

WellsImage® Viewer 8.0

Installation Guide

Together we'll go far



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About this guide

The guide includes the following sections:

- [Before installing the software](#) on page 2 describes configuration requirements for PCs where *WellsImage* Viewer will be installed, explains the difference between a standalone and distributed installation, and describes your options for storage of index data and images.
- [Downloading and launching the installation software](#) on page 5 describes how to download the *WellsImage* Viewer software from the *Commercial Electronic Office® (CEO®)* portal.
- [New standalone installation](#) on page 8 describes how to install *WellsImage* Viewer on a single PC.
- [New distributed installation](#) on page 15 describes how to install *WellsImage* Viewer from a network or shared location.
- [Upgrading from a prior version of WellsImage Viewer](#) on page 19 describes how to install *WellsImage* Viewer 8.0 if you have a prior version of *WellsImage* Viewer installed.
- [Upgrading WellsImage Viewer from a 32-bit to a 64-bit operating system](#) on page 28 describes how to upgrade an existing *WellsImage* Viewer 8.0 installation when moving from PCs with a 32-bit version to a 64-bit version of Windows.
- [Installing the Scheduler](#) on page 35 describes how to install or upgrade the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive.
- [Uninstalling WellsImage Viewer](#) on page 39 describes how to uninstall the software, if needed.

In addition to this guide, you can also refer to:

- The online help
- The *WellsImage Viewer Administrator Guide*
- The *WellsImage Viewer User Guide*

Before installing the software

PC requirements

Be sure that each personal computer (PC) that will run *WellsImage* Viewer meets the following requirements.

	Recommended configuration
Operating system	Windows 10 (32-bit or 64-bit)
CD/DVD drive	Required if accessing archives on CD or DVD
Fixed drive space — software only	20MB available hard drive space
.NET Framework	Version 4.5 and above

The following requirements apply to the fixed drive where the index data and/or images are located. For a standalone installation, this is usually a drive on the same PC where the *WellsImage* Viewer software is installed. For a distributed (network) installation, this is a shared drive on the network.

	CD volumes	DVD volumes
Fixed drive space — index data*	5MB per 10,000 items	5MB per 10,000 items
Fixed drive space — images*	325MB per 10,000 items	1.25–2GB per 10,000 items**
Fixed drive free space — temporary use during volume load***	When loading index data only, 5MB per 10,000 items When loading index data and images, 330MB per 10,000 items	When loading index data only, 5MB per 10,000 items When loading index data and images, 1.25–2GB per 10,000 items**

* If accessed on a fixed drive. Not applicable if accessed from CD/DVD.

** Typical free space requirement. Your needs could be greater, depending on the image size of associated documents.

*** If loading a multi-CD or multi-DVD set, you must have enough free space for all items in the complete set.

In addition to the above, keep the following points in mind:

- To maximize performance, use the fastest PC with as much RAM and free disk space as possible.
- If you plan to store and/or search on a large number of items, you will need more RAM and more available disk space.

Type of installation — standalone or distributed

Each *WellsImage* Viewer installation is either a standalone or distributed (network) installation.

In a standalone installation:

- The *WellsImage* Viewer software is installed on a single PC. Application security files, index data, and images reside on that PC.
- You can set up *WellsImage* Viewer for a single user or multiple users.

In a distributed installation:

- The *WellsImage* Viewer software is installed on multiple PCs on a network. Application security files, index data, and images reside on a shared network drive.
- Each PC running *WellsImage* Viewer accesses all security and index data files on a shared network drive.

Where to store index data and images

Your organization can receive data/image volumes in one of two ways:

- As transmission files that you download on a scheduled or ad hoc basis
- On CDs or DVDs that Wells Fargo sends to you on a set production schedule

If you receive transmission files, you always import the images and index data from the files into shared archives for search and retrieval.

If you receive CDs or DVDs, however, you need to determine before installation where you will keep index data and images. Several options are listed in the following table.

Storage option	Advantages	Disadvantages	Best used if
Access index data and images on fixed disk	Searches take less time Searches can span multiple CD/DVD volumes Access to index data and images more convenient for distributed install	Large amount of disk space required	Check volume is high Number of check images retrieved is high Distributed install with many users
Access index data on fixed disk, images on CD/DVD	Index data search takes less time Access to index data more convenient for distributed install	Image retrieval takes longer Access to images on CD/DVD less convenient for distributed install	Disk space is limited In a distributed install, CDs/DVDs centrally available to all users
Access index data and images on CD/DVD	Much less disk space required	Searches take longer Access to CDs/DVDs for distributed install less convenient Searches can only span a single CD/DVD volume	Research lookup needs are minimal Disk space is limited In a distributed install, CDs/DVDs are centrally available to all users

Which installation procedure do I use?

Installing WellsImage Viewer for the first time

If you have not previously installed *WellsImage* Viewer, use one of the installation procedures listed in the following table.

Procedure	See
New <i>WellsImage</i> Viewer standalone installation	Page 8
New <i>WellsImage</i> Viewer distributed installation	Page 15

Upgrading from a prior version of WellsImage Viewer

If you are upgrading from *WellsImage* Viewer, use one of the installation procedures listed in the table below.

When upgrading from a prior version of *WellsImage* Viewer, use **Tools > Security Administration > Database Management** to make a backup of the authorization database before upgrading.

Procedure	See
Standalone installation — upgrading from <i>WellsImage</i> Viewer prior version	Page 19
Distributed installation — upgrading from <i>WellsImage</i> Viewer prior version	Page 21

Upgrading WellsImage Viewer from a 32-bit to a 64-bit operating system

If you already have the current version of *WellsImage* Viewer, use one of the installation procedures listed in the table below.

[Upgrading WellsImage Viewer from a 32-bit to a 64-bit operating system.](#)

Procedure	See
Standalone installation — upgrading <i>WellsImage</i> Viewer from a 32-bit to a 64-bit operating system	Page 29
Distributed installation — upgrading <i>WellsImage</i> Viewer from a 32-bit to a 64-bit operating system	Page 31

Installing or upgrading the Scheduler

You can use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive. The Scheduler uses a background process (also known as a Windows service) to retrieve transmission files that you previously downloaded to a specified location and automatically import them into the *WellsImage* Viewer archives.

You do **not** need to install the Scheduler if:

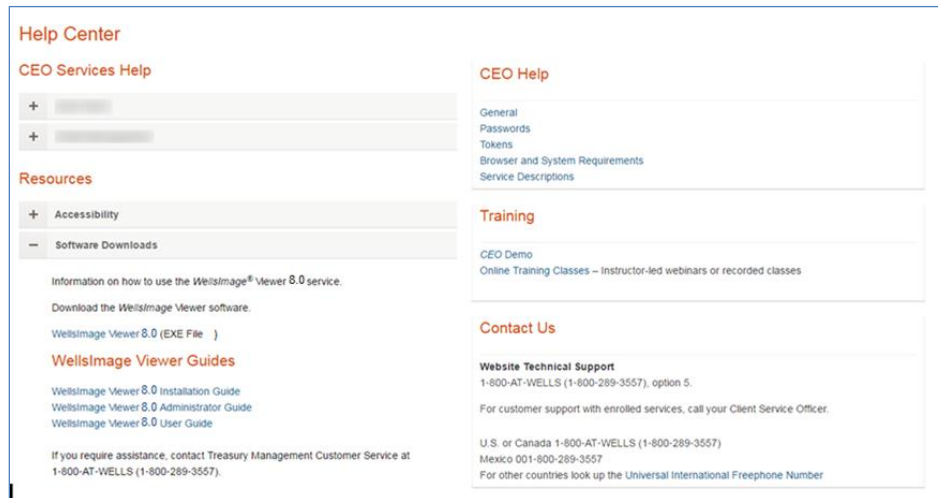
- You do not receive image files by transmission
- You receive image files by transmission but choose to load transmission file volumes manually

For a description of how to install or upgrade the Scheduler, see page [35](#).

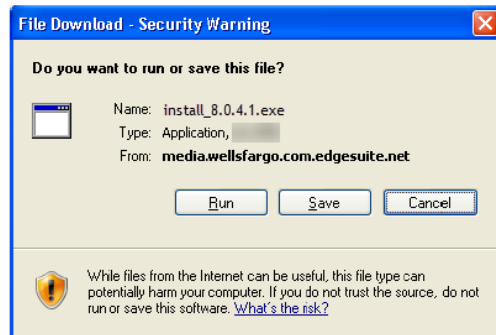
Downloading and launching the installation software

Downloading the software

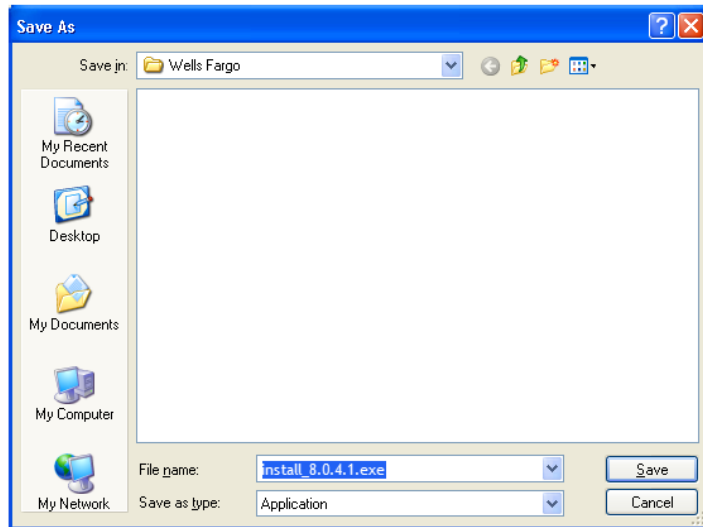
1. Sign on to the *Commercial Electronic Office (CEO)* portal.
2. Select **Help**, then locate the **Resources** section.



3. Select the WellsImage Viewer download link in the Software Downloads section.



4. Select **Save**.

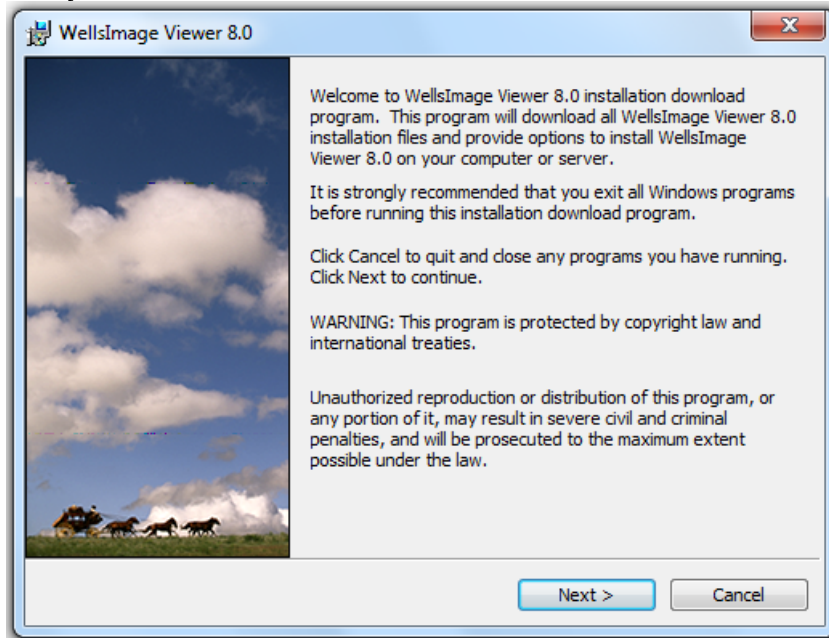


5. Specify a location for the file and select **Save**.

Launching the installation wizard

1. Select **Run** on the Windows **Start** menu.
2. Select **Browse**. Locate the installation .exe file that you downloaded and do one of the following:
 - For Windows 10 press **Shift**, right-click on the file, and select **Run as administrator**.

The system extracts the files and launches the installation wizard.



3. Select **Next** to continue.

Continue with the procedure for your type of installation.

- [New standalone installation](#)
- [New distributed installation](#)
- [Upgrading from a prior version — standalone installation](#)
- [Upgrading from a prior version — distributed installation](#)
- [Upgrading to a 64-bit operating system — standalone installation](#)
- [Upgrading to a 64-bit operating system — distributed installation](#)

New standalone installation

Installing the software

1. Sign on to Windows as a user with administrative rights.
2. Exit all applications currently running on the PC where you want to install *WellsImage* Viewer.
3. Download the software and launch the installation wizard as described on page 5.
4. The installation wizard displays the *WellsImage* Viewer license agreement.



Review the license agreement. If you accept the terms of the license agreement, select the **I accept** radio button and select **Next**.

Note: If you choose not to accept the license agreement, select **Cancel** to exit the installation program. You cannot install the *WellsImage* Viewer software without accepting the license agreement.



5. Select **Standalone** and select **Next**.
6. *WellsImage* Viewer requires .NET Framework. If a required version of .NET Framework isn't installed on the PC, the installation wizard prompts you to install it. (If it is already installed on the PC, the installation wizard skips this step.)

If prompted to install .NET Framework, select **Install .NET Framework**. Follow the prompts to install it.

You also may see a message regarding MDAC (Microsoft Data Access Components) installation. MDAC is only installed on the PC if needed.

7. Before starting the *WellsImage* Viewer software installation, the system asks if you want to install the Scheduler.



If you receive your index data and images as transmission files, you can use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive.

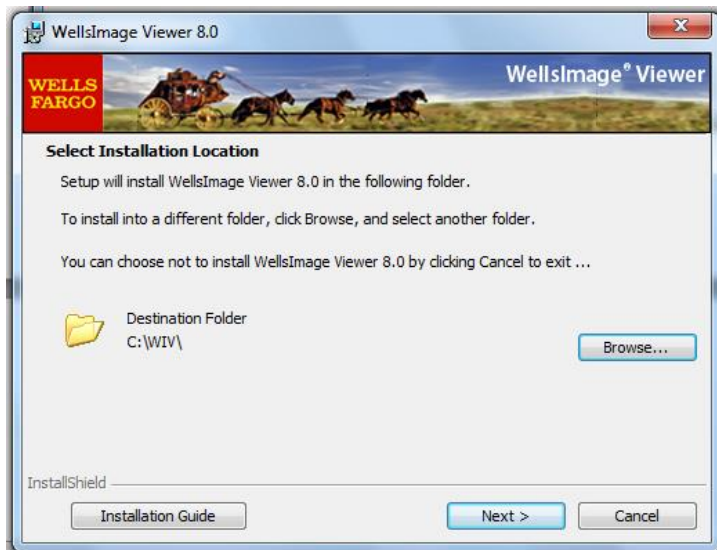
To install the Scheduler using the default settings, select **Yes**.

To skip the Scheduler installation, select **No**. If needed, you can install the Scheduler at a later time as described on page 35.



- | | |
|----------|---|
| A | Customer IDs control access to your organization's account information. If you know your customer ID(s), enter them here. If you don't have your customer IDs available, you can enter them after <i>WellsImage</i> Viewer is installed as described in the <i>WellsImage</i> Viewer Administrator Guide.
Note: When entering multiple numbers, separate them with commas only — NO additional spaces. |
|----------|---|

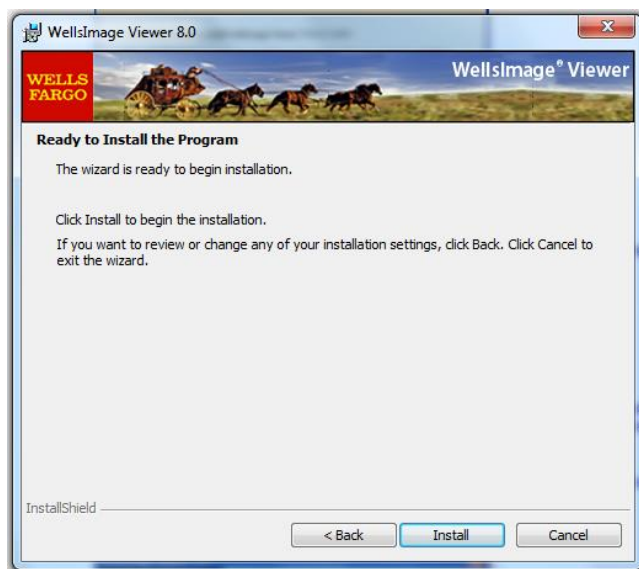
8. When you are ready to continue, select **Next**.



9. You can accept the default folder as the destination for the *WellsImage* Viewer application files (recommended), or you can select **Browse** to specify a different folder.

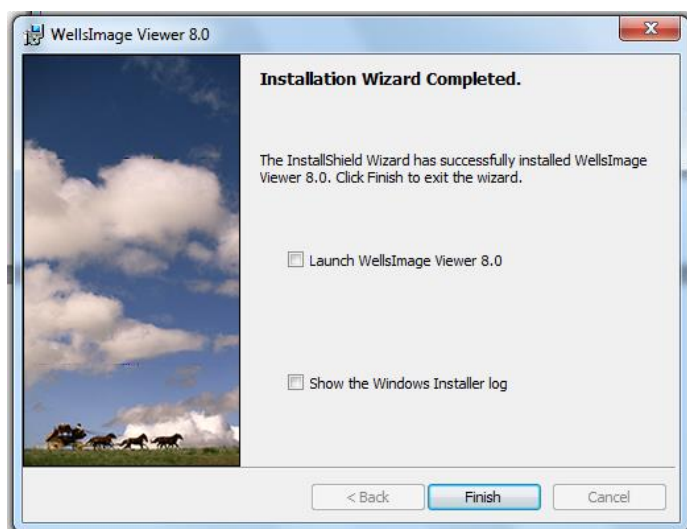
Note: If you install the *WellsImage* Viewer application under the C:\Program Files folder, Windows requires that a user have Full Control permissions for that folder in order to run the application. Either install the *WellsImage* Viewer application in a different location (such as the default C:\WIV), or ensure that each Windows user who needs to access the application has Full Control permissions for the installation folder.

Select **Next**.



10. Select **Install** to begin the installation.

The following is displayed when the installation is complete.



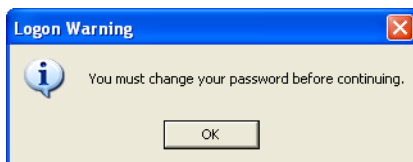
11. Select **Launch WellsImage Viewer 8.0** to continue to sign on as the Administrator
12. Select **Show the Windows Installer log** to view the install log. Note: copy the installer log and save it to your WIV program folder to support future troubleshooting, if needed.
13. Select **Finish**.

Logging in as the Admin user

1. Launch *WellsImage* Viewer either of the following ways:
 - Double-click the *WellsImage* Viewer icon on the desktop.
 - On the Windows **Start** menu, select **Programs > WellsImage Viewer 8.0 > WellsImage Viewer 8.0**.



2. Sign on using the **Admin** user name and the password provided by Wells Fargo. Select **OK**.



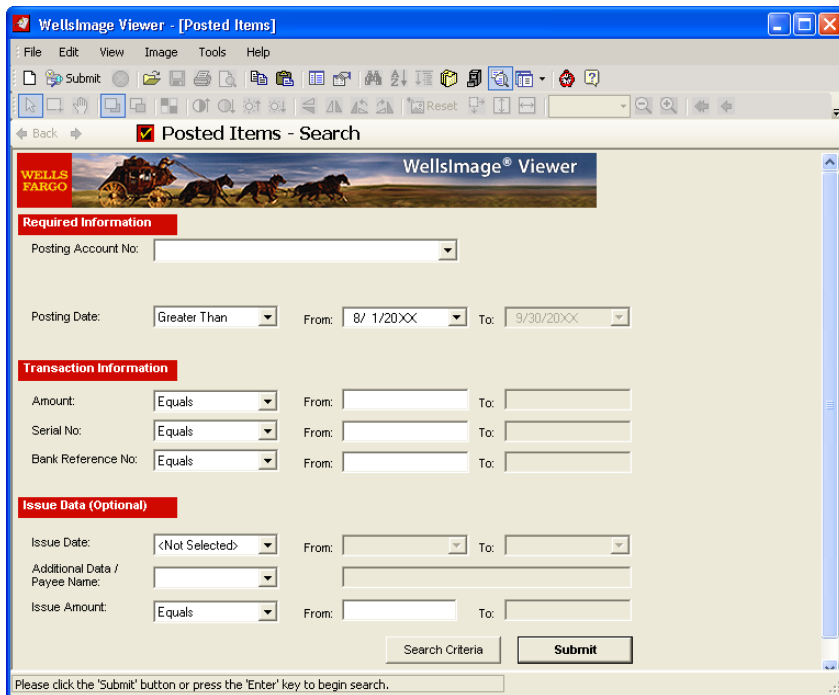
3. Select **OK**.



Old Password	Enter the original password assigned to Admin.
New Password	Enter the new password. Passwords are case-sensitive and must be at least seven characters in length.
Confirm New Password	Enter the new password again to confirm that you entered it correctly.

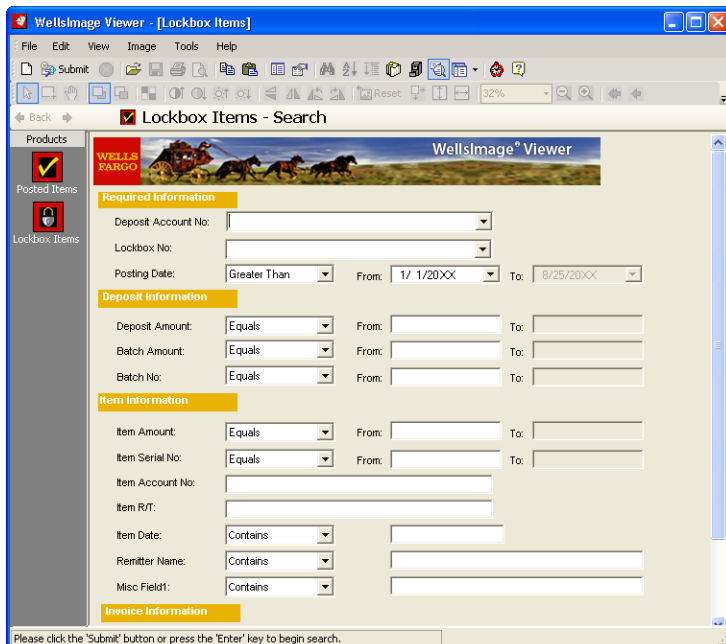
Select **OK** after entering the passwords.

4. After successfully changing the Admin password, *WellsImage* Viewer is displayed.



The product view initially displayed is Posted Items. If your installation is used primarily to research lockbox items, you can switch to the Lockbox Items product view:

- Select **Product List** on the **View** menu. The product list is displayed along the left side of the window.
- Select the **Lockbox Items** product icon to switch to the Lockbox Items product view.



As described in the *WellsImage Viewer Administrator Guide*, you can specify the products available for a user (including the Admin user) on the **User Restrictions** tab when modifying properties for a user.

Performing initial setup in WellsImage Viewer

For a complete description of how to perform the initial *WellsImage* Viewer setup, refer to the online help or the *WellsImage Viewer Administrator Guide*.

If you want to use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive, install the Scheduler as described on page [35](#).

New distributed installation

Overview

The distributed installation option allows you to quickly and easily install *WellsImage* Viewer on multiple networked PCs, while at the same time allowing for centralized security and shared access to stored image data.

The installation process includes the following:

1. Running the installation wizard as described on page 15.

Note: The shared drive must be accessible to all PCs and users who will use *WellsImage* Viewer.

2. Installing *WellsImage* Viewer on the administrator PC as described on page 18.
3. Installing *WellsImage* Viewer on other PCs as described on page 18.

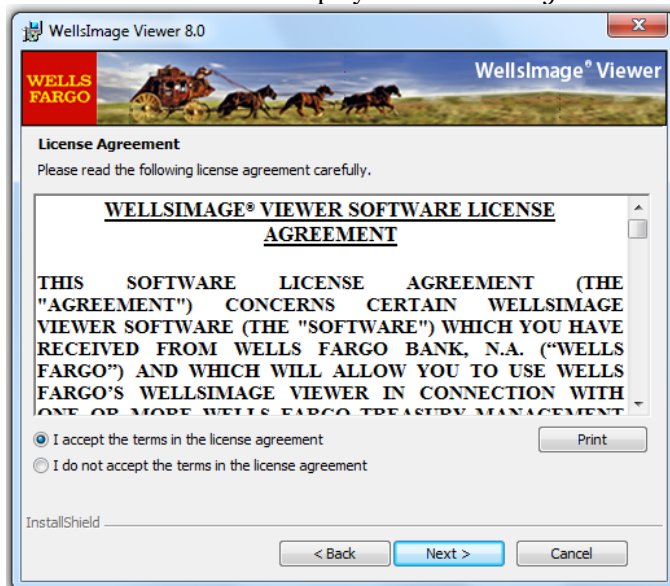
Performing a distributed installation

Running the installation wizard

For a distributed installation, running the installation wizard copies files and creates folders on a shared drive on the network. One of the files copied to the shared drive is the setup.exe file you use to install the *WellsImage* Viewer software on each PC.

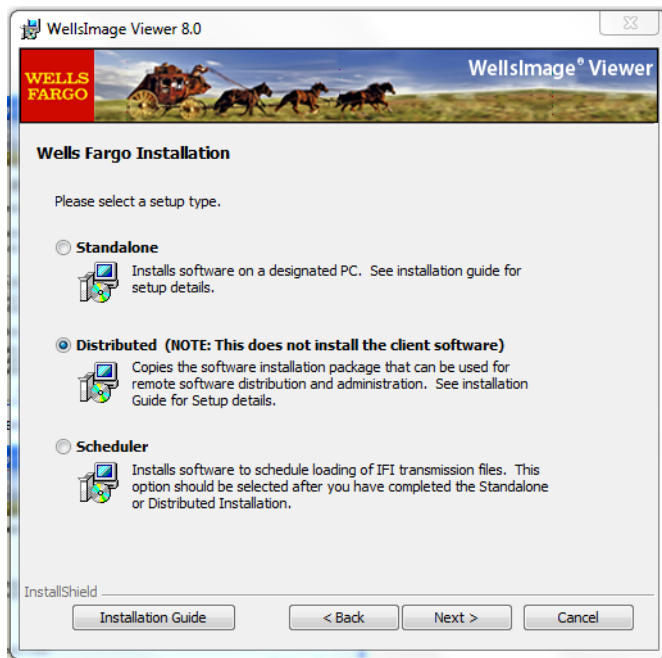
To run the installation wizard

1. Sign on to Windows as a user with administrative rights.
2. Download the installation software and launch the installation wizard as described on page 5.
3. The installation wizard displays the *WellsImage* Viewer license agreement.

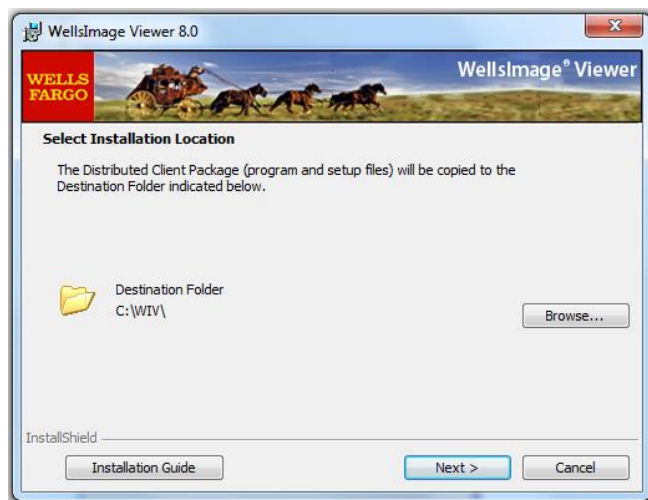


Review the license agreement. If you accept the terms of the license agreement, select the **I accept** radio button and select **Next**.

Note: If you choose not to accept the license agreement, select **Cancel** to exit the installation program. You cannot install the *WellsImage* Viewer software without accepting the license agreement.

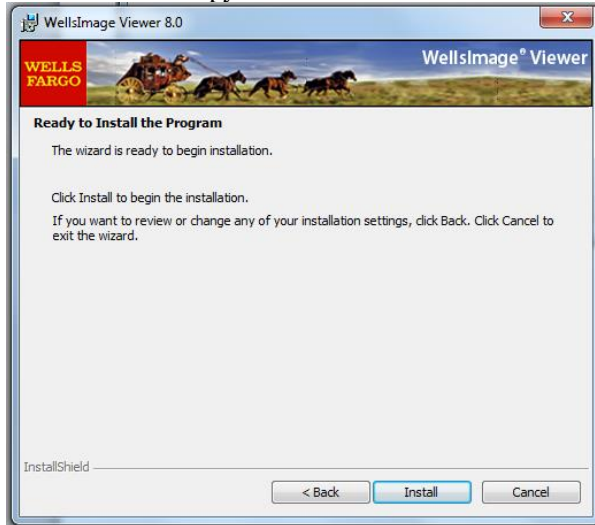


4. Select **Distributed** and select **Next**



5. Select **Browse** to specify the shared (network) location where you want to copy the distributed installation files and folders. This drive must be accessible to all PCs that use *WellsImage* Viewer.

Select **Next** to copy files and create folders in the designated location on the shared drive.



6. Select **Install** to begin installation.



7. When installation is complete, select **Finish**.

Installing WellsImage Viewer on the administrator PC

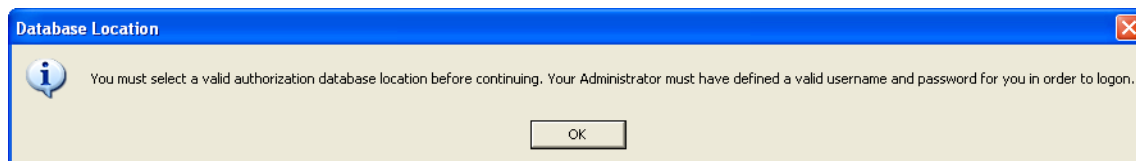
1. If the PC you used to copy files and create folders on the shared drive will be used by the *WellsImage* Viewer administrator, complete the steps for the Standalone Installation.

Note: For the administrator PC, do not run the setup.exe that was copied to the shared drive on the network.

2. Sign on to Windows as a user with administrative rights.
3. Exit all applications currently running on the PC where you want to install *WellsImage* Viewer.
4. Follow the procedures for [New standalone installation](#).

Installing WellsImage Viewer on user PCs

1. On a PC where you want to install *WellsImage* Viewer, locate and run the setup.exe that was copied to the shared drive on the network.
2. When the user starts *WellsImage* Viewer the first time, this message is displayed:



The user needs to do the following:

- a. Select **OK** to continue.
- b. Select the folder on the shared drive that has the *WellsImage* Viewer authorization database (**database.mdb**) file.
- c. Sign on using the assigned user name and password.

Note: The first time a user logs on, the Admin user name is displayed by default. After the user logs on successfully using the assigned user name, that user name is displayed the next time the user logs on.

- d. Change the password (if specified in the user setup).
3. By default, *WellsImage* Viewer is set to access index data and images on the shared drive in subfolders under the folder where the authorization database (database.mdb) file is located (\Archive for index data and \Archive\Images for images). If users will search index data and images in these locations, no further changes are needed.

If users will search index data and/or images on CD or DVD, do the following:

- a. Select **Tools > Options**. Change the settings on the **General** tab to specify that the user search index data and/or images on CD/DVD.
- b. On the **Environment** tab, verify that the media source locations are correct for accessing CDs and DVDs. If needed, select **Select Drive** to specify a different drive.

If users will search index data and images on the shared drive but you moved the index data and images to a different location from the authorization database, do the following:

- a. Select **Tools > Options** and select the **Environment** tab.
- b. Select **Set Location** to specify the index data archive location.
- c. Select **Set Location** to specify the image archive location.

4. Repeat the previous steps for each PC where you want to install *WellsImage* Viewer.

Upgrading from a prior version of WellsImage Viewer

Overview

When you upgrade *WellsImage* Viewer from a prior version, you can keep your existing database setup, including users and accounts. After the upgrade is complete, users can sign on with the same user name and password they used with the earlier version.

For a description of how to install *WellsImage* Viewer 8.0 when you are upgrading from a prior version, see one of the following sections:

- [Upgrading from a prior version — standalone installation.](#)
- [Upgrading from a prior version — distributed installation.](#)

After upgrading, check the following items to see if you need to restore data or preferences.

1. **Search window Posting Account No combo drop box for full access users.** If you are a full access user, the combo drop box that displays posting account numbers available for searches shows every account number that is part of your organization's active account table in the data archive. However, if you previously entered account numbers on an ad hoc basis by keying them into the Posting Account No field, these numbers will not be displayed.

If you want the numbers to appear on the combo drop boxes for all full access users, add the account numbers to the account table as described in the *WellsImage Viewer Administrator Guide*.

If you want to restore these missing account numbers for your personal use only, key the numbers into the Posting Account No field and conduct a successful search.
2. **Image viewing preferences.** When you upgrade, all personalized viewing options are returned to initial defaults. To restore your viewing preferences, select **File > Properties**.

Upgrading from a prior version — standalone installation

To perform an upgrade for a standalone installation:

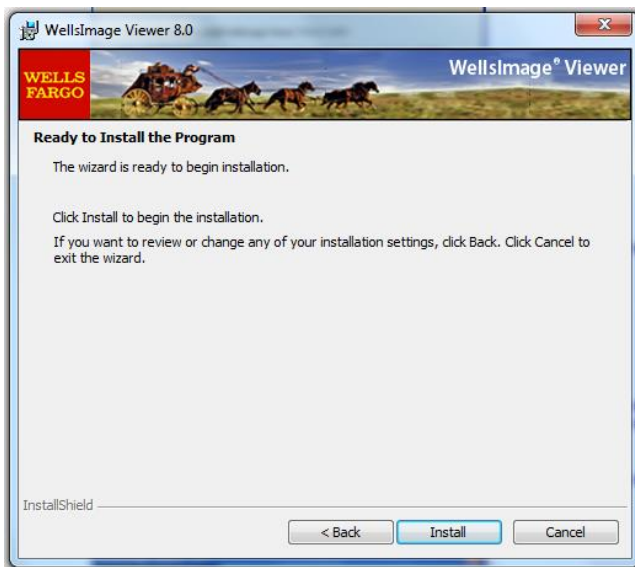
1. Sign on to Windows as a user with administrative rights.
2. Before upgrading, use **Tools > Security Administration > Database Management** to make a backup of the authorization database before installing the new version. Save the backup to another folder, different from the *WellsImage* Viewer folder.
3. If the Scheduler is running, stop the Scheduler:
 - a. Sign on to *WellsImage* Viewer.
 - b. Select **Tools > Security Administration > Manage Scheduler**.
 - c. Select **Stop Scheduler**. (If the button says **Start Scheduler**, the Scheduler is not running and does not need to be stopped.)
 - d. Exit *WellsImage* Viewer.
4. If you use the Scheduler, copy files for the Scheduler as described on page 35.
5. Exit all applications currently running on the PC where you want to install *WellsImage* Viewer.
6. Download the installation software and launch the installation wizard as described on page 5.



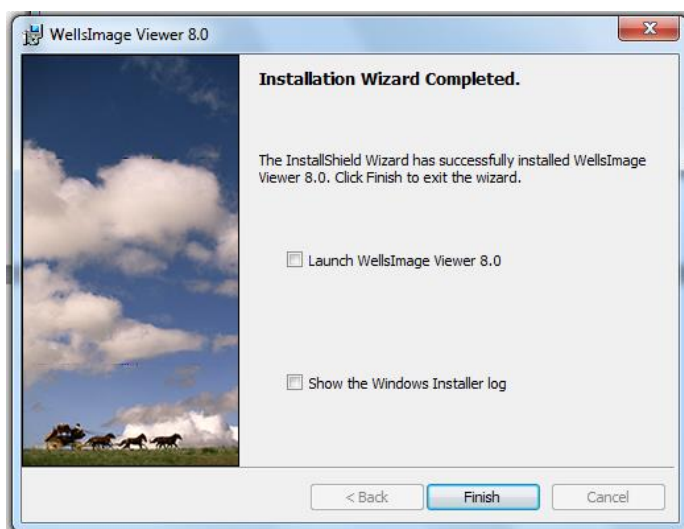
7. The installer automatically detects that a prior version of *WellsImage* Viewer is installed. Select **Upgrade** to continue.
8. *WellsImage* Viewer requires .NET Framework. If a required version of .NET Framework isn't installed on the PC, the installation wizard prompts you to install it. (If it is already installed on the PC, the installation wizard skips this step.)

If prompted to install .NET Framework, select **Install .NET Framework**. Follow the prompts to install it.

You also may see a message regarding MDAC (Microsoft Data Access Components) installation. MDAC is only installed on the PC if needed.



9. Select **Install** to begin the installation.
- The following is displayed when the installation is complete.



10. Select **Launch WellsImage Viewer 8.0** to continue to sign on as the Administrator
11. Select **Show the Windows Installer log** to view the install log. Note: copy the installer log and save it to your WIV program folder to support future troubleshooting, if needed.
12. Select **Finish**.
13. If you use the Scheduler, copy Scheduler files from the backup location as described on page 35.

Upgrading from a prior version — distributed installation

Overview

When upgrading a distributed installation from a prior version, you need to do the following in the order listed:

1. Back up the authorization database as described below.
2. Stop the Scheduler process as described below.
3. Run the installation wizard as described on the next page.
4. Upgrade the *WellsImage* Viewer authorization database and install *WellsImage* Viewer on the administrator PC as described on page 22.
5. Upgrade WellsImage Viewer on all other PCs as described on page 27.
6. If you want to use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive, install the Scheduler as described on page 35.

Note: Always upgrade all PCs running *WellsImage* Viewer to the new version.

Backing up the authorization database

Before upgrading, use **Tools > Security Administration > Database Management** to make a backup of the authorization database before installing the new version. Save the backup to another folder, different from the *WellsImage* Viewer folder.

Backing up Scheduler files

If you use the Scheduler, copy files for the Scheduler as described on page 35.

Stopping the Scheduler process

The Scheduler uses a system process that needs to be stopped before upgrading a distributed installation of *WellsImage Viewer*.

To stop the Scheduler process

1. Sign on to *WellsImage Viewer*.
2. Select Tools > Security Administration > Manage Scheduler.
3. Select **Stop Scheduler**. (If the button says **Start Scheduler**, the Scheduler is not running and does not need to be stopped.)
4. Exit *WellsImage Viewer*.

Upgrading the database and installing WellsImage Viewer on the administrator PC

You upgrade the *WellsImage Viewer* authorization database by installing the standalone (not distributed) version of *WellsImage Viewer* on the administrator PC first and then using the **Modify** installation option to upgrade the software at the distributed location.

To upgrade the database and install WellsImage Viewer on the administrator PC

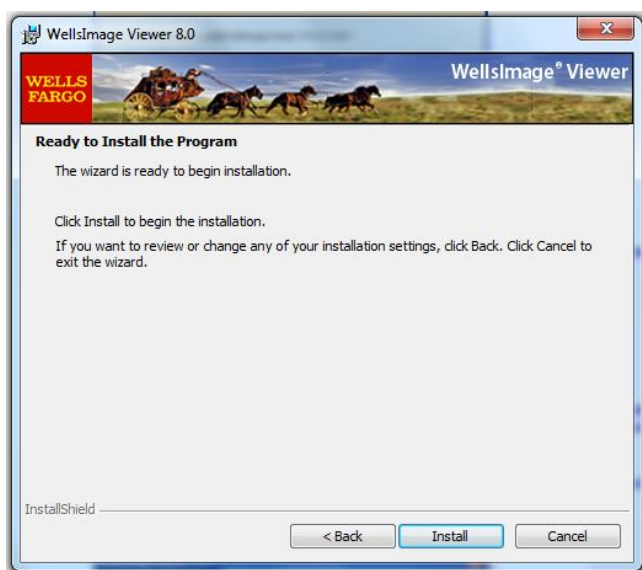
1. Sign in to Windows as a user with administrative rights.
2. Exit all applications currently running on the administrator PC.
3. Launch the installation wizard as described on page 7.



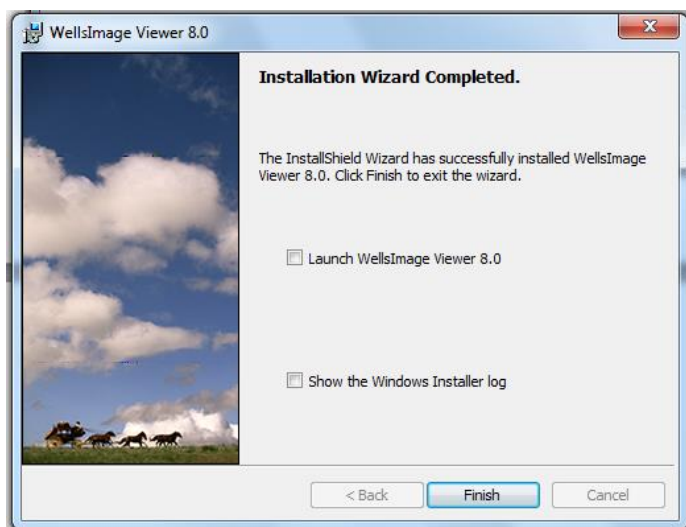
4. The installer automatically detects that a prior version of *WellsImage Viewer* is installed. Select **Upgrade** to continue.
5. *WellsImage Viewer* requires .NET Framework. If a required version of .NET Framework isn't installed on the PC, the installation wizard prompts you to install it. (If it is already installed on the PC, the installation wizard skips this step.)

If prompted to install .NET Framework, select **Install .NET Framework**. Follow the prompts to install it.

You also may see a message regarding MDAC (Microsoft Data Access Components) installation. MDAC is only installed on the PC if needed.



6. Select **Install** to begin the installation.



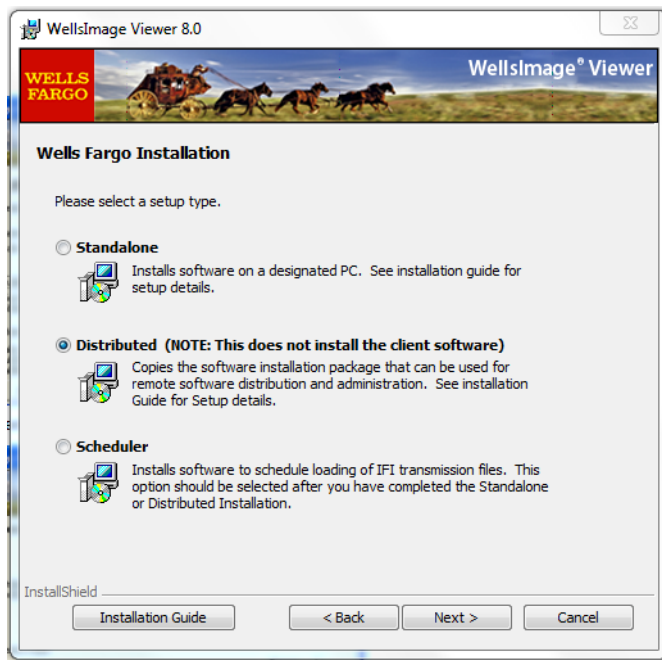
7. Select **Launch WellsImage Viewer 8.0** to continue to sign on as the Administrator
8. Select **Show the Windows Installer log** to view the install log. Note: copy the installer log and save it to your WIV program folder to support future troubleshooting, if needed.
9. Select **Finish**.
10. If you use the Scheduler, copy Scheduler files from the backup location as described on page 35.
11. To complete the distributed process to copy the distributed installation files and folders, launch the installation wizard as described on page 5.
12. You will be presented with the option to select the Program Maintenance options to modify, repair, or remove the WellsImage Viewer.



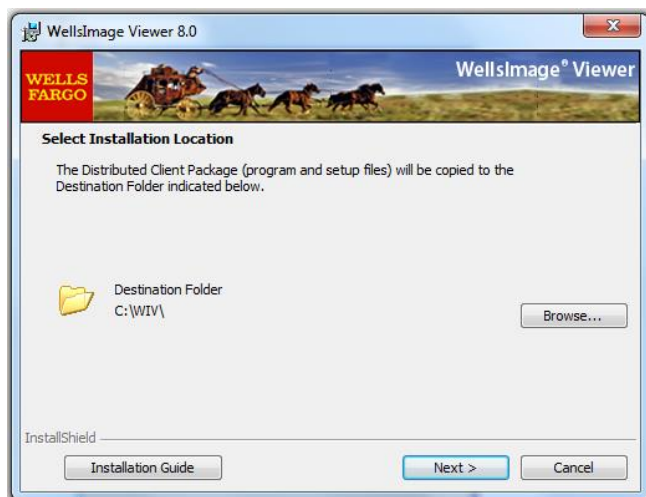
13. Select **Next**



14. From the Program Maintenance screen, select **Modify** then select **Next**.



15. Select **Distributed** and select **Next**.



16. Select **Browse** to specify the shared (network) location where you want to copy the distributed installation files and folders. This drive must be accessible to all PCs that use *WellsImage Viewer*.

Select **Next** to copy files and create folders in the designated location on the shared drive.



17. Select **Install** to begin installation.



18. When installation is complete, select **Finish**.

19. Do either of the following to launch *WellsImage* Viewer:

- Double-click the *WellsImage* Viewer icon on the desktop.
- On the Windows **Start** menu, select **Programs > WellsImage Viewer 8.0 > WellsImage Viewer 8.0**.



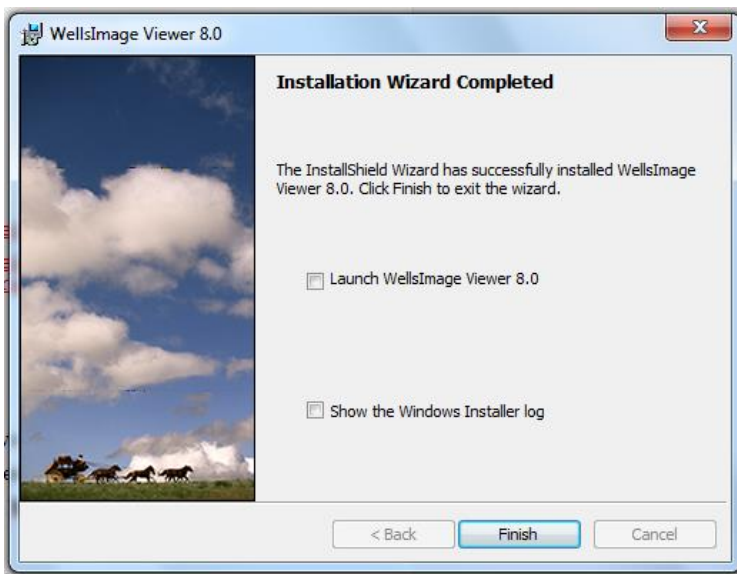
20. Sign on with your existing user name and the password. Select **OK**.

Upgrading WellsImage Viewer on all other PCs

1. Locate and run the **setup.exe** file that was copied to the shared drive on the network.



2. The installer automatically detects that a prior version of *WellsImage* Viewer is installed. Select **Yes** to continue.



3. Select **Finish**.

Installing the Scheduler

If you use the Scheduler, do the following:

1. Install the Scheduler as described on page [35](#).
2. Copy Scheduler files from the backup location as described on page [35](#).

Upgrading WellsImage Viewer from a 32-bit to a 64-bit operating system

Overview

This section describes how to upgrade an existing *WellsImage* Viewer 8.0 installation when moving from PCs with a 32-bit version to a 64-bit version of Windows. If you are upgrading from a prior version of *WellsImage* Viewer, see [Upgrading from a prior version of WellsImage Viewer](#).

Upgrading *WellsImage* Viewer to a 64-bit version of Windows consists of the following:

- Record settings and copy files as described in the next section. Perform these steps prior to upgrading your PC to a 64-bit version of Windows.
- Upgrade your *WellsImage* Viewer installation as described in one of the following sections:
 - [Upgrading to a 64-bit operating system — standalone installation.](#)
 - [Upgrading to a 64-bit operating system — distributed installation.](#)

Preparing to upgrade

- Before upgrading to the 64-bit version of Windows, record the following settings used by *WellsImage* Viewer on the 32-bit version of Windows.

WellsImage Viewer menu option	Settings to record
Tools > Options, Environment tab	Media Location (CD/DVD) Index Data archive location Image archive location
Tools > Security Administration > Database Management	Authorization database location
Tools > Security Administration > Manage Scheduler	(Applies only if you use the Scheduler to automate the process of loading transmitted files to your <i>WellsImage</i> Viewer archive.) Source path and destination path for each schedule defined

- If needed, copy the folders identified in step 1 to a location you can access from the PC with the 64-bit version of Windows.

In particular, you will need copies of the following files available after installing the *WellsImage* Viewer application on the PC with the 64-bit version of Windows:

- database.mdb (authorization database)
- SIV-Settings.xml
- warsmgr.ini
- Archive folders

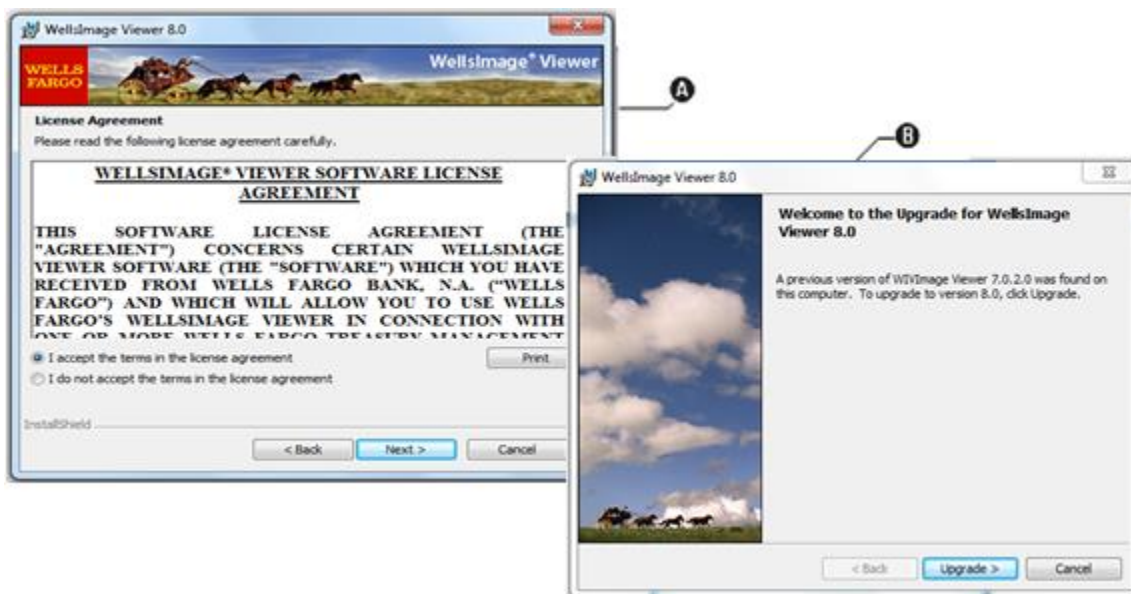
- If you use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive, make backup copies of the files listed in the following table.

The location of these files depends on the locations specified when the Scheduler was installed, and they may be located in the same folder as the *WellsImage* Viewer application. The default location for previous versions of the application is C:\Program Files\Wells Fargo.

Scheduleryyyyymmddd.log	(Optional.) These are log files created each time the Scheduler runs.
WFIIFIOptions.dat	Indicates source and destination locations used for Scheduler maintenance. If the locations will remain the same after installation on the PC with the 64-bit OS, then no changes are needed. If the locations on the PC with the 64-bit OS will be different, you can add the new locations the first time you use the Scheduler on the new PC.
WFIIFIProcessedFiles.xml	Identifies all previously loaded IFI files.
WFIIFIScheduler.xml	Contains the schedules displayed in the Scheduler maintenance list.

Upgrading to a 64-bit operating system — standalone installation

1. Make backup copies of files from the 32-bit version of *WellsImage* Viewer as described in the previous section.
2. Sign on to the PC with the 64-bit version of Windows as a user with administrative rights.
3. Exit all applications currently running on the PC.



4. If the license agreement is displayed as shown in **A**, follow the steps to install the *WellsImage* Viewer software as described in [New standalone installation](#).

If the installer detects *WellsImage* Viewer on the PC as shown in **B**, select **Next** to install the *WellsImage* Viewer software.

5. Download the installation software and launch the installation wizard as described on page [5](#).

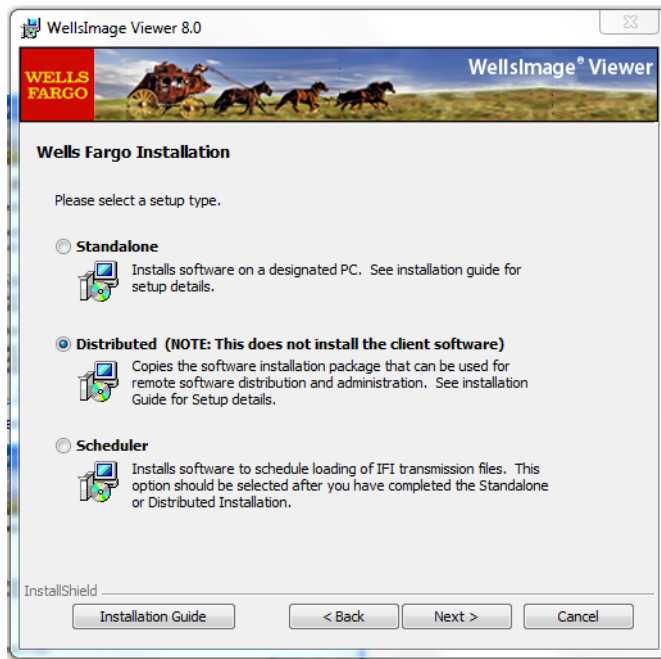


6. Select **Standalone** and select **Next**.
 7. If you use the Scheduler, install it when prompted during the installation, or install it as described in [Installing the Scheduler](#).
 8. After the installation is complete, copy the following from the backup copies you made previously (see page 28) and overwrite the corresponding files on the PC with the 64-bit version of Windows.
 - database.mdb (authorization database)
 - SIV-Settings.xml
 - warsmgr.ini
 - Archive folders
 9. If you use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive, copy the following from the backup copies you made previously (see page 28) and overwrite the corresponding files on the PC with the 64-bit version of Windows.
 - Scheduleryyyymmddd.log
 - WFIIFIOptions.dat
 - WFIIFIProcessedFiles.xml
 - WFIIFIScheduler.xml
- Note:** If you change the source location of IFI files loaded with the Scheduler, ensure that previously loaded files are **not** in the new source location to avoid duplicate file loading.
10. Launch the *WellsImage* Viewer application and sign on using your existing ID and password. Verify that you can access items from your existing volumes.

Upgrading to a 64-bit operating system — distributed installation

Running the installation wizard

1. Make backup copies of files from the 32-bit version of *WellsImage* Viewer as described on page 28.
2. Sign on to the PC with the 64-bit version of Windows as a user with administrative rights.
3. Exit all applications currently running on the PC.
4. Download the installation software and launch the installation wizard as described on page 5.



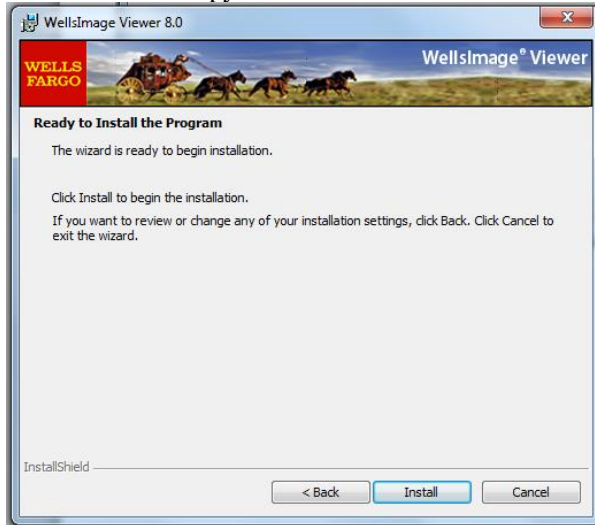
5. Select **Distributed** and select **Next**.



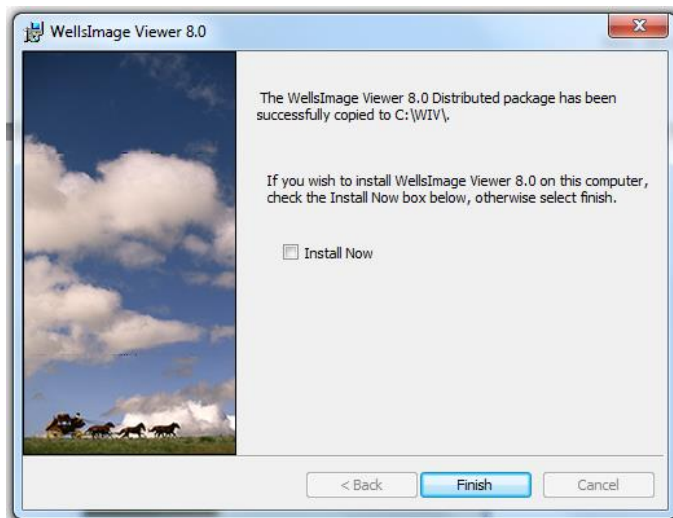
6. Select **Browse** to specify the shared (network) location where you want to copy the distributed installation files and folders.

Note: Select a different folder than the one currently used for *WellsImage* Viewer files.

Select **Next** to copy files and create folders in the designated location on the shared drive.



7. Select **Install** to begin installation.



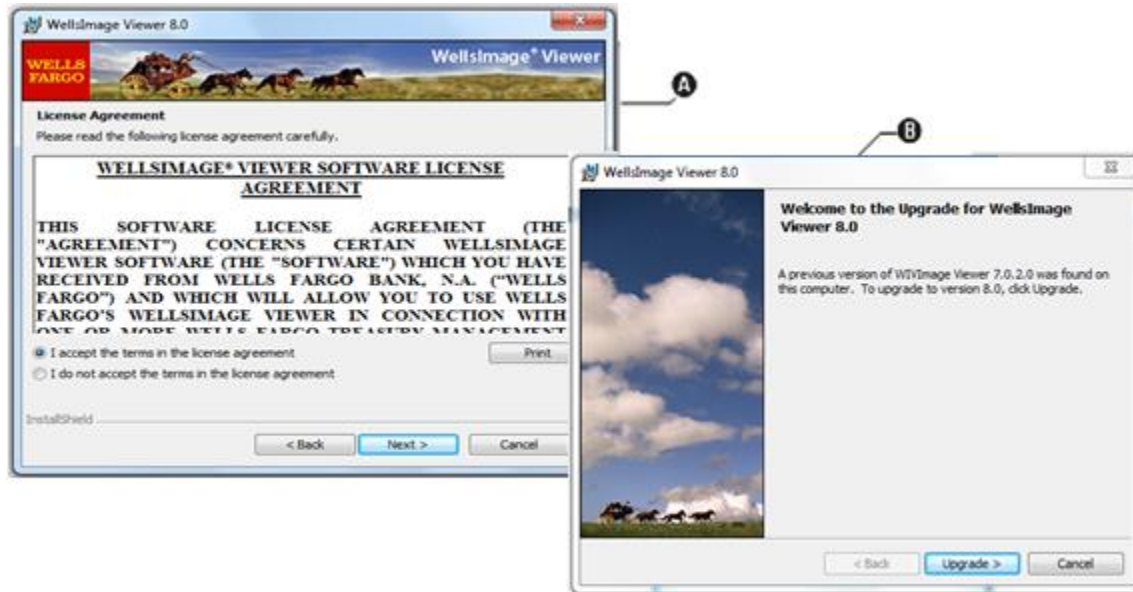
8. When installation is complete, do one of the following:
- If this PC is used by the *WellsImage* Viewer administrator, you can select **Install Now** to install *WellsImage* Viewer on this PC. Install *WellsImage* Viewer as described in [Installing WellsImage Viewer on the administrator PC](#).
 - If you performed the installation on a server, or if you performed the installation on a PC but don't want to install *WellsImage* Viewer on this PC, select **Finish**.

Installing WellsImage Viewer on the administrator PC

1. If the PC you used to copy files and create folders on the shared drive will be used by the *WellsImage* Viewer administrator, you can select **Install Now** when the process is complete. (See the previous section.)

You can also locate and run the setup.exe that was copied to the shared drive on the network.

- a. Select **Run** on the Windows **Start** menu.
- b. Select **Browse**. Locate **setup.exe** on the shared drive on the network. Highlight **setup.exe** and select **Open**.
- c. Select **OK** to launch the installation wizard.



2. If the license agreement is displayed as shown in **A**, follow the steps to install the *WellsImage* Viewer software as described in [Installing WellsImage Viewer on the administrator PC](#).

If the installer detects *WellsImage* Viewer on the PC as shown in **B**, select **Next** to install the *WellsImage* Viewer software.

3. If you use the Scheduler, install it as described in [Installing the Scheduler](#).
4. After the installation is complete, copy the following from the backup copies you made previously (see page 28) and overwrite the corresponding files on the PC with the 64-bit version of Windows.

database.mdb (authorization database)
SIV-Settings.xml
warsmgr.ini
Archive folders

5. If you use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive, copy the following from the backup copies you made previously (see page 28) and overwrite the corresponding files on the PC with the 64-bit version of Windows.

Scheduleryyyymmddd.log
WFIIFIOptions.dat
WFIIFIProcessedFiles.xml
WFIIFIScheduler.xml

Note: If you change the source location of IFI files loaded with the Scheduler, ensure that previously loaded files are **not** in the new source location to avoid duplicate file loading.

6. Launch the *WellsImage* Viewer application and sign on using your existing ID and password. Verify that you can access items from your existing volumes.

Installing WellsImage Viewer on user PCs

On each PC where you want to install *WellsImage* Viewer, locate and run the setup.exe that was copied to the shared drive on the network. The installation procedure is the same as described for the administrator PC in the previous section.

Installing the Scheduler

Overview

You can use the Scheduler to automate the process of loading transmitted files to your *WellsImage* Viewer archive. The Scheduler uses a background process (also known as a Windows service) to retrieve transmission files that you previously downloaded to a specified location and automatically import them into the *WellsImage* Viewer archives.

You do **not** need to install the Scheduler if:

- You do not receive image files by transmission
- You receive image files by transmission but choose to load transmission file volumes manually

To retain Scheduler settings when upgrading

1. If you use the Scheduler, make backup copies of the files listed in the following table.

The location of these files depends on the locations specified when the Scheduler was installed, and they may be located in the same folder as the *WellsImage* Viewer application.

Scheduleryyyymmddd.log	(Optional.) These are log files created each time the Scheduler runs.
WFIIFIOptions.dat	Indicates source and destination locations used for Scheduler maintenance. If the locations will remain the same after installation on the PC with the 64-bit OS, then no changes are needed. If the locations on the PC with the 64-bit OS will be different, you can add the new locations the first time you use the Scheduler on the new PC.
WFIIFIProcessedFiles.xml	Identifies all previously loaded IFI files.
WFIIFIScheduler.xml	Contains the schedules displayed in the Scheduler maintenance list.

2. After installing the new version of the Scheduler, copy the files listed in the above table from the backup location to the new Scheduler location.

Note: If you change the source location of IFI files loaded with the Scheduler, ensure that previously loaded files are **not** in the new source location to avoid duplicate file loading.

Installing the Scheduler during standalone installation

During a standalone installation, you are given the option to install the Scheduler.

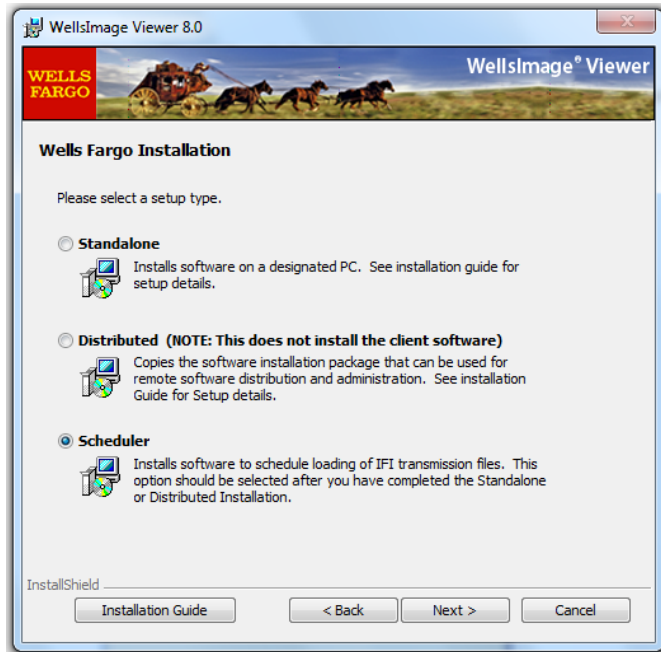


If you select **Yes**, the system installs the Scheduler automatically using the default settings.

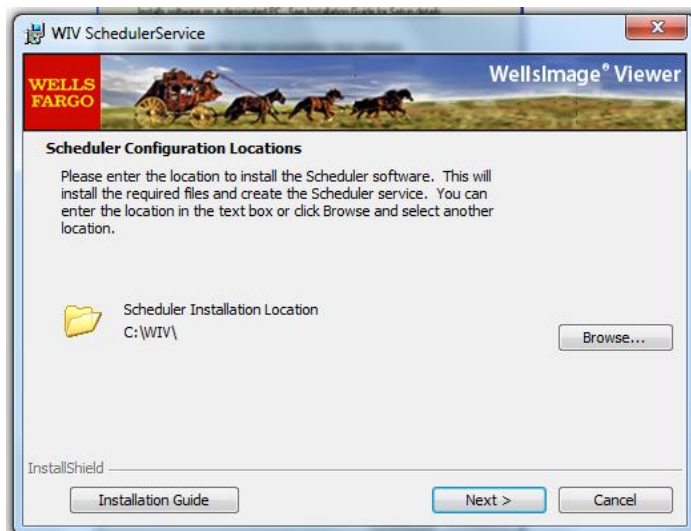
You can select **No** to skip the Scheduler installation. If you need to install the Scheduler at a later time or install the Scheduler using other settings than the default, use the procedure in the next section.

Installing the Scheduler

1. Sign on as a user with administrative rights to the PC or server where you want to install the Scheduler service.
2. Launch the installation wizard as described on page 7.



3. Select **Scheduler** and select **Next**.



4. Your selection here determines where the Scheduler service runs.
 - As described in step 1, you should be performing the Scheduler installation on the PC or server where you want to install the Scheduler service, so this should be a location on the current PC or server.

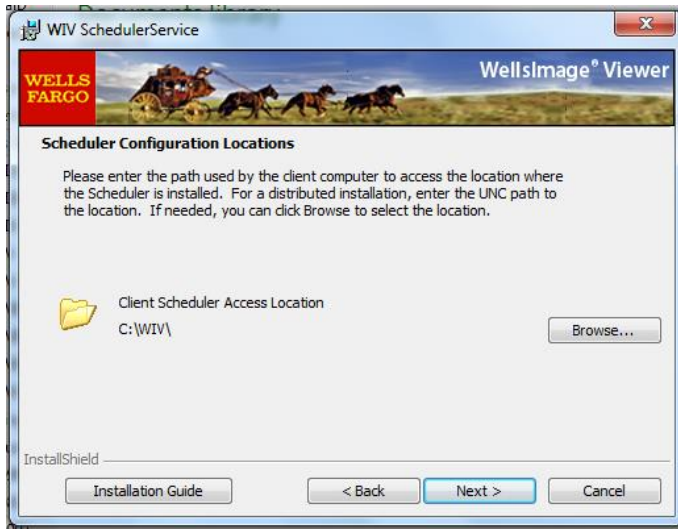
- If the PC or server has both logical and mapped drives, the location you select must be on a logical drive.

Accept the default location, or select **Browse** to select a different location. Select **Next**.



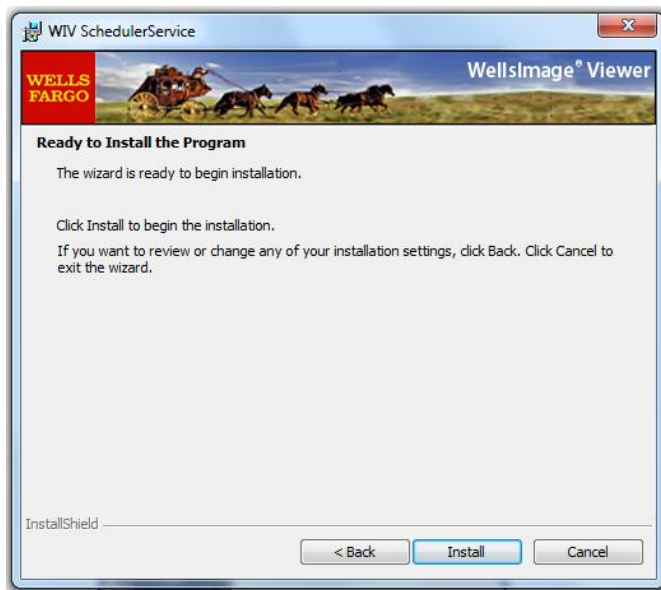
5. Specify the location of the *WellsImage* Viewer authorization database. If the authorization database is on another PC or server, you must enter the UNC path to that location.

If needed, select **Browse** to select the location. Select **Next**.



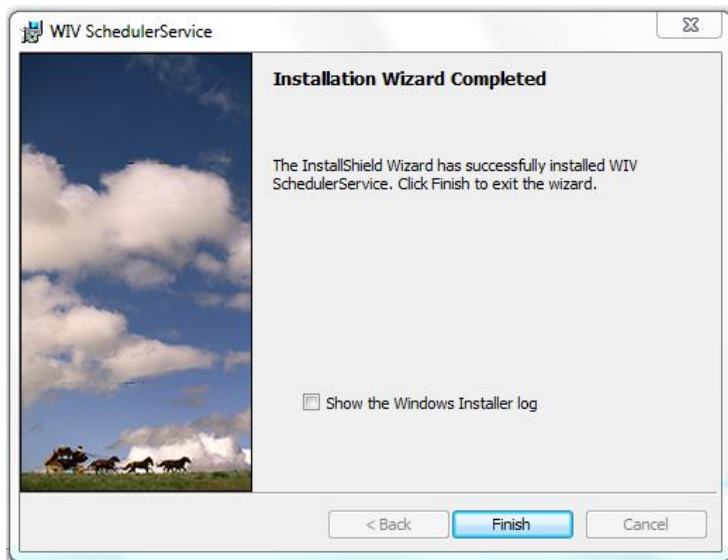
6. This step specifies the path the *WellsImage* Viewer client uses to access the Scheduler service to maintain load schedules.
 - For a typical standalone installation where the Scheduler is installed on the same PC as the *WellsImage* Viewer software, select the same location as in step 4. If needed, select **Browse** to select the location.
 - For a distributed installation, enter the UNC path to the location specified in step 4.

When you are ready to proceed, select **Next**.



7. Select **Install** to install the Scheduler.

When the Scheduler installation is complete, the following is displayed:



8. Select **Finish** to exit the installation wizard.

Uninstalling WellsImage Viewer

Overview

It is unlikely that you will need to uninstall *WellsImage* Viewer, but this section describes how to uninstall it, if the need arises. The steps you perform depend on whether you upgraded from another version of the software.

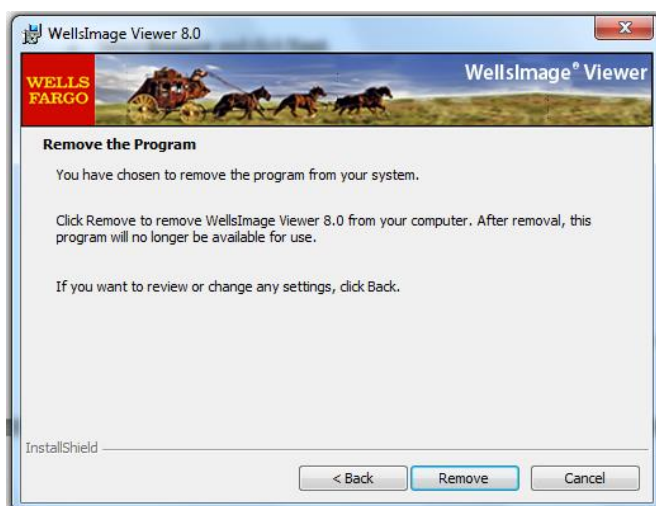
- If you upgraded from a prior version of *WellsImage* Viewer and want to restore it to your prior version, contact your Wells Fargo representative for assistance.
- If you did not upgrade from a prior version of *WellsImage* Viewer, see [Uninstalling WellsImage Viewer](#), below.

Uninstalling WellsImage Viewer

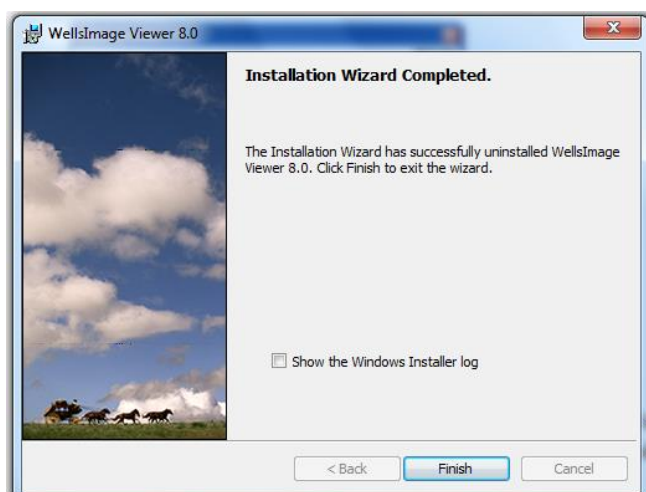
1. On a PC where *WellsImage* Viewer 8.0 is installed, access the Windows Control Panel, and double-select **Add or Remove Programs**.
2. Highlight **WellsImage Viewer 8.0** in the list of currently installed programs. Right select *WellsImage* Viewer and select “Uninstall” to uninstall the program.
3. Optionally, you can launch the installation wizard as described on page 7.



4. Select **Remove** and select **Next**.



5. Select **Remove**.



6. Select **Finish**.
7. For a distributed installation:
 - a. Repeat the previous steps for each PC where you installed *WellsImage* Viewer 8.0.
 - b. Delete the *WellsImage* Viewer 8.0 files and folders you installed on the shared drive.