

# IT Administrators

## Install Acrolinx Server and Guidance Package

When you install Acrolinx, you use separate installers for the server components and the guidance packages. When you install the Acrolinx Server, the installer identifies the computer name as the **Server IP address**. However, Acrolinx recommends that you use a symbolic name (for example: Acrolinx.AgencyName.gov) instead of an IP address. This gets rid of the need to change client settings when the Server hardware is changed.

### To install Acrolinx for the first time, follow these steps:

1. Be sure that you have the required administrator rights before installing.
2. Double-click the Acrolinx Server installer (.msi) to install the Acrolinx Server, and follow the prompts in the dialogs. Make sure that the installer captured the correct Server address.
3. Double-click the Guidance Package installer (.exe) to install the guidance package files for the Acrolinx Server.
4. Start the servers for the first time. This step enables you to access the Dashboard, which is required for subsequent steps. When you install the server for the first time, the server also creates an Acrolinx configuration directory in the ProgramData folder.
5. Log on to the Dashboard and check the installation.
  - a. Access the Dashboard from a web browser at the following address:

`http://<SERVER_ADDRESS>:8031/Dashboard.html`

*NOTE: The username of the default administrator account is admin. The default administrator password is also admin. Change these once you've logged in for the first time.*

On the Servers page in the Dashboard, you can check that all servers have started correctly.

6. Check the log files. On the Dashboard, go to the Maintenance page, then to Logs. You have the option of viewing the recent entries or downloading the logs. If you view the recent entries, select 'Show warnings and errors only'. You can also go directly to the file system to view the logs at C:\Program Files\Acrolinx\AcrolinxIQ\server\logs.

## 7. Request and Install the license.

Once the server is started, a hardware ID is generated and displayed in the Dashboard. You can then use the hardware ID to request a license from the License>Request menu.

The license installation procedure requires you to restart the core server. Once restarted, check the License page in the Dashboard to ensure that the license is correctly installed.

- Update Server and Guidance Package

When you update your Acrolinx Server or guidance packages to a newer version, it's important that you plan the update thoroughly to ensure that you retain all of your customizations.

### 1. Installing a new server to the existing installation directory.

You install to an existing installation directory if you're updating the server only and want to simplify the installation process. You uninstall the previous server and guidance package, install the new server, and reinstall your current guidance package.

Any files that you have changed are retained in the installation directory after you have uninstalled the older version of the Acrolinx software. After you deployed your previous server, new files such as Acrolinx Scorecards and Dashboard settings were probably created in your installation directory. These files are also retained after you uninstall the server.

When you install the newer version, all of your changed files are moved to the backup directory. <INSTALL\_DIR>\server\bin\backup-<TIMESTAMP>. Update the new installation files with any changes you have made to the previous versions of those files. New files that were created during normal server usage, such as Acrolinx Scorecards and Dashboard settings, are retained in their original location.

### 2. Installing new guidance packages to the existing installation directory.

Backup and uninstall the previous guidance packages, and delete any guidance package files that were retained in the installation directory. You delete the retained guidance package files because unlike the server MSI installer, the guidance package installer doesn't install new files if older versions of those files have been retained in your installation directory.

After your previous guidance package has been completely uninstalled, you install the new guidance package and copy any changes from your guidance package backup into your existing installation directory.

- Backups

All important files and directories should be backed up regularly.

- The terminology database  
<INSTALL\_DIR>\db\terminology
- Reporting database backup files  
<INSTALL\_DIR>\server\www\ output\analytics\backup
- The server configuration files  
<INSTALL\_DIR>\server\bin\
  - The server configuration files control the performance, logging, and connectivity of the Acrolinx Server.
- The language configuration files  
%ACROLINX\_CONFIGURATION\_ROOT%\data\<LANGUAGE\_ID>\configuration.properties
- The server output directories  
<INSTALL\_DIR>\server\www\output\<LANGUAGE\_ID>
- The SEO reports directory  
<INSTALL\_DIR>\components\seo\db\json\seofindings
- The configuration directory  
C:\ProgramData\Acrolinx\ServerConfiguration\
  - The server output directories  
<INSTALL\_DIR>\server\www\output\<LANGUAGE\_ID>

**To back up each of these directories, follow these steps:**

1. Stop the core server.

*Important: It's necessary to stop the core server to make sure that the terminology database is in a consistent state.*

2. Copy or zip the directory and move it to a backup location.
3. Restart the core server.

**Note:** Refer to the Help Center for more information on Server Administration:

<https://support.acrolinx.com/hc/en-us/categories/200601351>