MedITEX instructions for clinical IT administrators:

Moving MedITEX from one server to another

1. Install a standard MedITEX IVF installation on the new server, as described in:
   "*Server Installation Manual 2.5.pdf*"

2. Advise all users to log out from all MedITEX tools. To check if everybody's logged off, use the tool **"LoginControll.exe"**, in MedITEX folder. Start the program and switch to "**Logged in clients**" tab. If there are connections listed (except the LoginControl itself), make sure that they are all closed before you continue.
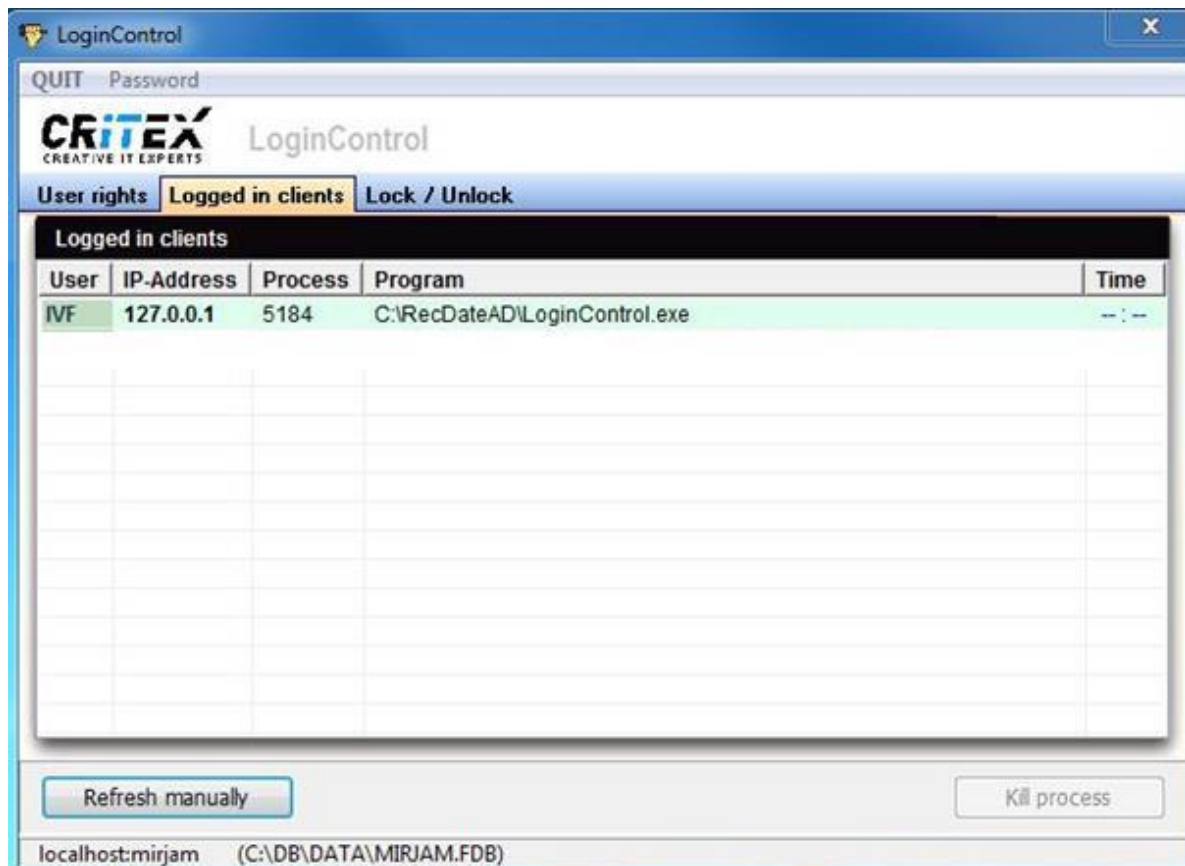
Note: to stop DICOM service, go to **"Control Panel ->All Control Panel Items -> Administrative Tools"** and choose **"Services"**. Choose "**MedITEXDicom**" and click on **"Stop the service"**.

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3. Go to **"Control Panel ->All Control Panel Items -> Administrative Tools"** and choose **"Services"**. Choose **"Firebird Server-DefaultInstance"** and click on **"Stop the service"**.
    -> It is important that this service is stopped on <u>both</u> servers (old and new).
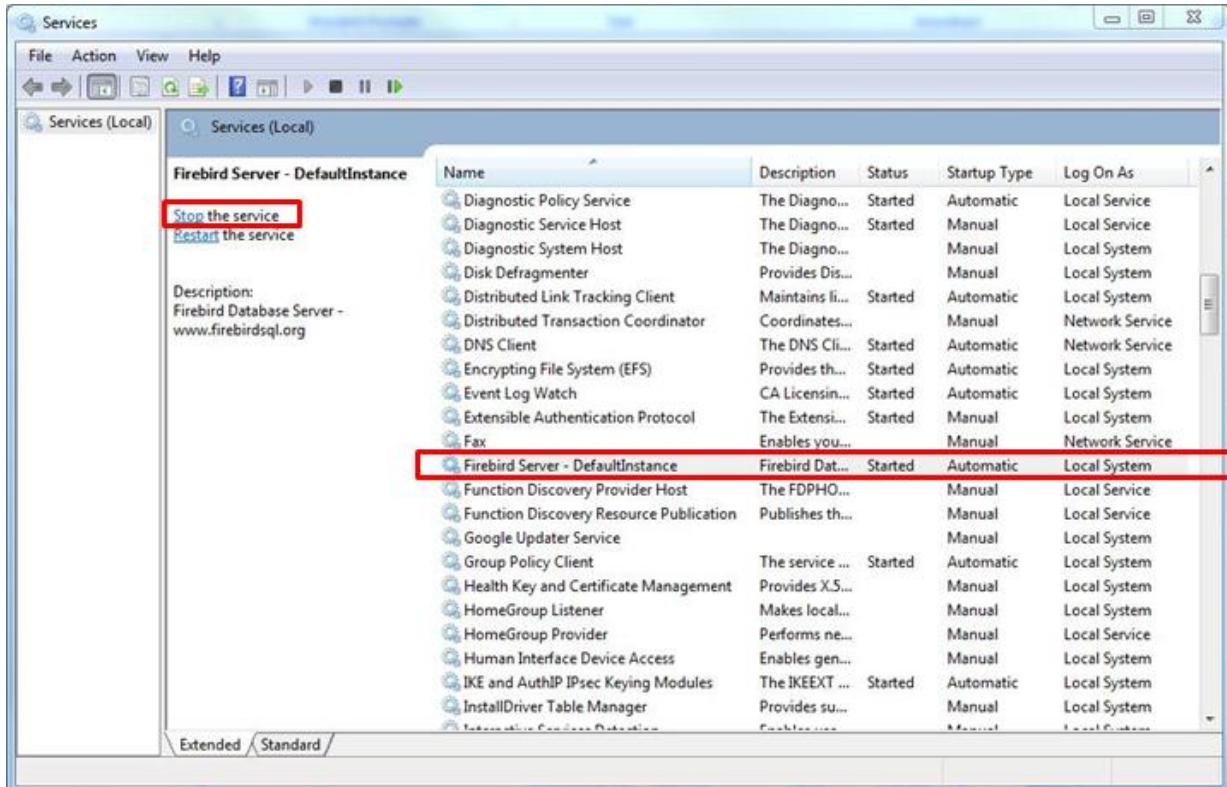
4. Revoke sharing for "**MedITEX IVF"** folder: click with the right mouse button on MedITEX shared folder, choose "**Properties -> Sharing"**, and revoke sharing with other users.

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5. Go to "**Program files -> Firebird -> Firebird 2.5**" and copy the "**security2.fdb**" file. Paste and replace it to the new server (make sure that Firebird is installed in the same path on the new server, as it was on the old one).
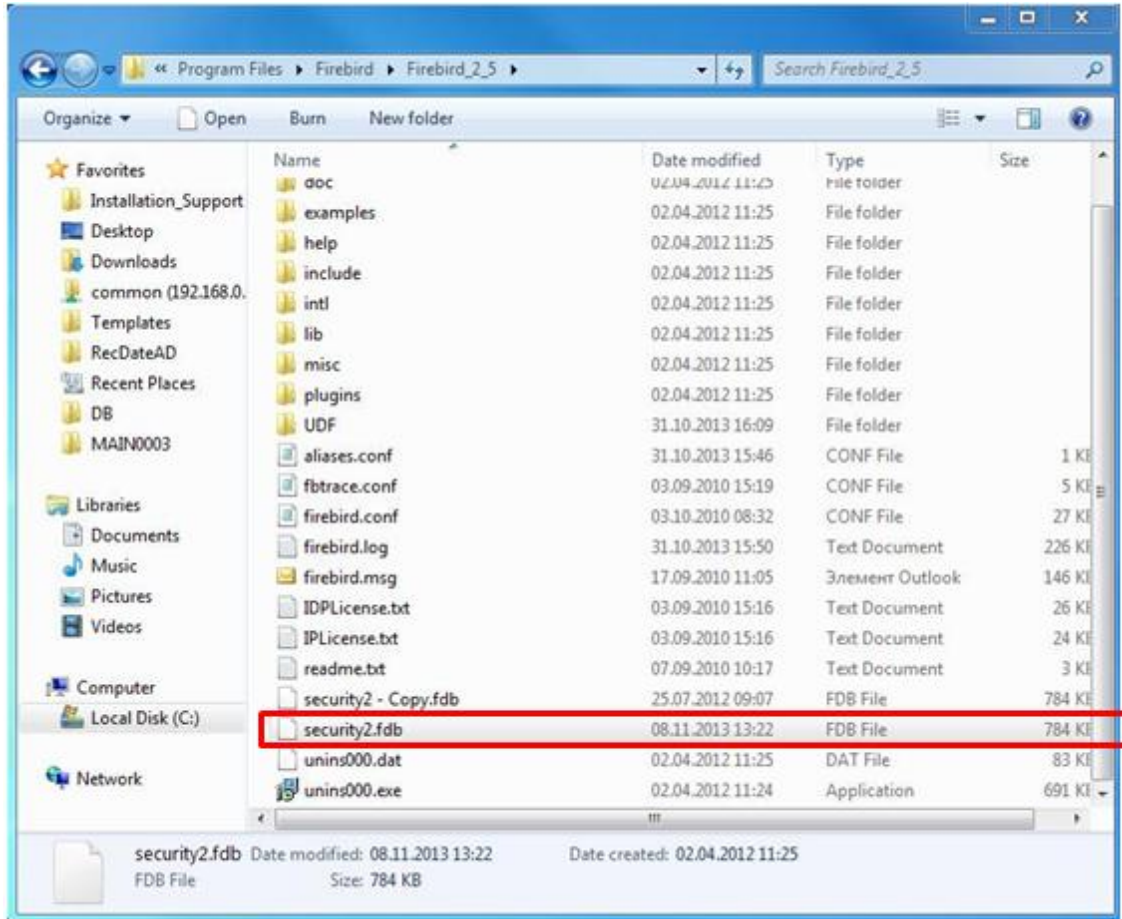
6. Restart **"Firebird Server - DefaultInstance"** (previously stopped in step 3).

7. Go to the "**MedITEX IVF**" folder and copy <u>all files</u> (not folders) <u>except the "**Recdate.ini**" and "**Datensicherung.cfg**"</u> and paste them to the new server.
-> The folder structure must be the same.

8. Go to the "**DB**" folder, copy the "**ART.FDB**" file and paste and replace it to the new server.
-> The folder structure must be the same.

9. Go to the "**MedITEX IVF**" folder and copy and replace the "**File_Storage**" folder to the new server. The folder structure must be the same.
 Please note: File storage contains all the documents and files stored in MedITEX. Copying it over the network may take some time to complete.

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10. Now go to the "*MedITEX IVF"* folder and copy and replace the "*BackUp"* folder to the new server. The folder structure must be the same.
    Please note: Copying it over the network may take some time to complete.

11. The paths from the database must be changed. Therefor please contact our support.

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