1. Bomgar in
2. Transfer JPAC 5 files, including client install
3. Download server file
4. Close Jpac server
5. Do a 4D+ server install
   1. License code will be requested. Once initial code is added, go to “Instant Activation” tab and add second license code
   2. Click on maintenance tab and turn on backups for 23:00 at night daily

5. Copy Jpac folder and paste at root level

6. Copy old .4DD file from Jpac 4 into Jpac 5

7. Create shortcuts to 4D and 4D server inside Jpac 5 folder

8. Drag and drop Jpac 5 .4db file onto server app

9. Open server, find .4dd file, convert

9. Give client installers to James for his use, walk him through the initial connection to server