

# Preparing to upgrade the Standby Enterprise server

**Important:** Turn off or stop the InSite service on all satellite servers if you have not done so already. Only turn on (if you Turned off) the Standby Enterprise server or start the InSite service when you are certain that all satellite servers are not accessible.

**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.