# Performing the upgrade on the main enterprise server

**Important:** If an error message appears when you are performing the upgrade, do not click **Continue** or **Cancel**. Contact your local Response Center representative to report the error.

**Important:** Extract files to a folder on the InSite server.

1. Log on to the Main Enterprise server using the EnterpriseAdmin account. Do not perform the upgrade using a Remote Desktop connection.
2. If you have not downloaded the `InSite_8.0.zip` file already, download the file now and save the file to the `J:` drive on your Main Enterprise server.
3. Extract the `InSite_8.0.zip` file that you have previously downloaded to the `J:\InSiteStuff` folder.
4. In the `J:\InsiteStuff` folder, open the `InSite 8.0/InSite` folder, double-click `setup.exe`. The InSite Backup and Rehost Utility window appears.
5. Select **Backup** and click **Next**.
6. In the **Location for backup files** box, navigate to the `J` drive. At the root of the J drive, create a folder called `InSiteBackup`, and select this folder as your backup destination.
   **Important:** Do not use any spaces in the name of your new backup folder.
   **Notes:**

   - It is recommended that you back up the files on a local drive with at least 30 GB of free disk space. (The system does not enable you to back up the files to the system drive).
   - If there are any failures or warnings during the backup process, stop and contact your local response center representative.
7. Click **Next**.
   The backup process begins. The following items are backed up on the Main Enterprise server:

   - Color management (color profiles)
   - Customization folders (all customized components)
   - License key
   - Network configuration
   - Registry data
   - Learning Center
   - `Web.Config` file
   - Database
   - IIS configuration
     **Notes:**
   - The backup process can take 20-30 minutes and is fully scripted. Be patient and allow the process time to complete. Do not close any of the backup process windows.
   - To view what has been backed up, go to the location that you defined for backup on the `J:` drive.
8. When the backup process indicates **Completed** on all steps, click **Done**.
9. Confirm that you have successfully completed the license pre-check and obtained your license key to proceed. Click **Yes**.
10. When the InSite installer starts, click **Next**.
11. In the NT User Account dialog box, type and confirm the password for the EnterpriseAdmin account and click **Next**.
12. On the Summary screen, click **Next**.
    The installer updates the software on your system. This process takes 10-20 minutes. Be patient and allow the installer to complete.
13. On the InSite Configuration Utility screen, click **Next**.
14. Confirm the name and IP address of your Main Enterprise server and click **Next**.
15. Leave all settings as they are and click **Next** or **Apply** until you reach the Finished screen, and then click **Close**.
16. On the Configuration Results screen, click **Done**, and then click **Finish**.

17. On the Restart Server screen, select the **Yes, I want to restart my computer now** option, and click **Finish**. Wait until the server restarts.
18. **Important:** When you upgrade the Prepress Portal Enterprise system, all customized e-mail templates are automatically backed up and saved on your local InSite server at `J:\inetpub\wwwroot\PrinergyWebRoot\RUser\custom\emailBackups`. Then, during the upgrade process, the templates folder in the original location is overwritten with the default content. The system administrator will receive an e-mail during the upgrade, specifying which customized files were overwritten. To restore your customized e-mail templates, when the upgrade process is complete and you have restarted the system, copy the templates from the backup location into the original folder (`J:\inetpub\wwwroot\PrinergyWebRoot\RUser\custom\email`).