BarTender maintenance update checklist
Software data sheet

Start with a plan

Follow these simple steps and you'll be updated to the latest BarTender 2021 release in no time. Please note that you might not have all of the file types listed, and some of the steps may not apply — depending on the configuration and edition of BarTender you're updating. We've marked steps that apply primarily to Automation and Enterprise editions with an asterisk(*).

- ❑ Have your BarTender Product Key Code (PKC) handy, and an active maintenance and support contract (you can find the PKC on the certificate we emailed to you when you purchased BarTender)
- ❑ Make sure you have Administrator access to the computer(s) that you'll be updating
- ❑ Be safe — backup your data. You might not have all of these kinds of files, depending on which edition of BarTender you're updating, and how your deployment is configured
    - ❑ BarTender documents: .BTW files
    - ❑ Any data files: databases, transactional data files, etc.
    - ❑ BarTender integration designs: .TL files for Commander or .BTIN files for Integration Platform*
    - ❑ BarTender System Database*
    - ❑ Any other resources you use in your labeling: BarTender components (.BTC), graphics and imagery, VBScript functions, etc.
    - ❑ If you use local security settings for user-based authentication via Active Directory, back up the security settings data file*
    - ❑ You may have other files that you use with BarTender. Back them up, too
- ❑ Record your processes for integrations*
- ❑ Record your processes for BarTender document production, too
- ❑ If you're planning to update or reinstall your Drivers by Seagull™, export your printer driver settings

We strongly recommend creating a test environment before updating your version of BarTender

- ❑ Sandbox first: Create a test environment to replicate your production environment
- ❑ Are you currently using BarTender 2019 in production? To test, start by installing a BarTender 2021 client, and then connect it to the existing 2019 BarTender Licensing Server for testing purposes
- ❑ Test, test, test
- ❑ Schedule go-live during a maintenance window or slowdown in production

For a comprehensive resource on updating to BarTender 2021, visit our support portal here.

www.SeagullScientific.com