

Access Dimensions Back-up Guide

Version: v.6



COMMERCIAL STATEMENT

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	Step	Access Dimensions Back-up Process
D	1	Log on to Access Dimensions Administrator:
		Double click on the ' Access Dimensions Administrator' icon – this should be an icon on the user's P desktop:
		Dimensions Administrator
		User Name sa Windows User Password
		ODBC Data Link Dimensions
		Help Exit Logon
		Enter the ' User Name ' and ' Password ' and select the ' ODBC Data link '. The ' ODBC Data link ' will normally be called something along the lines of ' Dimensions ' or ' Access Dimensions '. The following screen will display a list of ' Dimensions ' databases on the server and the bottom half of the screen will show a list of users able to access each database.
		Dimensions Administrator
		File Edit Administrator Info
		□ □ □ □ □ ○ Databases □ ✓ Show Dimensions databases only *
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D 2 Creating a back-up

From the above list select the database that needs to be backed up and click the '**Backup Database**' icon 🗎.

The following screen will be blank if the Dimensions database hasn't been backed up before otherwise previous back-ups will be listed here:

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