INSTRUCTIONS FOR UPGRADING YOUR EXISTING MAC BRIO SOFTWARE

BRIO EXPLORER 5.5.6 to BRIO EXPLORER 6.2.X

STEP1: LOG ON TO SBBC
- Select Apple/Chooser.
- If Control Panel is locked out (Fool Proof), enter Password to continue.
- Click once on Appleshare to select/highlight.
- In AppleTalk Zone locate and select **TSSC**.
- In File Server list locate and select **ETS01**.
- Connect to ETS01 Server as Guest. Click **Connect**.
- Select **SBBC**. Click **OK**. Close Chooser. An SBBC icon is now on your desktop. (This icon is a shorcut to the application software that is stored on the district network).
- Close the Chooser window.
- Double-click on the **SBBC** icon. After it opens, single click the Macintosh Folder and then open **BRIO INSTALLS**.

STEP2: BRIO SOFTWARE INSTALLATION:
- Locate/Open **BRIOQUERY 6.2** folder within the **BRIO INSTALLS** folder on the SBBC server.
- Drag **BRIOQUERY INSTALLER** to your Desktop and double-click it.
- A window with the BrioQuery logo appears. Click **Continue**.
- A User License agreement appears. Click **Agree**. Then click **Install**.
- The next window is for you to indicate where you want to install Brio on your computer. Double-click Applications to store Brio in that folder. Don't change the default Brio folder name at the bottom of the window.
- Click **Install**. BrioQuery 6.2 is now being loaded onto your computer. You will get a message indicating the installation is complete. Click **Quit**.
- Close all open windows.

STEP3: REMOVE PREVIOUS BRIO APPLICATION AND ALIAS
- Open your hard drive.
- Locate old Brio folder.
- Drag ALL old BrioQuery queries (.bqy files) that you want to keep AND your Open Catalog folder to the new BrioQuery 6.2 folder.
- Drag old BrioQuery folder and aliases to Trash.
- Empty Trash.

STEP4: SET BRIO QUERY MEMORY SETTINGS AND MAKE ALIAS

➢ Open your Mac hard drive and then open the BrioQuery 6.2 folder.
➢ Single click the BrioQuery icon to highlight it and then click File->Get Info->Memory from the Menu bar.
➢ Tab to preferred memory and change to **50000**.
➢ Tab to minimum memory and change to **25000**.
➢ Close the Get Info window.
➢ With BrioQuery still highlighted select File->Make Alias from the Menu bar. A BrioQueryAlias icon now appears on your hard drive. Drag the alias to your desktop and use it in the future as a shortcut to open BrioQuery 6.2.
➢ Close the open folder.

STEP5: START BRIO

➢ Double-click on BrioQuery icon or Brio alias to start the program.
➢ If prompted for a serial number type 318208409-300730377 at prompt.
➢ Log in as usual. There is no change in password, ID or OCE.

Congratulations!
You should now have BrioQuery 6.2 installed onto your computer.

WARNING: FUTURE INSTALLATION OF OFFICE 98

➢ If you are installing with **Value Pack,** install everything **EXCEPT** the item called **DATA ACCESS**.

WARNING: FUTURE INSTALLATION OF FILEMAKER 5/6

➢ When installing FileMaker 5/6 select "Custom Install" NOT "Easy Install". All items under "Custom Install" can be checked off except: "FileMaker Pro Web Support" and "ODBC". This MUST be left blank.

HELPFUL HINT

The only change you have to make when you open a BrioQuery 5.5.6 document in BrioQuery 6.2 is that you have to convert your Detail Report to a Report only if you want to be able to change it's formatting. In order to do this you run the query and then click once on your Detail Report on the left-hand side of your screen. Then from your top tool bar click on Detail then Convert To Report……. and it will automatically convert it for you. It does not convert flawlessly so you will most likely have to make some formatting changes. Repeat this for each Detail Report you need converted.