

# Preparing to upgrade the standby enterprise server

**Requirements:** You must log on with the EnterpriseAdmin user.

1. On the Standby Enterprise server, remove or disable any antivirus software before proceeding.  
**Note:** For information about standard antivirus software, see *Installing Symantec Antivirus Software on Kodak Workflow Servers*, available at <https://services.kodak.com/>.
2. Save the InSite Administration settings:
  - a. On the Standby Enterprise server, start the InSite Administration software.
  - b. On the Configuration Settings page, select **File > Save As**, and name the Web page InSiteAdmin.htm.
  - c. Save the file to a safe location on the network.
3. Make sure that you are aware of the new features, enhancements, and any new restrictions. For more information, see the current *Prepress Portal Release Notes*, *the InSite Client Configuration Technical Bulletin*, and *the Prepress Portal System Administration Guide* on [Cloud Help](#).
4. Before you start the installation process, make sure that:
  - a. All the Microsoft critical updates have been applied.
  - b. Restart the server.

**Note:** Allow sufficient time for the server to restart completely before you start the installation process.