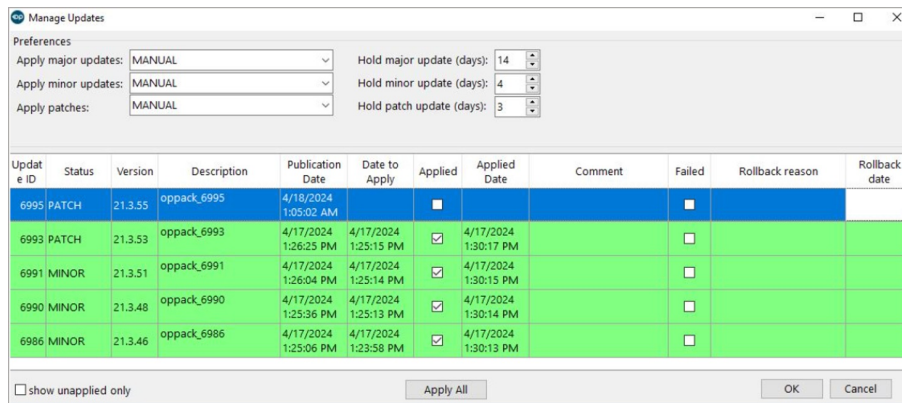# Manage Updates Feature

Last Modified on 04/19/2024 10:47 am EDT

> ✨ This feature is currently being rolled out to My SQL, On-Premise Practices. Your practice will be notified as the feature becomes available.

About

The Manage Updates feature gives **MySQL On-Premise practices** the ability to set preferences that control the timing of updates. Updates are categorized by Major, Minor or Patch, and each type of update can be scheduled using a different timing preference.
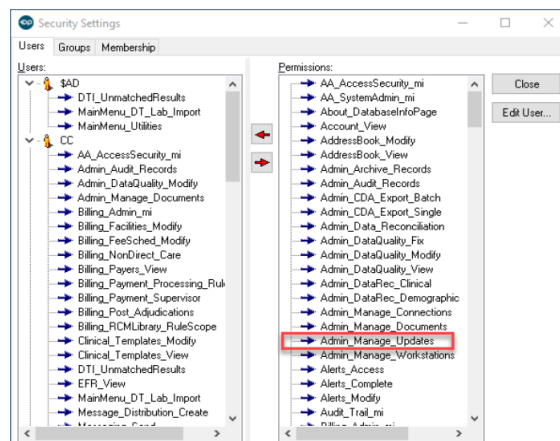

- Security Permissions
- Navigating to Manage Updates
- Setting Preference Options
- Managing Scheduled Updates

Security Permissions

> **Path: Admin > Staff Directory > Select User > Security Settings**

A new permission called **Admin_Manage_Updates** has been created to control which users in a practice have the ability to manage updates.

At the initial release of this feature, any user who had previously been assigned to a **Backup log manager status** of either **Backup log manager only** or **Backup log + archive notes manager** will be given the *Admin_Manage_Updates* permission. The permission can be added to any user and revoked from any user to meet the practice's needs for managing updates.
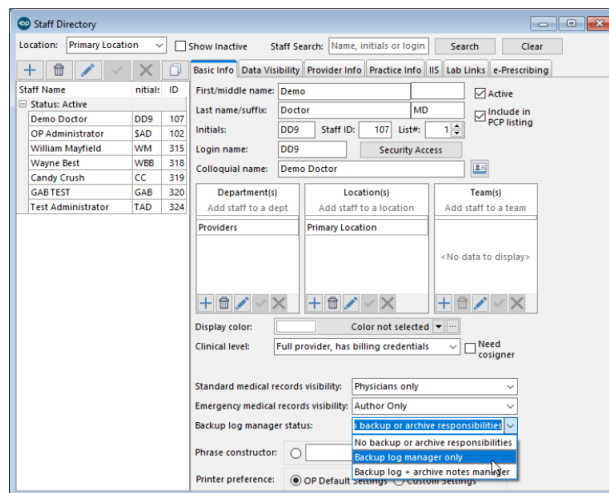

Navigating to Manage Updates

**Path: Admin > Manage Updates (Customize group)**

The Manage Updates window gives the practice the ability to set preferences that control the timing of updates. Updates are categorized by Major, Minor or Patch, and each type of update can be scheduled using a different timing preference.

The button will appear in red (Manage Updates) when your preferences are set to **MANUAL** and an **update is pending and not yet scheduled**. *It will not turn red if you have your preferences configured for NIGHTLY or a specific day of the week.*
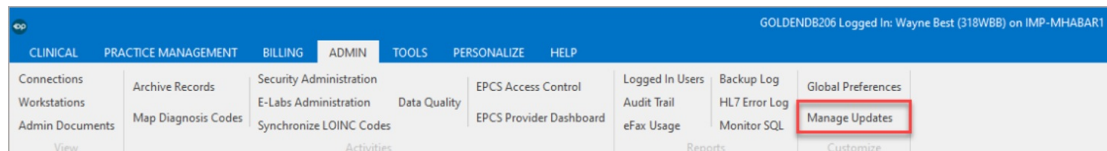
Setting Preference Options

How To Set Preference Options
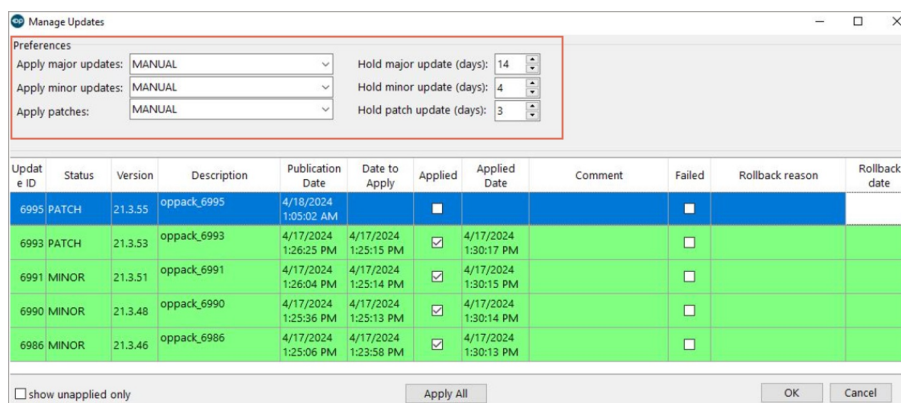
Within the Manage Updates window, the practice will need to set their preference for each of the three types of updates **Major** (**21**.X.X), **Minor** (X.**3**.XX) and **Patch** (X.X.**15**).

1. Select the drop-down and choose a Preference option on when to **Apply x updates** for each **Major**, **Minor**, and **Patch** update.
   - **Manually**: Each time a new build is released, the practice will need to manually select the time that the update will be performed.
   - **Nightly**: Each time a new build is released, it will be scheduled only based on the "Hold update days".
   - **Specific Day of the week** (Choose the day): Each time a build is released, it will be scheduled to occur on that specific day of the week while adhering to the "Hold update days" value.
2. Select the number of days to wait before applying an update for that selection with **Hold x update (days)**. Select **0** if you don't want to hold the update when it is released.

Examples: Update Schedule Timing by Preference

Example 1: If OP publishes a **Patch** release at 11:00 am on Monday morning, the following table shows the time the update will be scheduled by preference with the **hold days set to 2**

Preference Set	Update Scheduled for...
Manually	Administer Updates User(s) will be given a login popup telling them to go schedule
Nightly	With the hold days set to 2, it will be applied Thursday evening
Specific Day of the Week (Friday)	With the hold days set to 2, It will get scheduled for that Friday.

Example 2: If OP publishes a Patch release at 4:00 pm on Friday afternoon the following table shows the time the update will be scheduled by preference with the hold days set to 3:
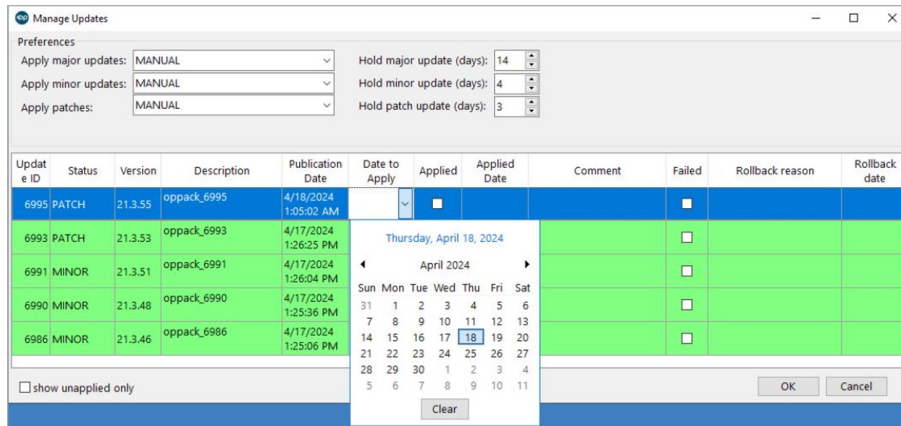
Preference Set	Update Scheduled for...
Manually	Administer Updates User(s) will be given a login popup telling them to go schedule
Nightly	With the hold days set to 3, it will be applied Tuesday evening
Specific Day of the Week (Friday)	Hold patch update is configured for 3 days. Since we are holding the release for 3 days, it will get scheduled for the following Friday.

Managing Scheduled Updates

Change the Date of a Scheduled Update

Until a scheduled update is performed, the timing can be rescheduled by a user with permission to view/edit the Manage Updates Window.

1. Navigate to **Manage Updates** using the path above.
2. In the row you wish to edit, click in the **Date to Apply** field and click the drop-down.
3. This will open a calendar. Select a new **date**.
4. When you click off of the field, the new date will be saved.

View Applied Updates

The last 20 updates will be displayed to the user when the **Show unapplied only** checkbox is unchecked. You will be able to view the details of the applied update including the date it was **scheduled** to be applied and the **Applied** date when the upgrade was actually completed.