**How to upgrade ArchivesSpace on a Windows server, running against a MySQL database**

Updated January 2017

*This document assumes you already have an instance of ArchivesSpace running on Windows, as a service, against a MySQL database. This document also assumes your live ArchivesSpace folder is named "ArchivesSpace" and is living on the root of C:.*

*A quick note: anytime you run a command prompt during the upgrade, be sure you're running as an administrator by right clicking the command prompt and selecting "Run as administrator".*

1. As the instructions say on GitHub, [backup your database](#).
2. No, really, [backup your database](#).
3. Download and extract the new version of ArchivesSpace.
4. Stop the ArchivesSpace service either from services.mmc or from C:\archivesspace\ArchivesSpacew.exe. Give it a little while to show as stopped.
5. (NB You'll want to leave MySQL running, as the ArchivesSpace upgrade will also upgrade the database.)
6. Rename the C:\archivesspace folder archivesspace.old.
7. Copy or move the new archivesspace folder to the root of C:.
8. Copy config.rb from the old \config folder config to the new one. (i.e. copy c:\archivesspace.old\config\config.rb to c:\archivesspace\config and overwrite.)
9. Copy the MySQL connector file from the old \lib folder to the new one.
10. Copy prunmgr.exe and prunsrv.exe from the root of the old archivesspace folder to the new one.
11. Open a command prompt <u>as an administrator</u> and run c:\archivesspace\scripts\setup-database.bat.
12. Before you go any further, run ArchivesSpace once in the foreground. This will both serve as a good test and give ArchivesSpace a chance to upgrade the database. To do so, run c:\archivesspace\archivesspace.bat as an administrator, either from a command prompt or from Windows Explorer. It will take longer than usual to load because of the database upgrades, but keep checking the web page, and if all goes well it will load after a few minutes. Once you've verified that the upgraded ArchivesSpace runs properly in the foreground, stop the batch file and proceed to making it run again as a service.
13. Remove the reference to the old ArchivesSpace service by opening a command prompt as an administrator, navigating to C:\Windows\System32 and typing "sc delete ArchivesSpaceService".
14. Reboot.
15. Start the ArchivesSpaceService, again either from services.mmc or from c:\ArchivesSpace\ArchivesSpacew.exe.
16. Once you're comfortable that the upgrade went successfully, delete the archivesspace.old folder.