

### Updating the 4Matrix Network Manager

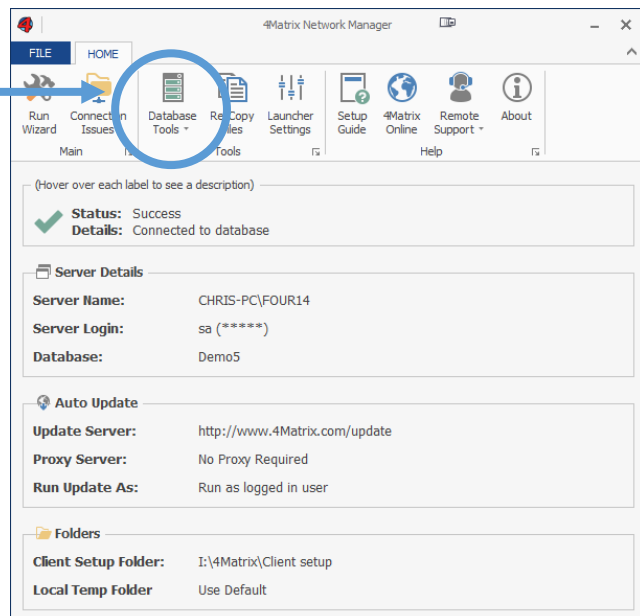
It is a good idea to update the 4Matrix Network Manager from time to time, as this does not happen automatically.

**i** The following information can be used if you are upgrading your 4M Network Manager version **on the same server that currently hosts the 4Matrix installation/database**

**!** If you are relocating the 4Matrix database/installation, please use the separate guide **'Moving Servers'** which can be downloaded from [www.4matrix.com/resources](http://www.4matrix.com/resources)

- 1) First of all, take a backup of your 4Matrix database using the 4Matrix Network Manager 'Database Tools' option. If you get an error when selecting the backup option, check the save location to see if it did make the backup or not. This is a known glitch on older versions. If it didn't create the backup, don't worry, as this is precautionary only. Please contact us if you would prefer to make the backup before proceeding.

Use this to create your backup file



- 2) Make a note of where the 4Matrix Network Manager is installed. It will most likely be C:\4Matrix
- 3) Now download the latest installer from <https://www.4matrix.com/downloads> and install it in **the same place as before** – all your settings should be recalled automatically.