



## Interspire Email Marketer - Upgrade Guide

### Email Marketer Upgrade Guide

Please read every step of the relevant instructions before undertaking the first step. It is always a good idea to backup your data before performing any sort of update. Before you begin the upgrade process, you must ensure that you have a full backup of your database. After you have backed up your database, ensure that you download the complete contents of your current installation to a safe location on your local machine.

**YOU MUST BACKUP YOUR DATABASE AND INSTALLATION BEFORE YOU BEGIN!**

### System Requirements.

The easiest way to check that your server meets our [software's requirements](#) is to upload our `check_iem.php` script to your server's base website directory, and load it in your browser. If you see NOT OK in red on that page, please troubleshoot the issue with your webhost until everything says OK or Unknown.

### Overview

Essentially what you are about to do is replace your current installation of Email Marketer with a fresh install and then restoring any private labeling assets that you have in your current installation, as well as restoring the following directories and files:

- `/admin/com/storage/`
- `/admin/includes/config.php`
- `/admin/temp/`

The renaming process outlined below serves to reduce the likelihood that someone visits your site while key Email Marketer files are mid-update. It also serves to provide a working backup of your existing installation, should something go wrong during the upgrade.

### Downloading Files.

If you have not already, be sure to download the complete contents of your existing installation to a safe location on your PC:

1. Download the new version from the order email.
2. Unpack the Email Marketer archive. Windows comes with a built in tool to handle zip files, but you can also download a program like WinZip or unRar for free if needed.

### Uploading Files

Unzip the Interspire Email Marketer package onto your local hard drive. If you don't have Winzip you can download it for free.

1. Using an FTP program (such as Filezilla, which is free, or a commercial package such as CuteFTP), login to your web server and Create a new directory, using the same name as your current installation,

in your domain's root named /somename-new/. For example, if your copy of Email Marketer is located in a directory named /marketing/, create a new directory named /marketing-new/. After you have created your new folder, simply upload the contents of this download into your new directory. Please note, when you uncompress your download, it will create a folder named /emailmarketer. Please DO NOT upload this folder. Rather, upload the CONTENTS of this folder in your new directory created earlier.

2. Once the upload is complete, restore the contents of the following folders on your server:

- /somename/admin/com/storage/ --> /somename-new/admin/com/storage/
- /somename/admin/includes/config.php --> /somename-new/admin/includes/ (be sure to overwrite the old config.php)
- /somename/admin/temp/ --> /somename-new/admin/temp/

3. Restore any private labeling assets that you have from your original installation to your new installation.

4. After you have restored all the items above, rename the folder on your server:

- /somename/ -----> /somename-old/
- /somename-new/ -----> /somename/

5. Clear your browser's cache and visit your installation's URL.

## File Permissions.

Interspire Email Marketer requires the following files/directories to have 'write' permissions set. On a Linux or Unix web host, you can use your FTP program and use the 'CHMOD' ('Change Mode') function to grant write permissions. If a folder listed here doesn't exist, please create it.

Files, CHMOD this file to 664:

- /admin/includes/config.php

*Note: Although it says 664, some webhosts may require 666 instead.*

Folders, CHMOD these to 775:

- /admin/temp/
- /admin/com/storage

*Note: Although it says 775, some webhosts may require 777 instead.*

## Restoring Your Files.

If you have modified your Interspire Email Marketer files with custom functions or changed the look and feel of the application, you should now upload these files. You should check the changelog.txt file found in the root folder of the zip file you downloaded to see what files have been modified so that you can make sure your customizations all still work.

Congratulations, you are now ready to login to the your upgraded installation of Interspire Email Marketer. The admin panel will be accessible by browsing to <http://www.example.com/youreemailmarketerinstallation/admin>.