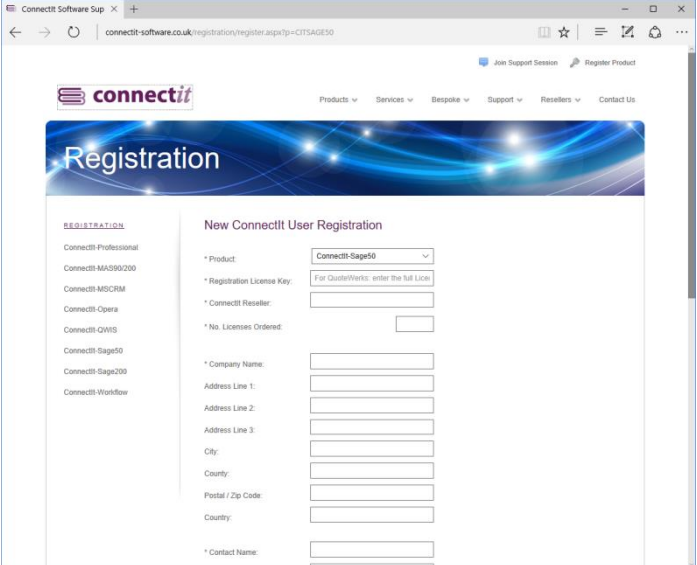# Step-by-Step Guide to Upgrading
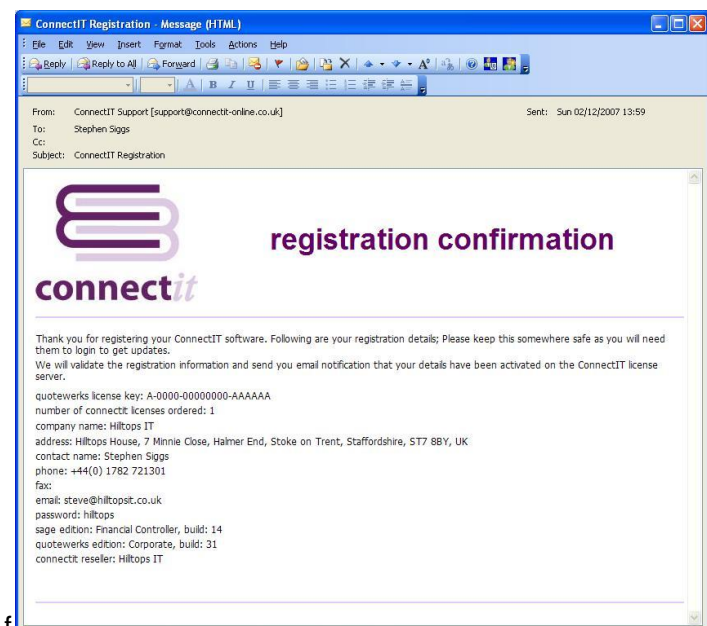
Upgrading from ConnectIt-Sage v1.4.x (and below)

1. In an internet browser, go to http://www.connectit-software.co.uk/registration/register.aspx?p=CITSAGE50

2. Enter your **QuoteWerks** license key, the number of ConnectIt licenses ordered and all other details to complete the form.
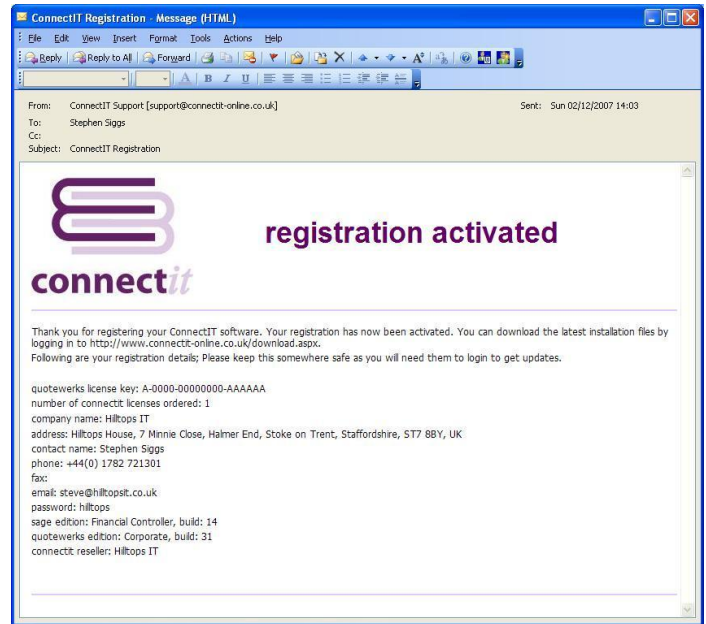
3. Click **Register**.

4. You will soon receive an email to confirm that your **ConnectIt** registration has been received.

   This email is also sent to the ConnectIt Support Team. On receipt, they will check the order information and activate the registration.
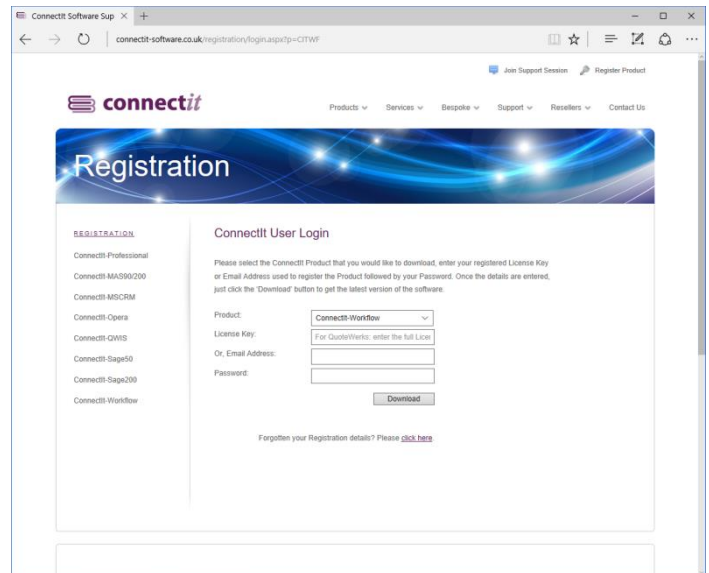
5. You will receive an email to confirm that your **ConnectIt** registration has been activated.

6. In an internet browser, go to http://www.connectit-software.co.uk/registration/login.aspx?p=CITSAGE50

7. Enter your **QuoteWerks** license key (or the email address used to register initially) and your password.
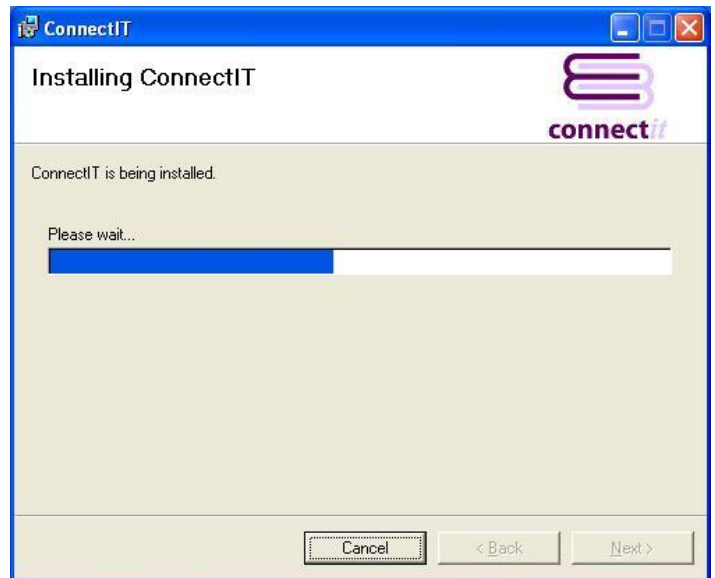
8. Click download.

9. The **ConnectIt Install** download will start; save the file to your hard drive or a convenient place on your network.
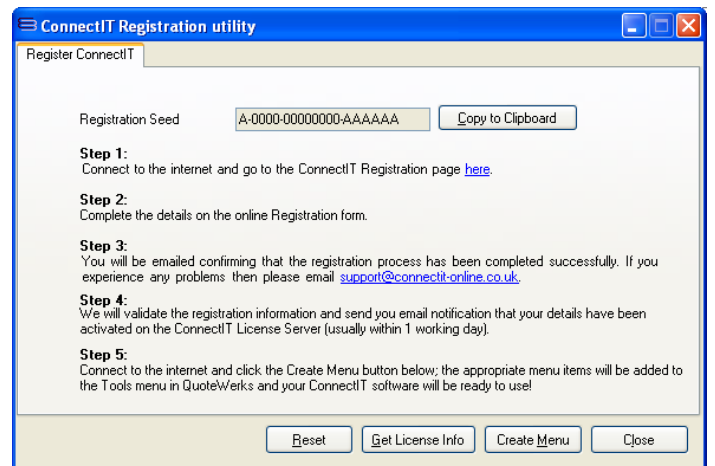
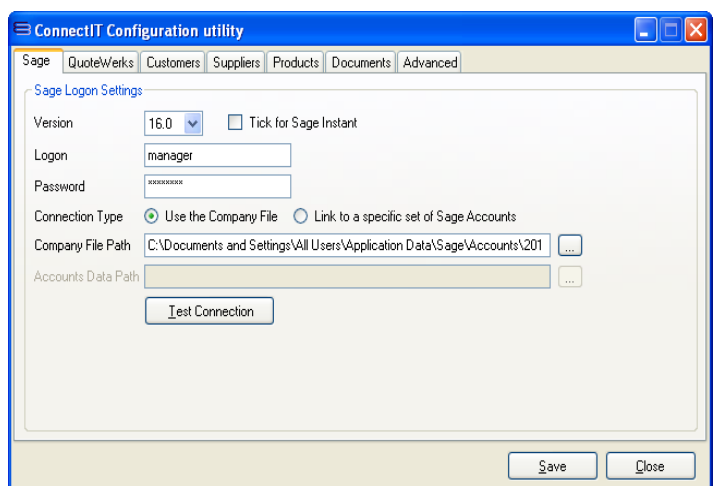**10.** Once the download is complete, extract the files and run the **setup.exe**.

11. To take advantage of new utilities in your new version of **ConnectIt**, open the **ConnectIt Registration** utility and click the **Create Menu** button. New menu options will be available the next time you start **QuoteWerks**.
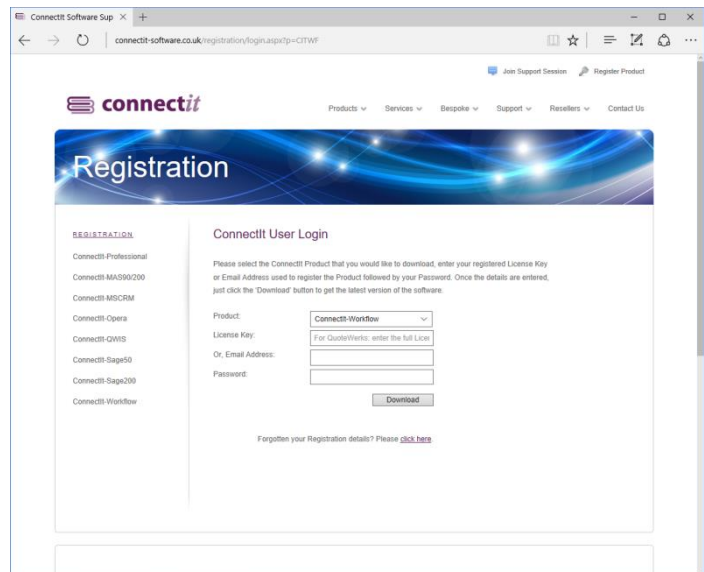

12. To set up and configure **ConnectIt**, please refer to the **ConnectIt-Sage Step-by-Step Guide to Configuration** and **ConnectIt-Sage Step-by-Step Guide to Registration Manager**.

Upgrading from ConnectIt-Sage v1.5.x (and above)

1. In an internet browser, go to
   http://www.connectit-software.co.uk/registration/login.aspx?p=CITSAGE50

2. Enter your **QuoteWerks** license key (or the email address used to register initially) and your password.

3. Click download.

Note: If you don't know the password, then you can use the "click here" option to be emailed your registration details.
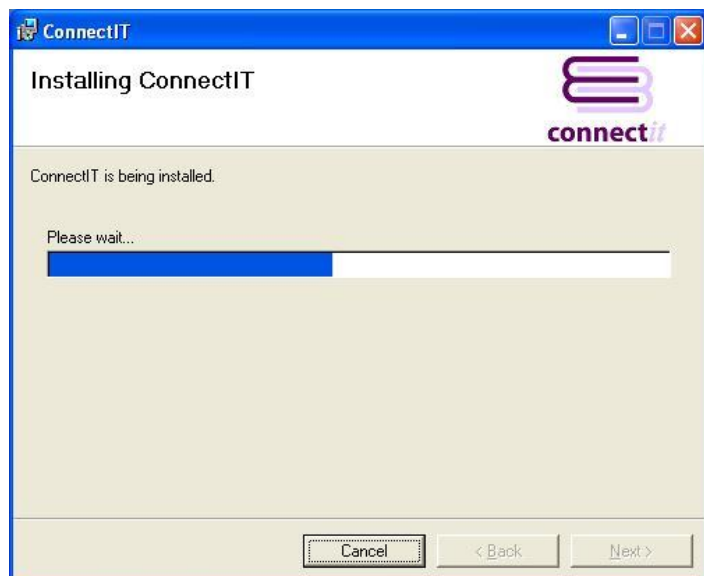

4. The **ConnectIt Install** download will start; save the file to your hard drive or a convenient place on your network.
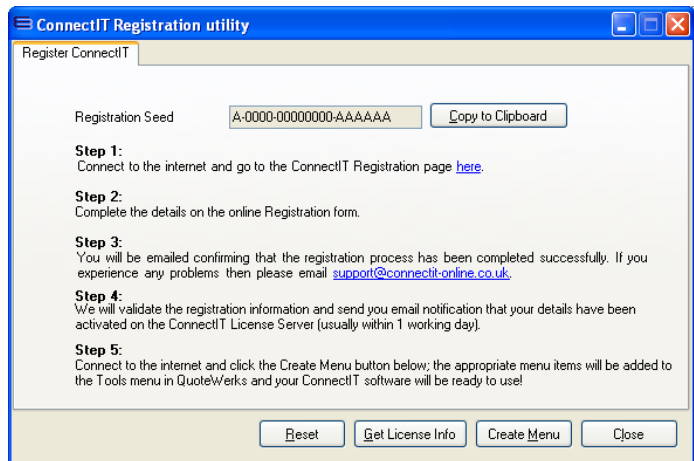

5. Once the download is complete, extract the files and run the **setup.exe**.

For more information on installing ConnectIt-Sage please refer to the Step-by-Step Guide to Installation.

6. On successful upgrade, users may receive a message that a valid license could not be found. If this message appears, then open the **ConnectIt Registration** utility and click the **Get License Info** button to get the most up to date registration information for your purchase.

7. If new utilities are available in your new version of ConnectIt-Sage, then open the **ConnectIt Registration** utility and click the **Create Menu** button. Any new menu options will be available the next time you start **QuoteWerks**.

Note: These final steps only need to be performed once for each QuoteWerks installation on your server and/or remote users.

Upgrading from ConnectIt-Sage v1.12.x (and below)

Note: In ConnectIt-Sage v1.13, there have been changes to the ConnectIt-Sage Configuration utility which mean that existing users' current Configuration settings will not be loaded automatically and will be replaced by ConnectIt-Sage's defaults.

If you are an existing user of ConnectIt-Sage and would like to retrieve your existing Configuration settings, follow the steps below:

1. Download and install the latest version of **ConnectIt-Sage** as per the upgrade instructions above.

2. Open the ConnectIt-Sage Configuration utility from Start | All Programs | ConnectIt

3. On the Advanced | Running ConnectIt tab, click the "Load Configuration from ConnectIt v1.12 or below" button.

4. Click OK to the message confirming that your existing Configuration settings uploaded successfully.

5. Click the **Save** button to retain the settings on the **Advanced | Running ConnectIt** tab.