**Tableau Infotopics Upgrade Extension Documentation**

**Upgrade Extensions**

To update or upgrade your installation of a Tableau Infotopics extension while online, follow these steps:

**Step-by-Step Instructions**

1. **Turn off the server in the ExtensionsManager**
   * Open the ExtensionsManager.
   * Locate the server related to the extension you want to upgrade.
   * Turn off the server.
2. **Go to .../AFT Extension Manager/extensions and delete the relevant product folder**
   * Navigate to the directory where the extensions are stored.
   * Locate the folder of the product you want to upgrade.
   * Delete the relevant product folder.

*Note: Backup any logs in the folder for later reference.*

1. **Backup any logs in the folder for later reference**
   * Before deleting the folder, make sure to backup any logs that may be needed for future reference.
2. **Download the updated version of the product from the AFT Company Portal**
   * Visit [AFT Company Portal](https://my-appsfortableau.infotopics.com/).
   * Log in and download the latest version of the product.
3. **Go to "Manual product installation" and drag in the .zip file**
   * Open the ExtensionsManager.
   * Navigate to the "Manual product installation" section.
   * Drag and drop the downloaded .zip file into the designated area.
4. **Restart the product**
   * After the installation is complete, restart the product to ensure the update is applied correctly.

By following these steps, you can successfully update or upgrade your Tableau Infotopics extension.