To: INFOhio Library Users

INFOhio will upgrade the library software on the server MVECA to Symphony 4.2 on Thursday, July 16, 2026**.** During the upgrade, you won't be able to access WorkFlows, BLUEcloud, MobileStaff, SymphonyWeb, Fetch, and some aspects of ISearch.

When the upgrade to Symphony 4.2 is complete on the server, you will need to update the WorkFlows application on your library workstations. You may need your **technology staff** to assist, so please let them know about the upgrade.

After the update has been applied to the server, follow these steps:

1. Right-click the WorkFlows icon and select Run as administrator.
2. Make a note of the IP Address and Port number found on the configuration screen.
3. Log in with your user ID and PIN.
4. Click Yes when prompted to update the staff client.
5. Click OK when the download message appears.
6. Click Install Now when prompted.
7. Click Finish when the update completes (approximately 15 minutes).

Verify the Installed Version:

1. WorkFlows will start automatically, fill in the

   IP Address

   Port number

2. Log into WorkFlows with staff credentials.
3. Select Help > About from the menu bar.
4. Confirm that the version number is 4.2.0.0.1335.

The full installation file for the WorkFlows 4.2 application will be available on the INFOhio website:

Setup

Do not install or connect to the library database using the 4.2 client before Thursday, July 16, 2026.