# Checklist for upgrade single seat licensed Visual Paradigm and Teamwork Server to new version

This checklist helps you to prepare for upgrade your single seat licensed Visual Paradigm and your Teamwork Server to new version, and make sure you won’t miss out the steps during the upgrade process. The complete upgrade procedures can be found at <http://knowhow.visual-paradigm.com/technical-support/upgrade-vp-single-seat-teamwork/>

Current version and build number of Visual Paradigm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current version and build number of VP Server: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Step** | **Action Items** | **Completed?** |
| 1 | Download new Teamwork Server license key |  |
| 2 | Download new version of VP Server WebApp package |  |
| 3 | Backup existing VP Server, repository and database |  |
| 4 | Upgrade your VP Server to new version |  |
| 5 | Import new Teamwork Server license key to VP Server |  |
| 6 | Upgrade Visual Paradigm Client to new version |  |

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| --- | --- |
| Upgrade performed by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |