



THE CONTRACT BOARD

UPDATE AND PATCH GUIDE

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Overview

This guide provides step-by-step instructions for IT administrators to download and apply the latest security patches and bug fixes for The Contract Board.

Free Updates for All License Holders

All updates are provided free of charge to perpetual license holders. Everyone who purchases The Contract Board is a perpetual license holder — there are no additional fees for staying current.

The update process is organized into four sequential phases. Complete each phase in order before proceeding to the next.

1	Pre-Update Backup	Protect your current environment before making any changes.
2	Download the Latest Patch	Retrieve the newest version from the Payment Processor.
3	Apply the Update	Replace application files and restart the service.
4	Verification	Confirm the patch was applied successfully.

1

Pre-Update Backup

Crucial Step — Complete before making any changes

Do Not Skip This Phase

Always back up your database and application files before applying any update. If something goes wrong during patching, a verified backup is your only recovery path.

Before applying any patch, complete the following three steps to protect your current environment:

1. **Backup the Database** — Export a complete backup of your current PostgreSQL database. Use your organization's standard backup procedure or refer to the reference commands below.

```
# Standard backup command
pg_dump -Fc -d contractboard > contractboard_backup_$(date +%Y%m%d).dump

# Docker example
docker exec -t contractboard-db pg_dump -U postgres contractboard > backup.dump
```

2. **Backup the Application Files** — Create a copy of your existing application directory (the folder containing your current React.js build and server files). A simple compressed archive of the directory is sufficient.
3. **Verify Backups** — Confirm the backups are stored safely in a secure location and that they can be restored if necessary before proceeding.

2

Download the Latest Patch

Retrieve the newest version from the Payment Processor

Follow these steps to retrieve the latest version:

4. **Log In** — Access your files by logging into the payment processor Customer Portal. Alternatively, click the "View Your Order" link found in your original purchase receipt email.
5. **Locate the Product** — Navigate to your Customer Library to find your purchase of The Contract Board.
6. **Verify the Version** — Check the version number displayed next to the download file to confirm it is the newest version of the software.

Automatic Updates via Payment Processor

Because your purchase includes updates, our Payment Processor automatically replaces the old download file with the newest one. You do not need to locate a separate link — the download in your Customer Library is always current.

7. **Download** — Download the latest .zip file to your local machine or directly to your server.
8. **Extract** — Extract the .zip file to a temporary staging directory on your server in preparation for the update. Do not extract directly into your production directory.

3

Apply the Update

Instructions may vary slightly depending on your server architecture

Architecture Note

The steps below apply to standard deployments using NGINX, Apache, or a direct Node.js setup. The overall process is the same across architectures, but the specific service commands (start/stop) may differ for your environment.

- 9. Stop the Service** — Temporarily stop the web server or application service running The Contract Board. This prevents user interruptions and file-locking issues during the file replacement.

```
# PM2 example
pm2 stop server.js

# systemd example
sudo systemctl stop contractboard
```

- 10. Replace Application Files** — Navigate to your production application directory and replace the existing frontend files with the new ones from the updated .zip folder.

- Replace the existing frontend application files (the React .js, .css, and .html files) with the new files extracted from the updated zip.

Important: Do Not Overwrite Configuration Files

Do not replace your existing configuration files (e.g., environment variables in .env, database connection strings) unless the version release notes explicitly instruct you to do so. Overwriting these files will break your database connection.

11. Update Dependencies (If Applicable) — If the server environment requires it, run the standard package installation command to update any required security packages.

```
npm install
```

12. Restart the Service — Bring your web server or application service back online.

```
# PM2 example  
pm2 start server.js  
  
# systemd example  
sudo systemctl start contractboard
```

4

Verification

Confirm the patch was applied successfully

With the service back online, perform the following checks to confirm the update was applied correctly:

- 13. Navigate to The Contract Board** — Open a web browser and go to your server's IP address or domain name.

Browser Cache

You may need to clear your browser cache or perform a hard refresh (Ctrl+Shift+R on Windows/Linux, Cmd+Shift+R on macOS) to see the updated application rather than a cached version.

- 14. Verify the System Loads Correctly** — Confirm the login screen appears and the application loads without errors.

- 15. Confirm the Version Number** — Log in and click "About The Contract Board." Check the version number displayed on this page to confirm the patch was applied successfully.

Update Complete

If the version number reflects the latest release, your update is complete. No further action is required. If you encounter any issues during or after the update, restore from the backup created in Phase 1.