Updating BizInsight 7

BizNet will occasionaly release updates to the BizInsight 7 product. This will require a **migration (7.4 or lower)** or **update (7.5 or higher)** be applied to the BizInsight 7 product. This product is a generic run-time engine that is added into Excel. This means that updates will be made on each client workstation, or a Terminal Services/Citrix Server if implemented that way.

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Notice Screenshots in this document are provided as examples and may not exactly match what you see in your environment or the values displayed in the screenshots may not be appropriate for your implementation. Be sure to read all instructions completely for guidance on what values you may need to enter.

1.1   Migrating From BizInsight 7.4 to 7.5

⚠️ **IMPORTANT**

Migrating requires you to be logged in as the user and the user account must be a local admin on the machine. Running as Administrator does not work.

All cached data will be removed when migrating from 7.4 to 7.5

1.   Double-click the installer on the desktop and then click on the **Check for Updates** link:
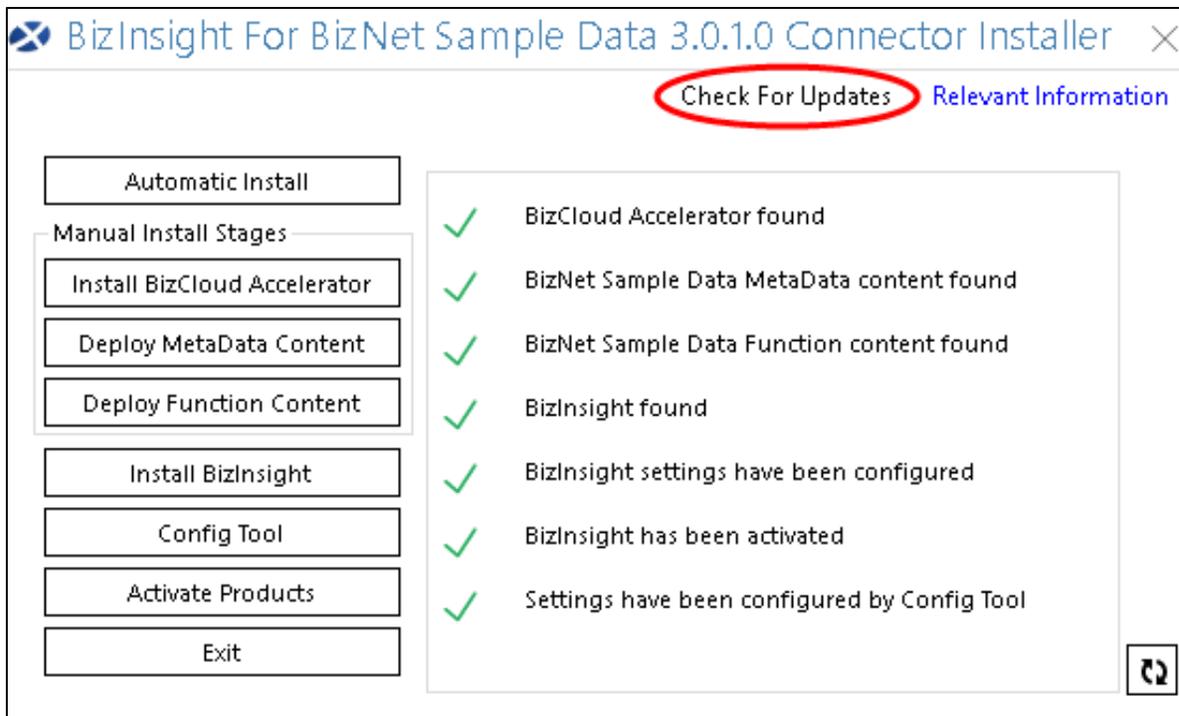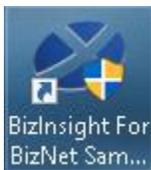
If there isn't a content installer icon on the desktop,

- Start Excel
- Click the **BizInsight 7** tab
- Click the **Load BizInsight 7** button
- Click on the **Updates** button
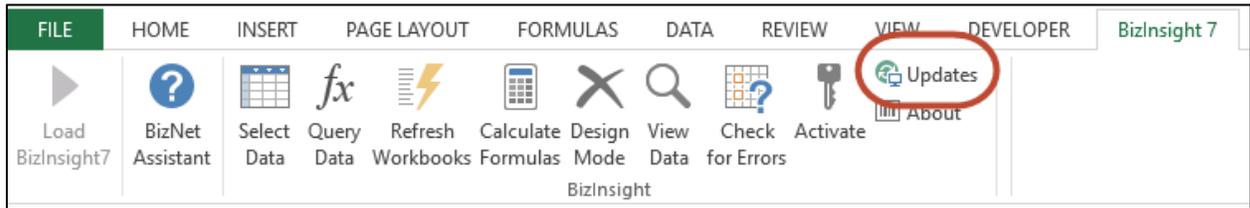
2. Click **Yes**
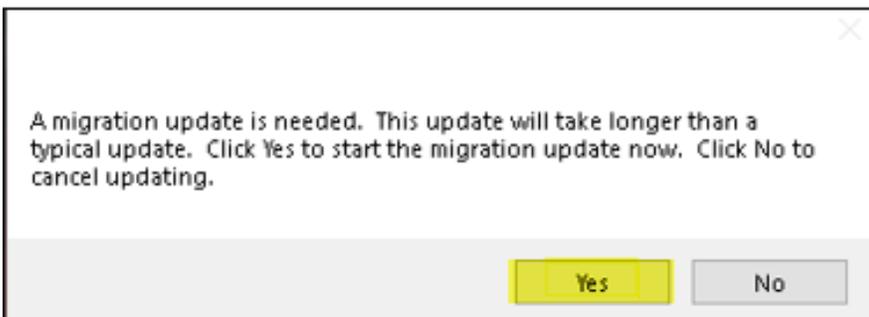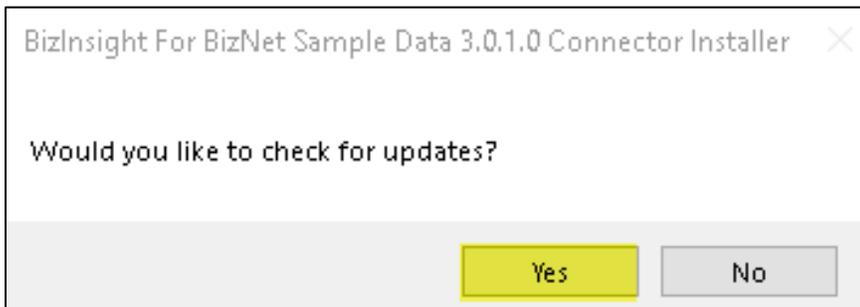
3. Click **OK**

4. Click **EXIT** to exit the installer.
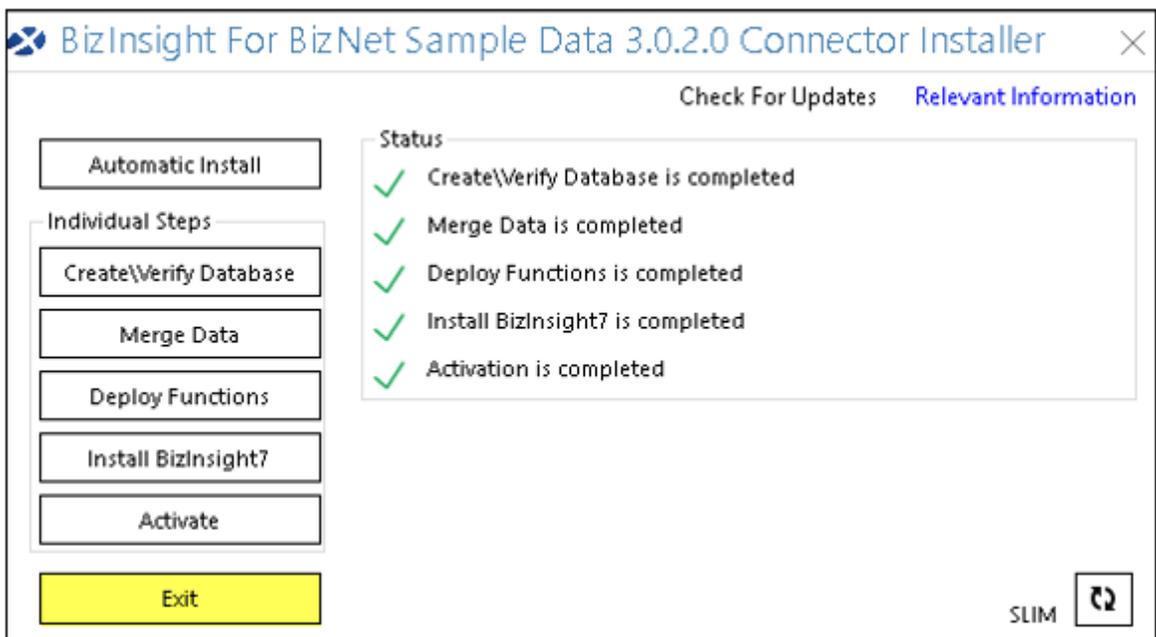
1.2 Updating BizInsight 7.5

1. If BizInsight 7 is already installed on the workstation, double-click the installer on the desktop and click on the **Check for Updates** link:
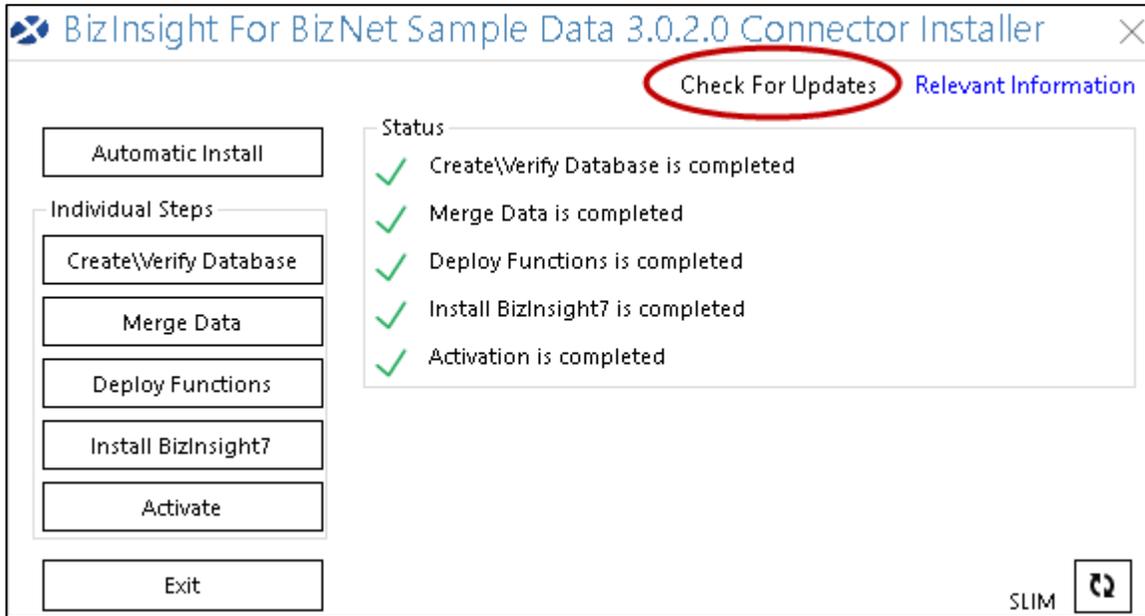
If there isn't a content installer icon on the desktop:
- Start Excel
- Click the **BizInsight 7** tab
- Click the **Load then BizInsight 7** button
- Click on the **Updates** button
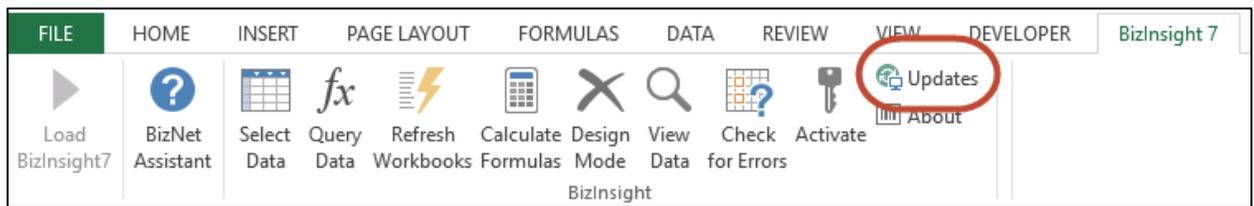
2. Click **Yes** to the next dialog.
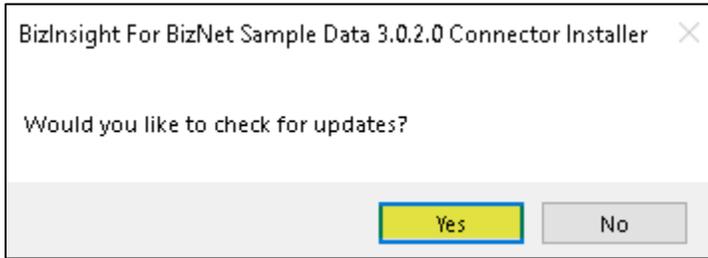
3. You may be prompted to install a supporting application named "FreshBiz". Click **Yes**.
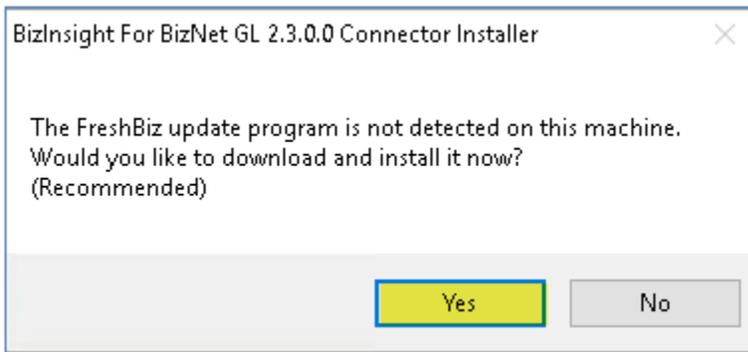
4. If there are new versions available, the following dialog will open. Click **Update.**

5. The updates will be downloaded and installed automatically. Click **OK**.
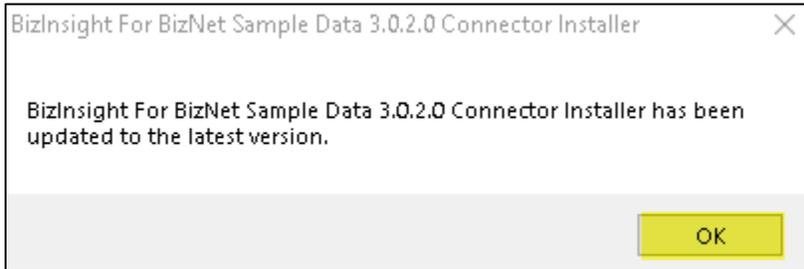
6. The Content Installer dialog will open. Click **Exit.**
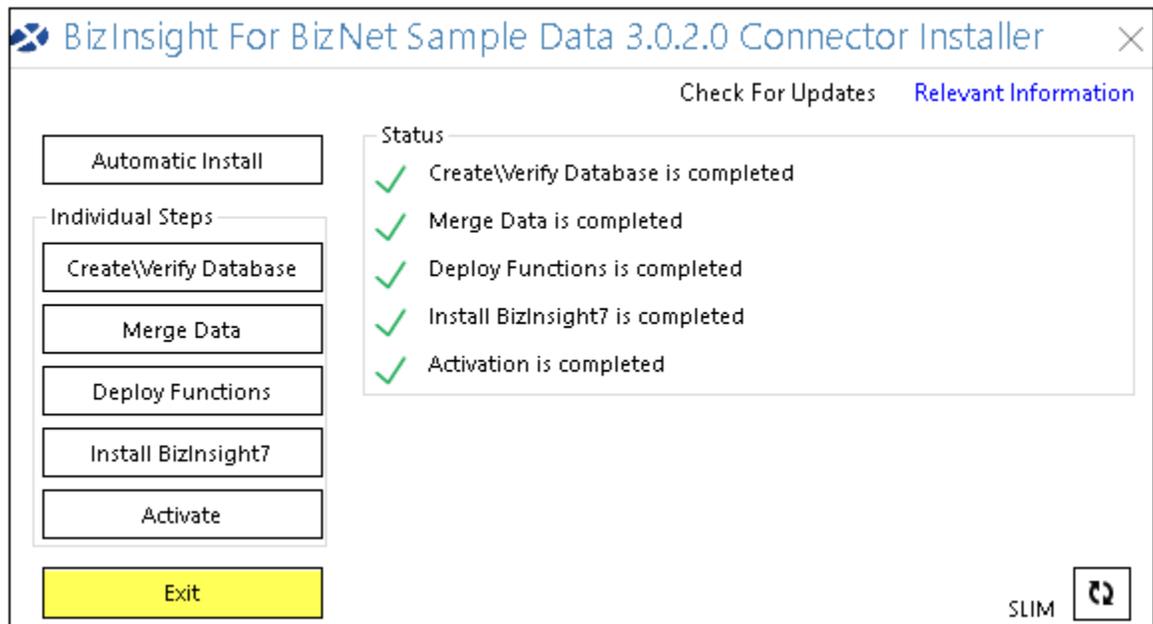
1.3 Terminal Services Environment

⚠️ **IMPORTANT**

- Check for Updates or Migration of BizInsight must be performed under each users profile.

- If BizInsight 7 is installed on a Windows Server, Group Policy for Windows Intaller must be Enabled and set to Never in order to migrate or update.

- If user profiles are being deleted when user logs off, BizInsight must re-installed under each users profile at which point they will need to check for updates.