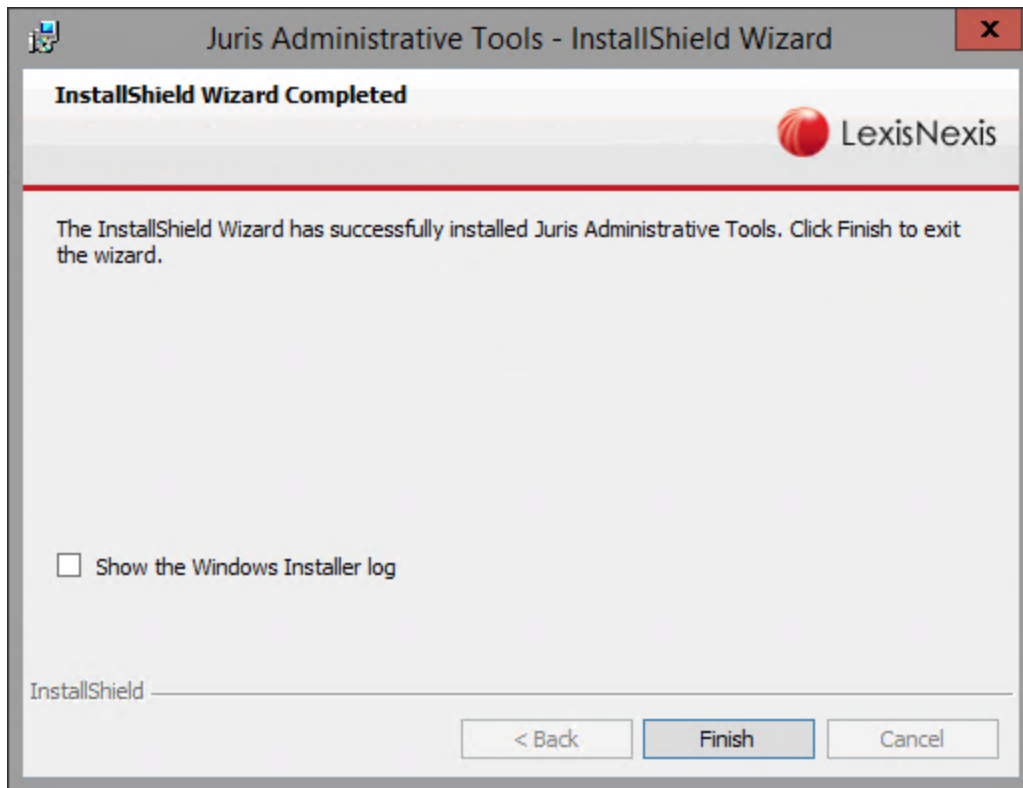
11. (optional) Click the **Show the Windows Installer log** check box if you want to view the log file (for detailed installation information). If selected, the log file automatically appears when you exit the Juris installation wizard.

12. Click **Finish**.

The installation wizard is closed. The Juris tools are now ready for use. If you have already installed the Juris server and Juris clients, Juris is now completely installed and ready for use. The installation process is complete.

Installation/Upgrading Reference

This sections contains information that may be necessary when installing or upgrading Juris.

Proceed to one of the following topics for more information:

- Backing Up Your Juris Databases

- Migrating Your Database

- Updating Your Database

- Uninstalling Juris

Backing Up Your Juris Databases

Before upgrading your Juris installation, it is highly recommended that you backup your current databases.

Proceed to one of the following topics, based on the version of SQL Server you are using:

∎ Backing Up Your Databases Using SQL Server 2008 / 2012

∎ Backing Up Your Databases Using SQL Server 2014

∎ Creating a New SQL Server Backup Device

Backing Up Your Databases Using SQL Server 2008 / 2012

You need to use Microsoft SQL Server Management Studio to back up for two Juris system databases: Juris and JBills.

Note
You can also use the Juris Management Console to back up your databases. For more information, refer to the Juris online help.

This procedure describes how to perform these backups using the following versions of SQL Server:

∎ SQL Server 2008

∎ SQL Server 2012

Note
All screen shots in the following procedures are shown using SQL Server 2008 as it appears on Windows Server 2008 R2. If you are using a different version of SQL Server or a different, supported operating system, the appearance of SQL Server Management Studio may vary slightly.

If you are using SQL Server 2014, see Backing Up Your Databases Using SQL Server 2014 for complete instructions.

Backing Up the Juris Database

The procedure for backing up the Juris database involves accessing SQL Server Management Studio and specifying backup options such as the set name, backup location, and backup file name.

1. Verify that all users have closed the Juris client application.

2. Verify that you are logged into the computer that is running SQL Server, and that you are the administrator or a user with administrative privileges.

3. Open SQL Server Management Studio using one of the following methods, based on your operating system:

- **Windows Server 2008**: Click **Start**, click **All Programs**, click **Microsoft SQL Server**, and click **SQL Server Management Studio**.

- **Windows 8 / Server 2012**: Search for **SQL Server**, and click **SQL Server Management Studio** in the search results.

4. On the Connect to Server dialog box, specify your credentials and click **Connect**.

    The Microsoft SQL Server Management Studio dialog box appears.

5. On the left side of the dialog box, click the **+** icon adjacent to the **Databases** node.

    Two Juris-related entries should be listed: **Juris** and **JBills**. Each name is appended with your client code (as specified during your Juris installation).

6. Right-click the **Juris** database, and click **Tasks / Back Up**.

   The Back Up Database - Juris dialog box appears.

7. From the **Backup type** drop-down list, verify that **Full** is selected.

8. In the **Backup set** area (middle portion of the right side of the dialog box), enter the name of your backup group in the **Name** text box. All Juris databases backups will be contained within this set.

    A suggested name is provided, which you can edit, as desired. For example: JurisBackupSet

Tip
Be sure to note this set name, as you will use it later when backing up the other Juris system database (JBills).

9. In the **Destination** area (lower portion of the right side of the dialog box), click the **Add** button.

    The Select Backup Destination dialog box appears, which allows you to specify the name of the database backup file or a predefined backup device.

10. If you are specifying a backup file, you need to navigate to the appropriate location and specify a file name.

    a. Click the **...** button adjacent to the to the **File name** text box.

        The Locate Database Files dialog box appears.

    b. Navigate to the appropriate location and click the folder that will contain your backup.

    c. In the **File name** text box, enter the *name and file extension* of the database backup file that will be created when the backup is executed.

Caution
You need to manually specify the file extension (.bak). For example: MyJurisBackup.bak

        Your dialog box should appear similar to the following example.

d. Click **OK**.

You are returned to the Select Backup Destination dialog box, and the file name you specified appears in the **File name** text box.

11. If you are specifying a backup device, you need to select it.

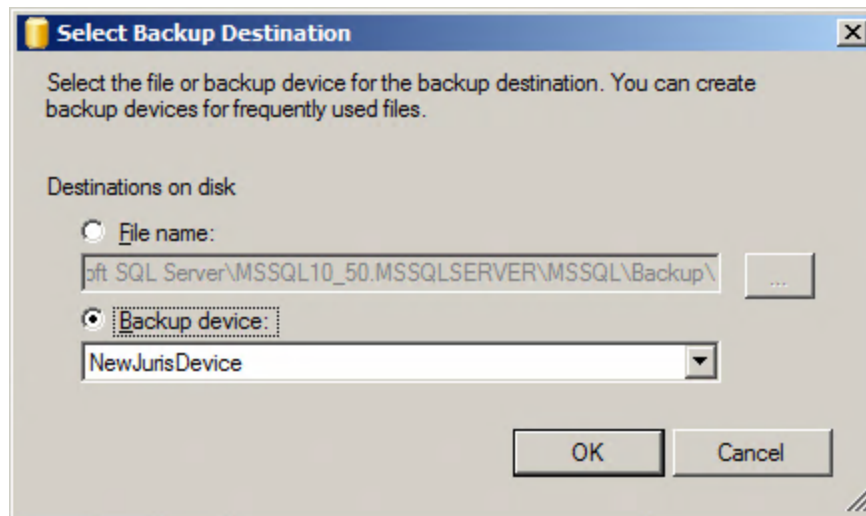a. Click **Backup device**.

b. Select the predefined backup device from the corresponding drop-down list.

For more information on creating backup devices, see Creating a New SQL Server Backup Device.

12. Click **OK** to close the Select Backup Destination dialog box.

   You are returned to the Back Up Database dialog box, and the new backup file or backup device is now listed in the large text box in the **Destination** area.

13. Click **OK**.

   The database backup is executed, and the success message appears.
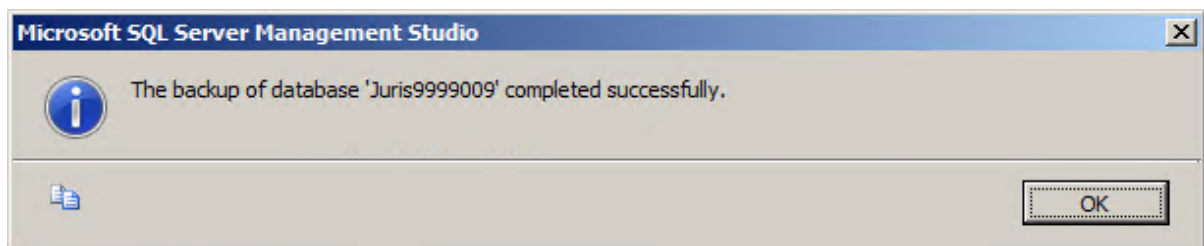
14. Click **OK** to close the success message dialog box.

   You are returned to the main Microsoft SQL Server Management Studio dialog box. Now you need to backup the other database - JBills.

15. Proceed to Backing Up the Juris Database below.

Backing Up the JBills Database

The procedure for backing up the other Juris system database, JBills, is very similar to the procedure used for the Juris database. However, instead of defining a backup destination (and file) or backup device, the JBills database backup should be added to the destination previously created for the Juris database.

1. On the **Databases** node, right-click the **JBills** database, and click **Tasks / Back Up**.

   The Back Up Database - JBills dialog box appears.

2. From the **Backup type** drop-down list, verify that **Full** is selected.

3. In the **Backup set** area (middle portion of the right side of the dialog box), enter the name of your backup group in the **Name** text box. All Juris databases backups will be contained within this set.

   Although suggested name is provided, be sure to specify the *same set name used for the Juris database backup*. For example: JurisBackupSet.

4. In the **Destination** area (lower portion of the right side of the dialog box), click the destination previously defined when creating the Juris database backup.

   This action adds the JBills database backup to the same backup file as the Juris database backup.

5. Click **OK**.

   The database backup is executed, and the success message appears.
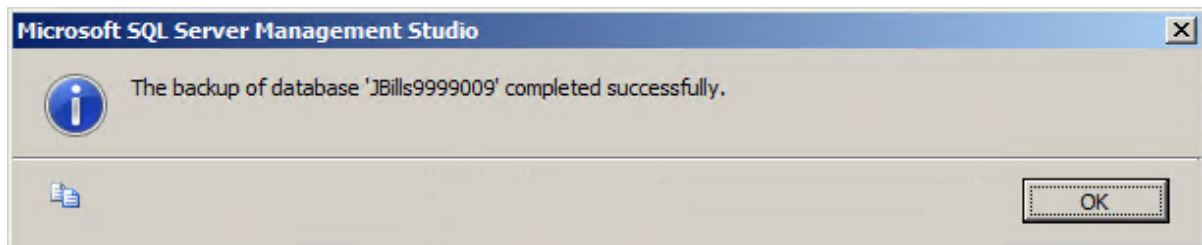
   Microsoft SQL Server Management Studio

   ⓘ The backup of database 'JBills9999009' completed successfully.

   [OK]

6. Click **OK** to close the success message dialog box.

   You are returned to the main Microsoft SQL Server Management Studio dialog box, and the entire database backup process is complete.

7. Proceed to Verifying Backup File Contents below.

Verifying Backup File Contents

Once you have backed up both the Juris and JBills databases, it is recommended that you view the contents of the backup file to verify that both databases are listed.
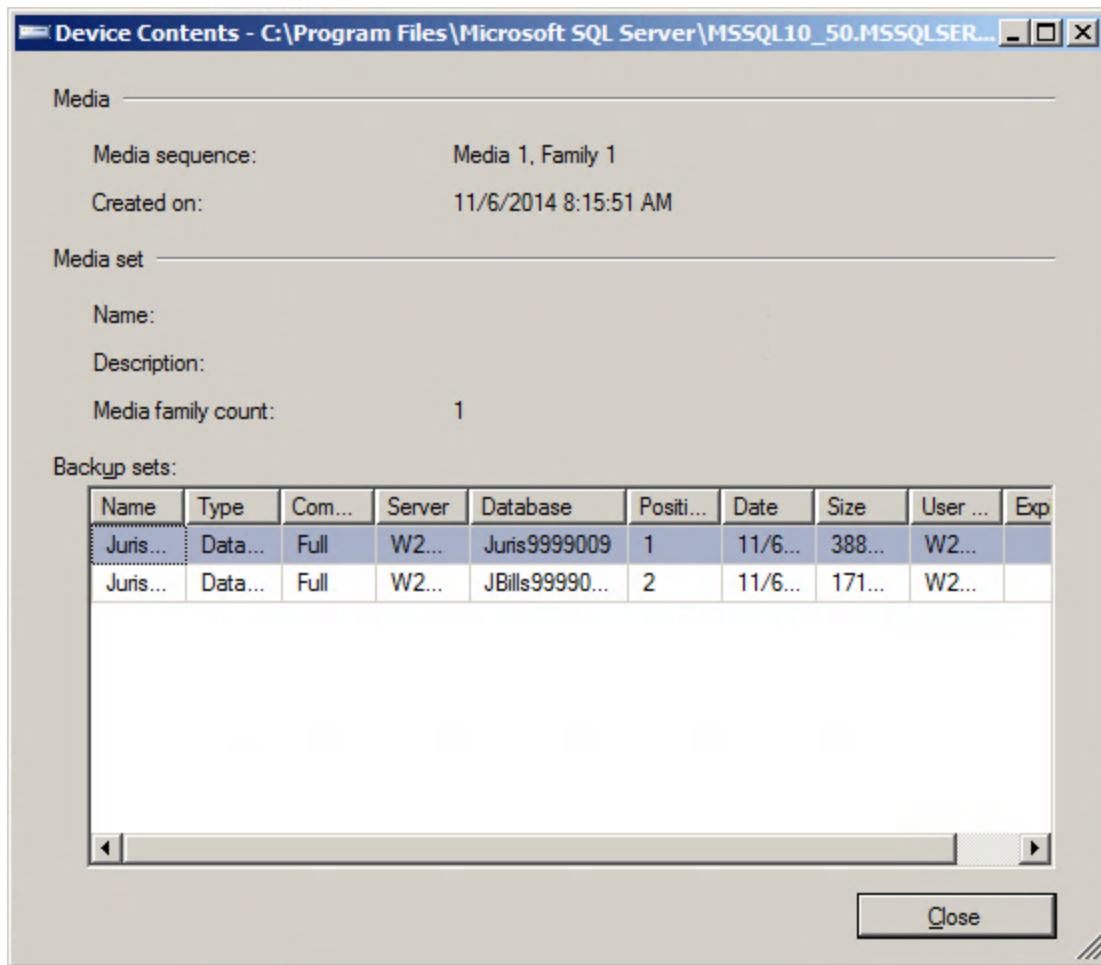
1. On the **Databases** node, right-click either of the two databases (**Juris** or **JBills**), and click **Tasks / Back Up**.

   The Back Up Database dialog box appears.

2. In the **Destination** area, verify that the destination used for the Juris and JBills database backup is selected (highlighted).

3. Click the **Contents** button.

   The Device Contents dialog box appears.

4. Verify that both the **Juris** and **JBills** databases appear in the **Database** column, as shown above.

5. Click **Close** to return to the Back Up Database dialog box.

6. Click **Cancel**.

7. Close Microsoft SQL Server Management Studio.

Backing Up Your Databases Using SQL Server 2014

You need to use Microsoft SQL Server Management Studio to back up for two Juris system databases: Juris and JBills.

Note
You can also use the Juris Management Console to back up your databases. For more information, refer to the Juris online help.

This procedure describes how to perform these backups using only SQL Server 2014.

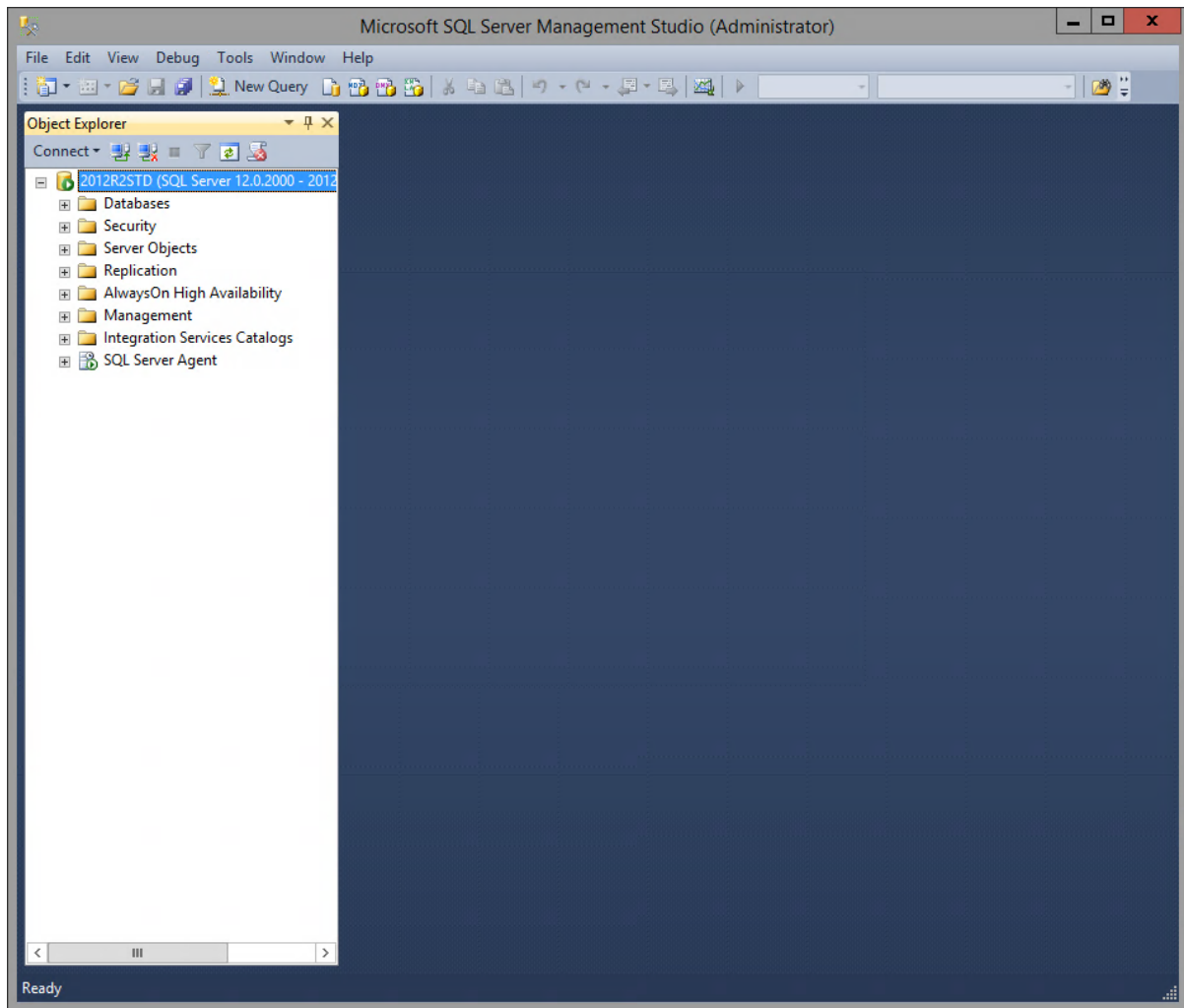| Note |
| --- |
| All screen shots in the following procedures are shown on Windows Server 2014 R2. If you are using a different, supported operating system, the appearance of SQL Server Management Studio may vary slightly. |

If you are using SQL Server 2008 or 2012, see Backing Up Your Databases Using SQL Server 2008 / 2012 for complete instructions.

Backing Up the Juris Database

The procedure for backing up the Juris database involves accessing SQL Server Management Studio and specifying backup options such as the set name, backup location, and backup file name.
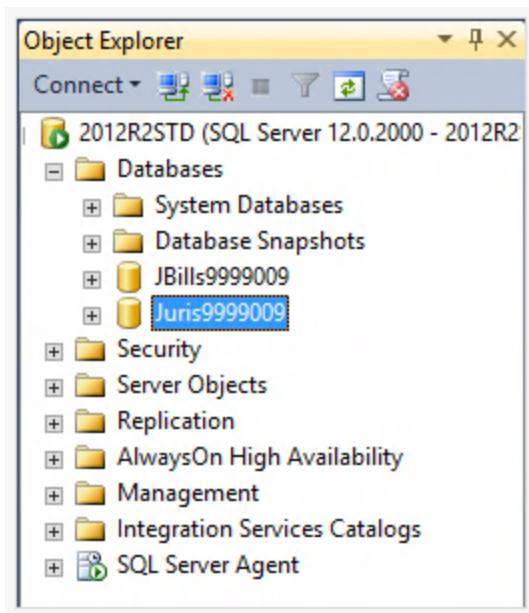
1. Verify that all users have closed the Juris client application.

2. Verify that you are logged into the computer that is running SQL Server, and that you are the administrator or a user with administrative privileges.

3. Open SQL Server Management Studio using one of the following methods, based on your operating system:

   - **Windows Server 2008**: Click **Start**, click **All Programs**, click **Microsoft SQL Server**, and click **SQL Server Management Studio**.

   - **Windows 8 / Server 2012**: Search for **SQL Server**, and click **SQL Server Management Studio** in the search results.

4. On the Connect to Server dialog box, specify your credentials and click **Connect**.

   The Microsoft SQL Server Management Studio dialog box appears.
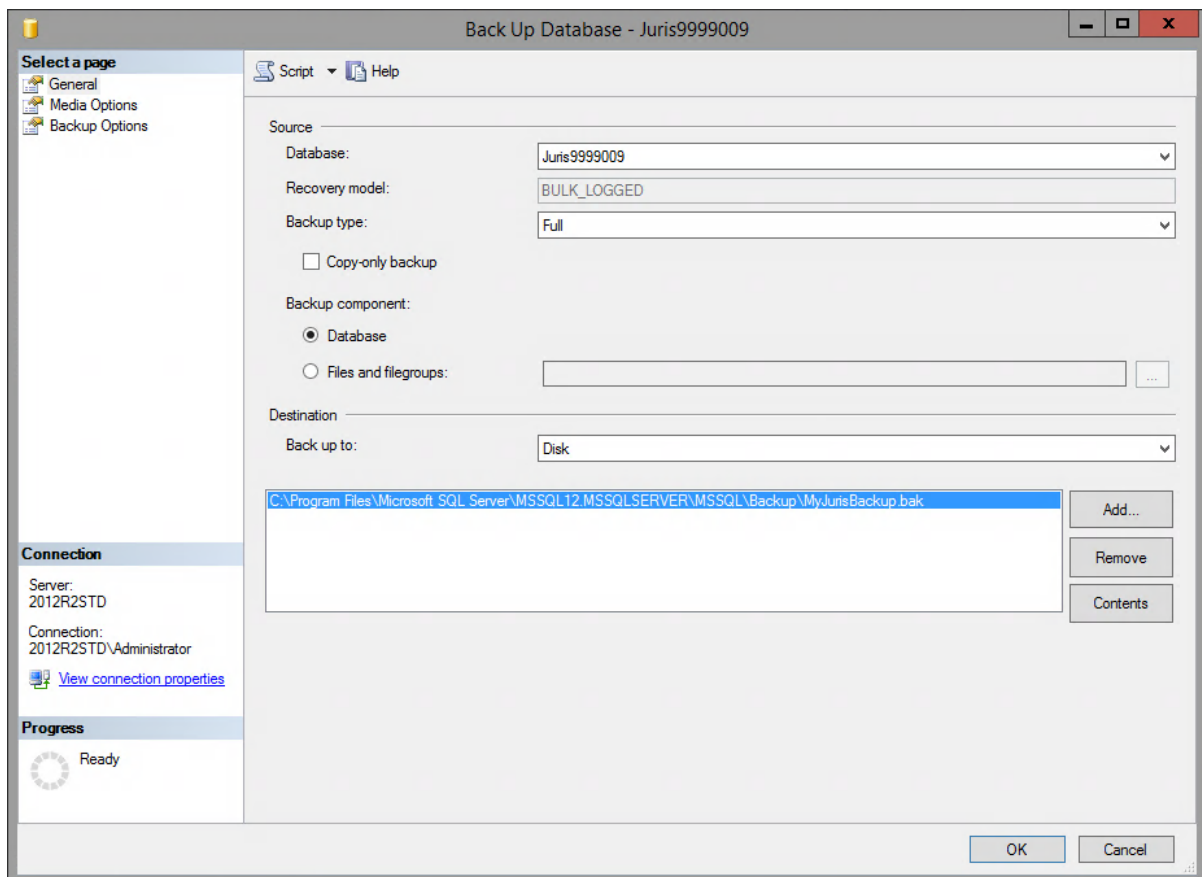
5. On the left side of the dialog box, click the **+** icon adjacent to the **Databases** node.

   Two Juris-related entries should be listed: **Juris** and **JBills**. Each name is appended with your client code (as specified during your Juris installation).
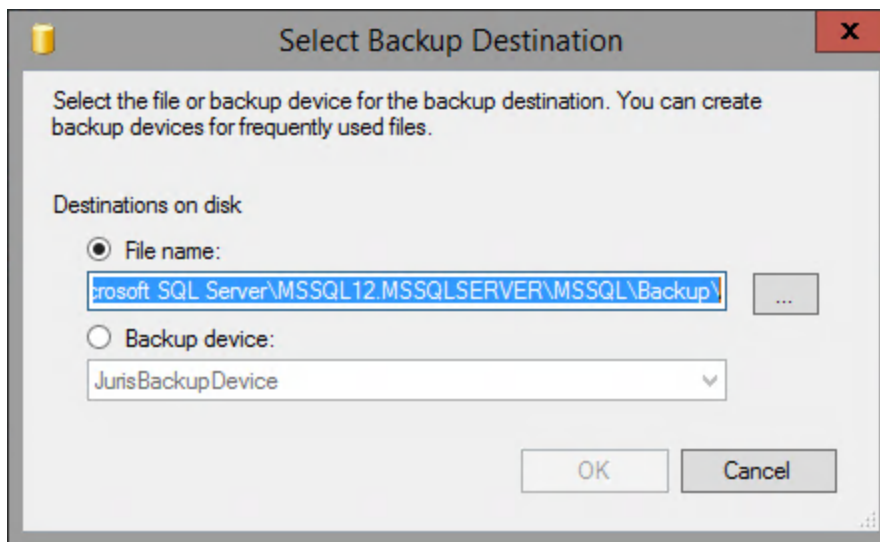
6. Right-click the **Juris** database, and click **Tasks / Back Up**.

The Back Up Database - Juris dialog box appears.

7. In the **Source** area on the right side of the dialog box, select the **Juris** database from the **Database** drop-down list.

8. From the **Backup type** drop-down list, verify that **Full** is selected.

9. Verify that **Backup component** is set to **Database**.

10. In the **Destination** area, verify that **Disk** is selected from the **Back up to** drop-down list.

11. Click the **Add** button.

    The Select Backup Destination dialog box appears, which allows you to specify the name of the database backup file or a predefined backup device.
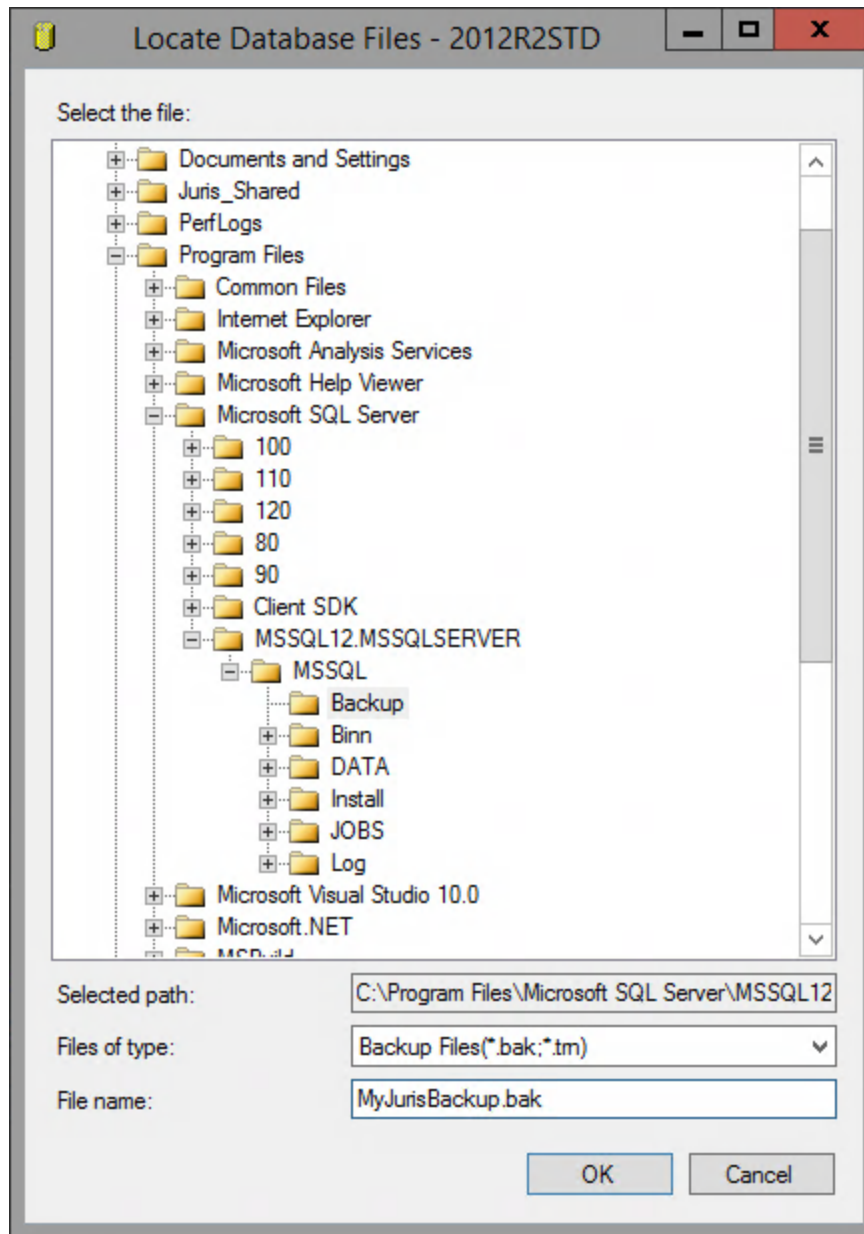

12. If you are specifying a backup file, you need to navigate to the appropriate location and specify a file name.

    a. Click the **...** button adjacent to the to the **File name** text box.

        The Locate Database Files dialog box appears.

    b. Navigate to the appropriate location and click the folder that will contain your backup.

    c. In the **File name** text box, enter the *name and file extension* of the database backup file that will be created when the backup is executed.

Caution
You need to manually specify the file extension (.bak). For example: MyJurisBackup.bak

    Your dialog box should appear similar to the following example.
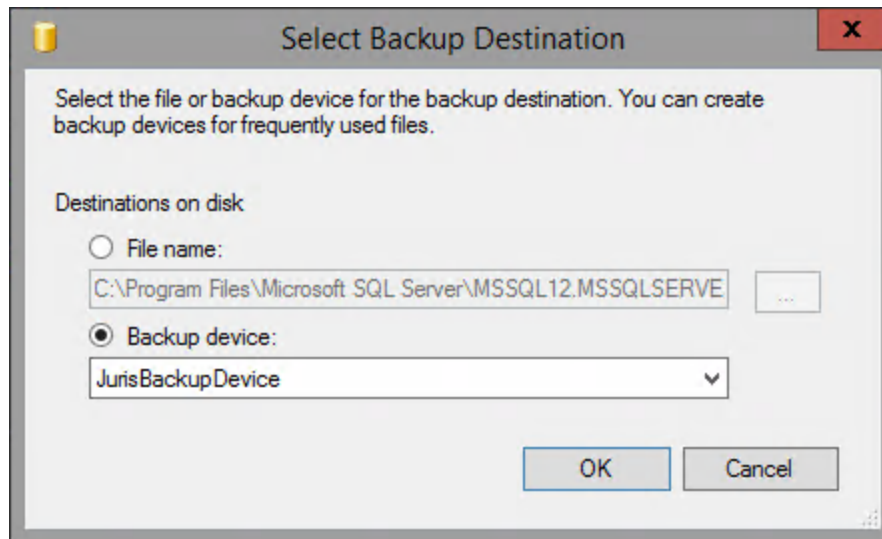
d. Click **OK**.

> You are returned to the Select Backup Destination dialog box, and the file name you specified appears in the **File name** text box.

13. If you are specifying a backup device, you need to select it.

   a. Click **Backup device**.

   b. Select the predefined backup device from the corresponding drop-down list.

For more information on creating backup devices, see Creating a New SQL Server Backup Device.

14. Click **OK** to close the Select Backup Destination dialog box.

    You are returned to the Back Up Database dialog box, and the new backup file or backup device is now listed in the large text box in the **Destination** area.

15. Click **OK**.

    The database backup is executed, and the success message appears.
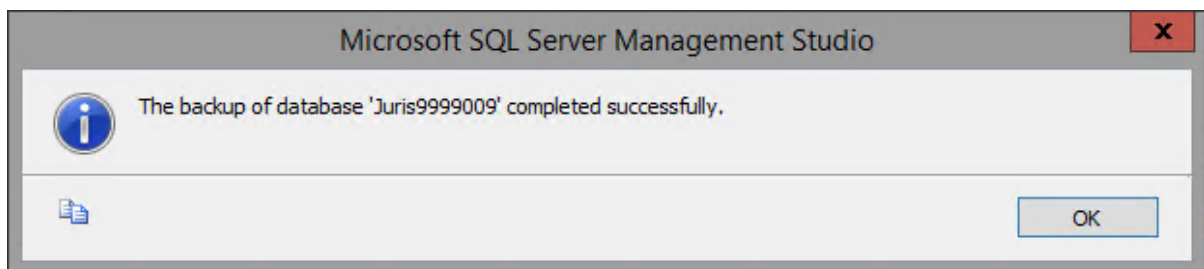
16. Click **OK** to close the success message dialog box.

    You are returned to the main Microsoft SQL Server Management Studio dialog box. Now you need to backup the other database - JBills.

17. Proceed to Backing Up the JBills Database below.

Backing Up the JBills Database

The procedure for backing up the other Juris system database, JBills, is very similar to the procedure used for the Juris database. However, instead of defining a backup destination (and file) or backup device, the JBills database backup should be added to the destination previously created for the Juris database.

1. Right-click the **JBills** database, and click **Tasks / Back Up**.

   The Back Up Database - JBills dialog box appears.

2. In the **Source** area on the right side of the dialog box, verify that the **JBills** database is selected from the **Database** drop-down list.

3. From the **Backup type** drop-down list, verify that **Full** is selected.

4. Verify that **Backup component** is set to **Database**.

5. In the **Destination** area (lower portion of the right side of the dialog box), click the destination previously defined when creating the Juris database backup.

   This action adds the JBills database backup to the same backup file as the Juris database backup.

6. Click **OK**.

   The database backup is executed, and the success message appears.
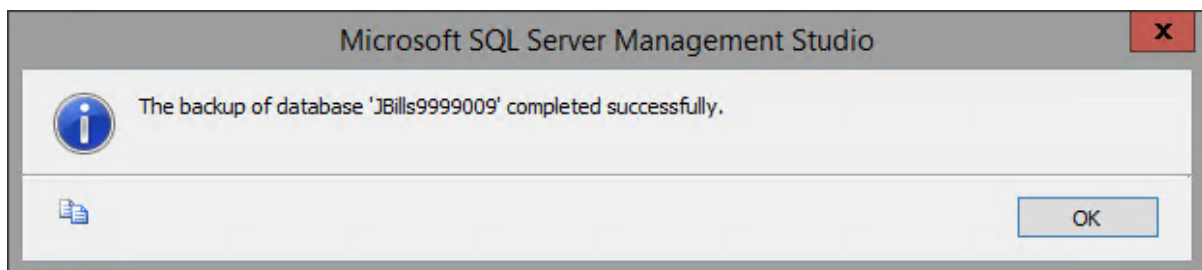
7. Click **OK** to close the success message dialog box.

   You are returned to the main Microsoft SQL Server Management Studio dialog box, and the entire database backup process is complete.
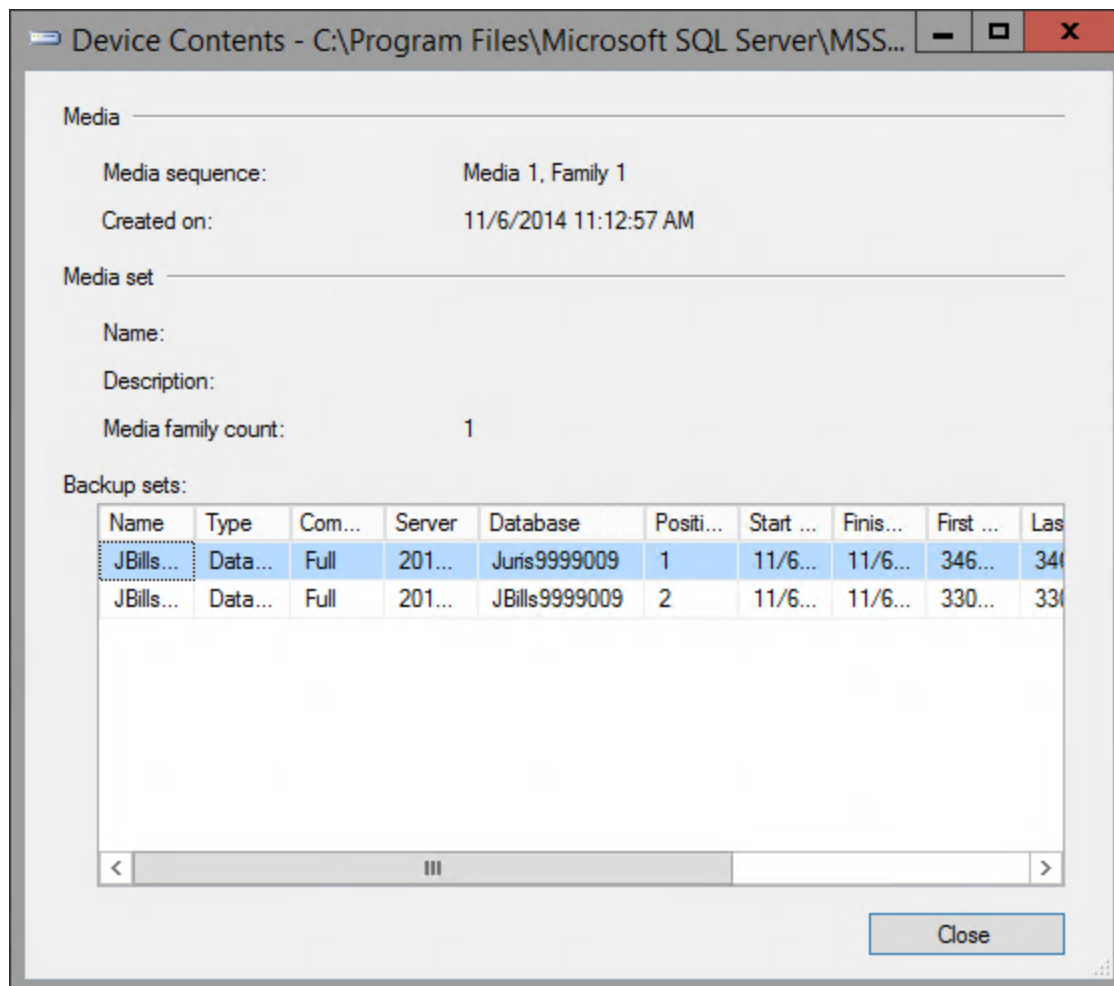
8. Proceed to Verifying Backup File Contents below.

Verifying Backup File Contents

Once you have backed up both the Juris and JBills databases, it is recommended that you view the contents of the backup file to verify that both databases are listed.

1. On the **Databases** node, right-click either of the two databases (**Juris** or **JBills**), and click **Tasks / Back Up**.

   The Back Up Database dialog box appears.

2. In the **Destination** area, verify that the destination used for the Juris and JBills database backup is selected (highlighted).

3. Click the **Contents** button.

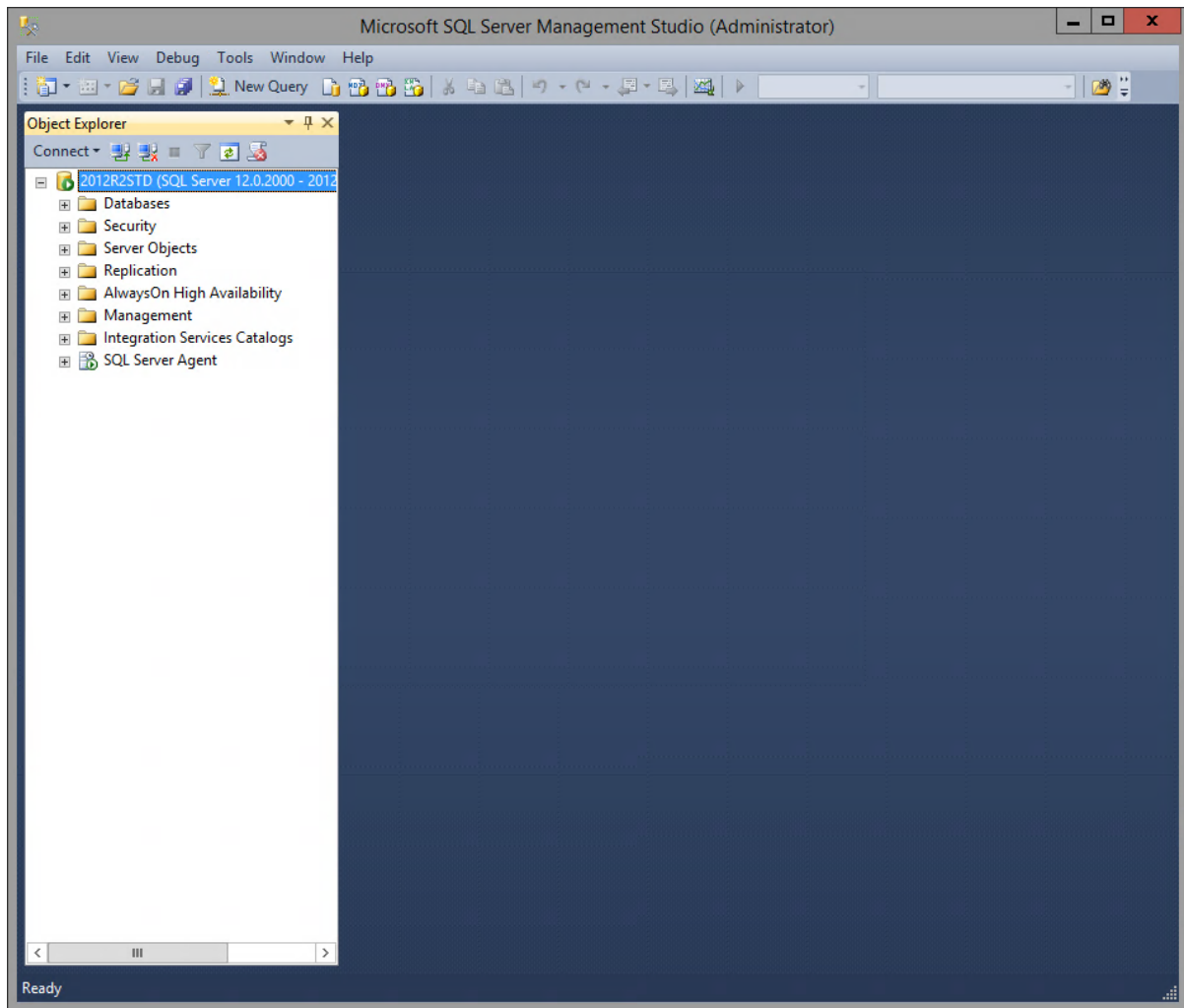   The Device Contents dialog box appears.

4. Verify that both the **Juris** and **JBills** databases appear in the **Database** column, as shown above.

5. Click **Close** to return to the Back Up Database dialog box.

6. Click **Cancel**.

7. Close Microsoft SQL Server Management Studio.

Creating a New SQL Server Backup Device

When creating a backup using SQL Server Management Studio, you can choose different devices on which to store the backup. Devices allow you to predefine the backup location and file name, instead of doing so when actually creating the backup. In short, they simplify the overall backup process. However, before you can choose a device during the database backup process, you need to create the device, as described below.

1. Verify that you are logged into the computer that is running SQL Server, and that you are the administrator or a user with administrative privileges.

2. Open SQL Server Management Studio using one of the following methods, based on your operating system:

   - **Windows Server 2008**: Click **Start**, click **All Programs**, click **Microsoft SQL Server**, and click **SQL Server Management Studio**.

   - **Windows 8 / Server 2012**: Search for **SQL Server**, and click **SQL Server Management Studio** in the search results.

3. On the Connect to Server dialog box, specify your credentials and click **Connect**.

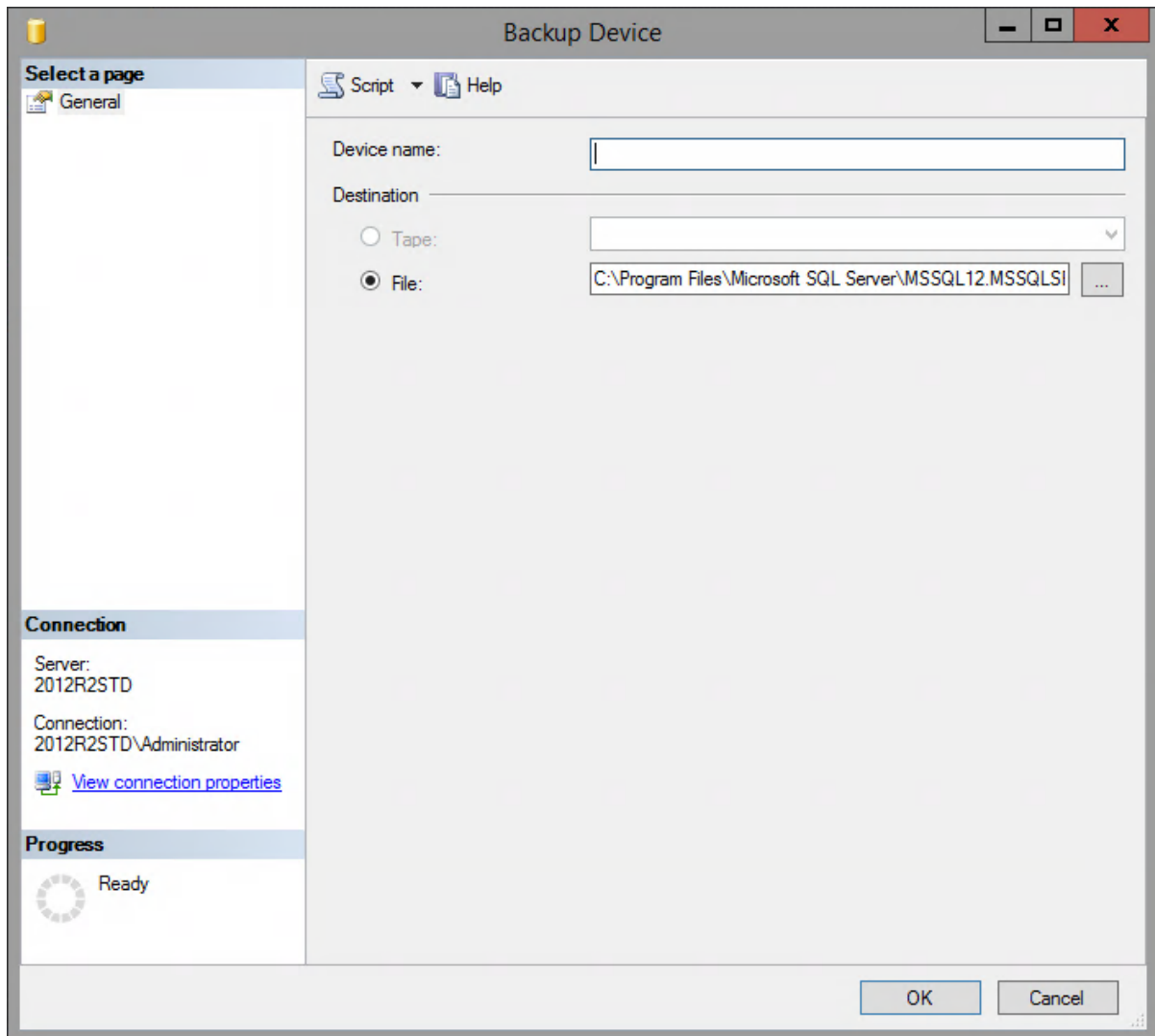   The Microsoft SQL Server Management Studio dialog box appears.

4. On the left side of the dialog box, click the **+** icon adjacent to the **Server Object** node.

Several additional options appear.
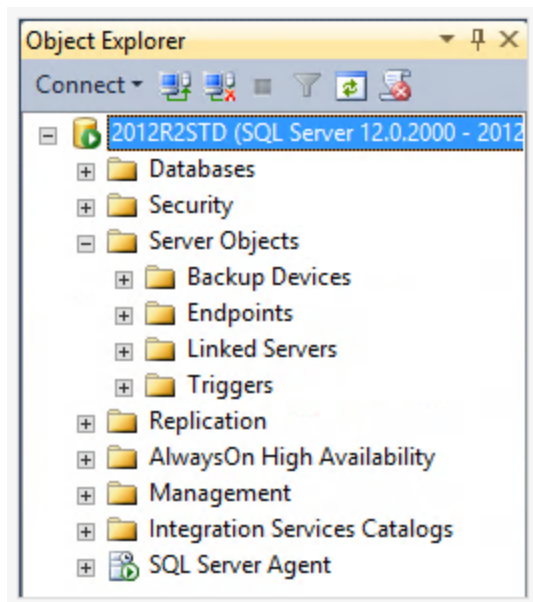
5. Right-click the **Backup Devices** node, and click **New Backup Device** from the menu that appears.

The Backup Device dialog box appears.

6. In the **Device name** text box, enter a descriptive name for the new backup device (for example: JurisBackupDevice). This name will appear on the SQL Server Management Studio dialog box.

7. In the **Destination** area, specify the location for the backup device, if desired.

> **Note**
>
> If you simply want to accept the default file destination and file name (which is the same as the device name specified above), proceed directly to step 8 below.

   a. Click the **...** button adjacent to the **File** text box.

   b. Navigate to folder where the backup device's file will be stored, and click the folder to select it.

   c. In the **File name** text box, specify a name for the actual backup file created when this device is
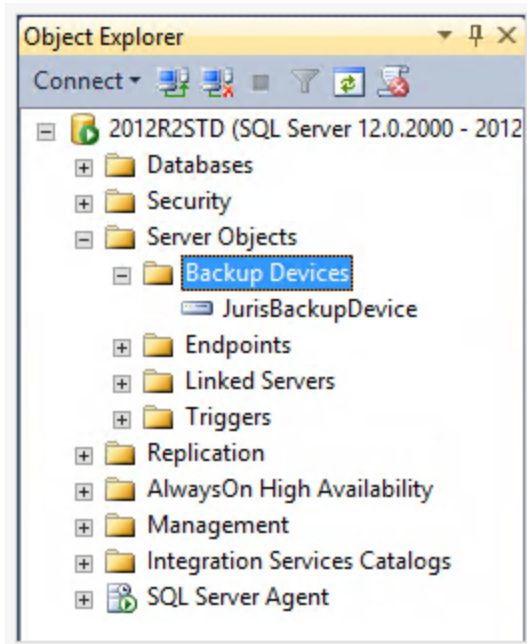
used.

d.   Click **OK**.

You are returned to the Backup Device dialog box, and the new file information appears in the **File** text box.

8.   Click **OK**.

The device is created. It now appears in the **Backup Device** node.

When making a backup, you can now select the newly created device to easily specify your backup's location and file name. For more information on exactly where the device is selected during the backup process, see one of the following topics:

■   Backing Up Your Databases Using SQL Server 2008 / 2012

■   Backing Up Your Databases Using SQL Server 2014

Migrating Your Database

If you are migrating your backed-up or newly constructed database either to a new database server or a new version of SQL Server, there are several steps that must be performed to ensure that your Juris database will function correctly.

Warning
It is highly recommended that you complete this procedure with the help of Juris Support. Instructions are available that will assist you with the process, but working directly with Juris Support during the migration is recommended.

The basic process for database migration is described below.

1. Use Microsoft SQL Server Management Studio or the Juris Management Console. For complete information on the migration process, including detailed instructions, contact Juris Support.

2. Once the database is migrated, run the Database Revision Update tool, as described in Updating Your Database. This step verifies that your database is fully upgraded for the current version of Juris.

Updating Your Database

If you are migrating your database or creating a brand new Juris database, you need to execute the Database Revision Update tool before using Juris.

1. Verify that you are logged into the computer that will run the Juris server, and that you are the administrator or a user with administrative privileges.

2. Start the Database Revision Update tool. Use one of the following methods:

    ■ Click **Start**, click **All Programs**, click **Juris**, click **Administrative Tools**, and click **Database Revision Update**.

    ■ Search for Juris, and then click **Database Revision Update** in the search results.

    The tool opens.
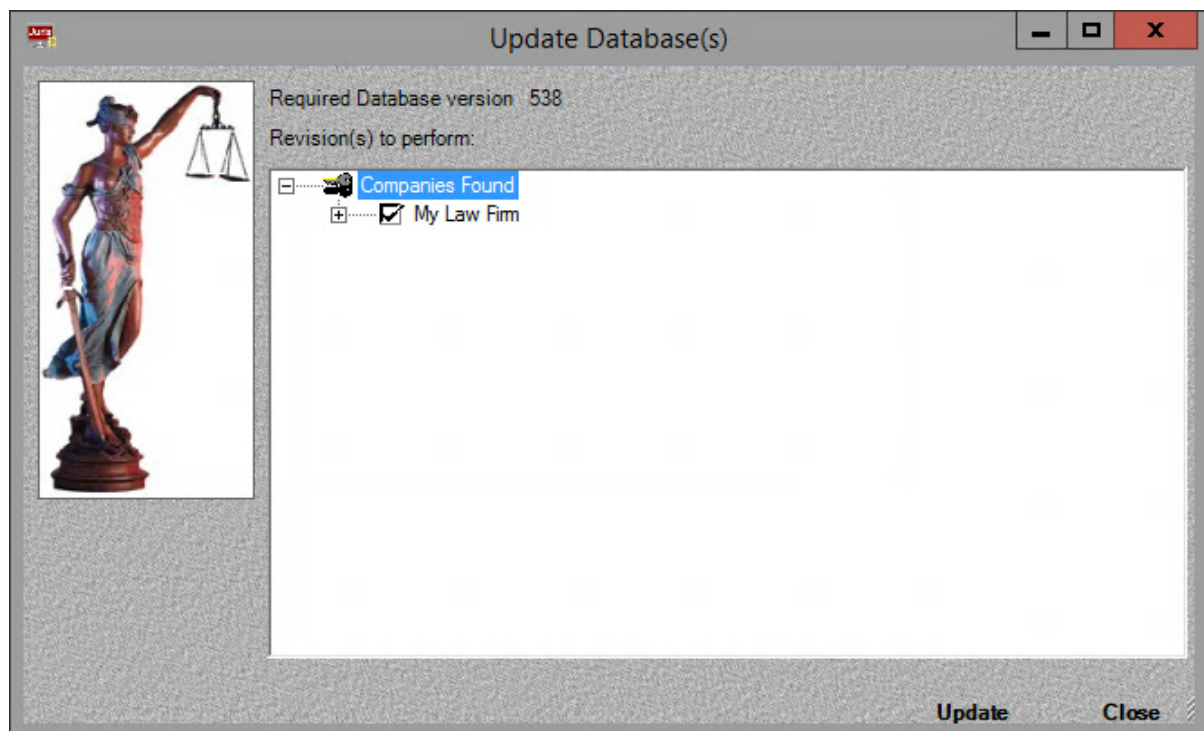
3. If necessary, select the appropriate company from the displayed list.

4. Click the **Update** button.

    You are prompted to make a backup copy of the database. This step is not required, but is strongly recommended. For more information, see Backing Up Your Juris Databases.

5. When the update is complete, click **Close**.

Uninstalling Juris

Use the Conrol Panel feature of the Windows operating system to remove Juris from your computer.

Note
It is not necessary to uninstall Juris before upgrading to a new version. For more information, see: About Upgrading Versus New Installations

1. On the system where Juris is installed, open the Control Panel.

   ■ Click **Start**, and click **Control Panel**.

   ■ There are other way to open the Control Panel. For more information, refer to the following website:

   http://technet.microsoft.com/en-us/library/hh831491.aspx#BKMK_ctrlpanel

2. In the **Programs** group, click **Uninstall a program**.

   The **Programs and Features** tool opens. Installed programs are listed under **Uninstall or change a program**.

3. Click one of the following entries (all items may not be present on your computer, based on what was originally installed):

   ■ **Juris Administrative Tools**

   ■ **Juris Application**

   ■ **Juris Server**

   The entry is highlighted.

4. Click the **Uninstall** button, which appears at the top of the list.

   The application is removed.

5. Repeat steps 3 and 4 for all existing Juris entries.

6. Close the **Programs and Features**.

7. Use Windows Explorer to delete the folder that contained the Juris installation.

Note
In most cases, this folder the **Juris** folder is located in the **\Program Files** folder (**\Program Files (x86)** if you are using a 64-bit system).