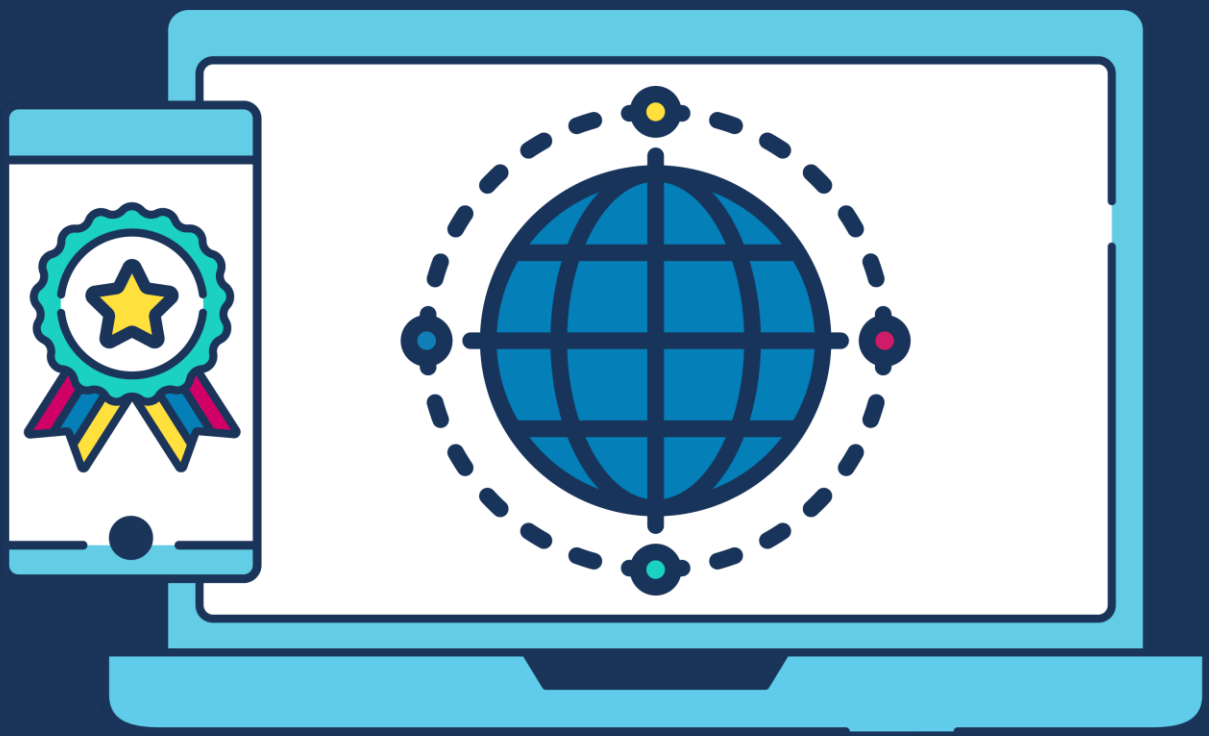
TEAM Software by WORKWAVE

Access Dimensions Back-up Guide

TEMPLACMS

Version: v.6



COMMERCIAL STATEMENT

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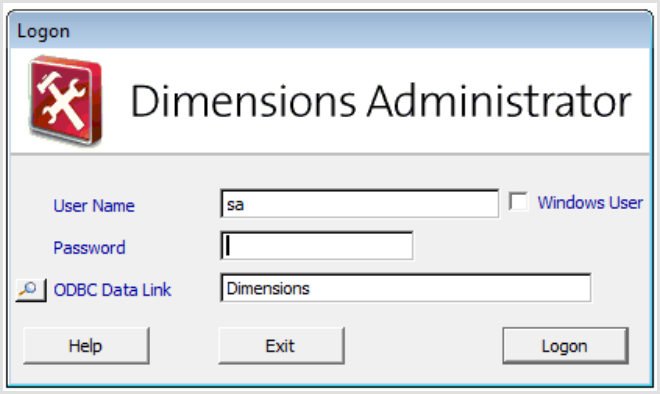
Please note: This document is intended as a guide only to assist with the taking back-ups for Dimensions.

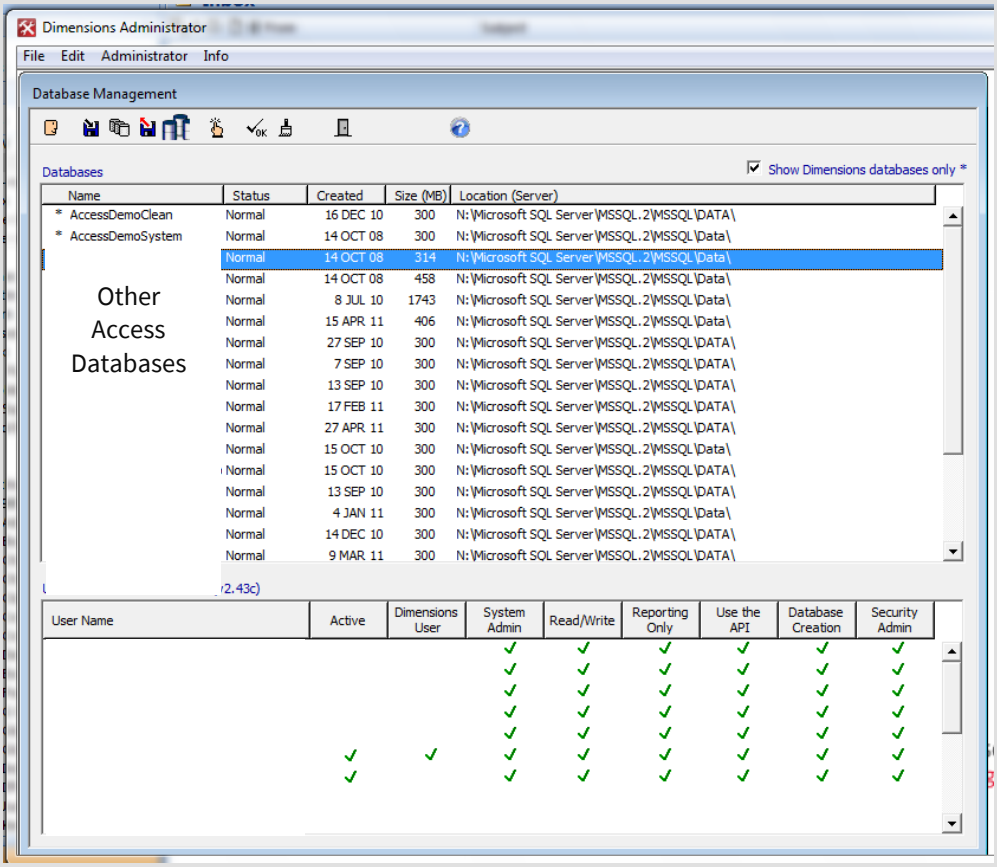
	Step	Access Dimensions Back-up Process
D	**1**	***Log on to Access Dimensions Administrator:***

Double click on the ***'Access Dimensions Administrator'*** icon – this should be an icon on the user's P desktop:



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.



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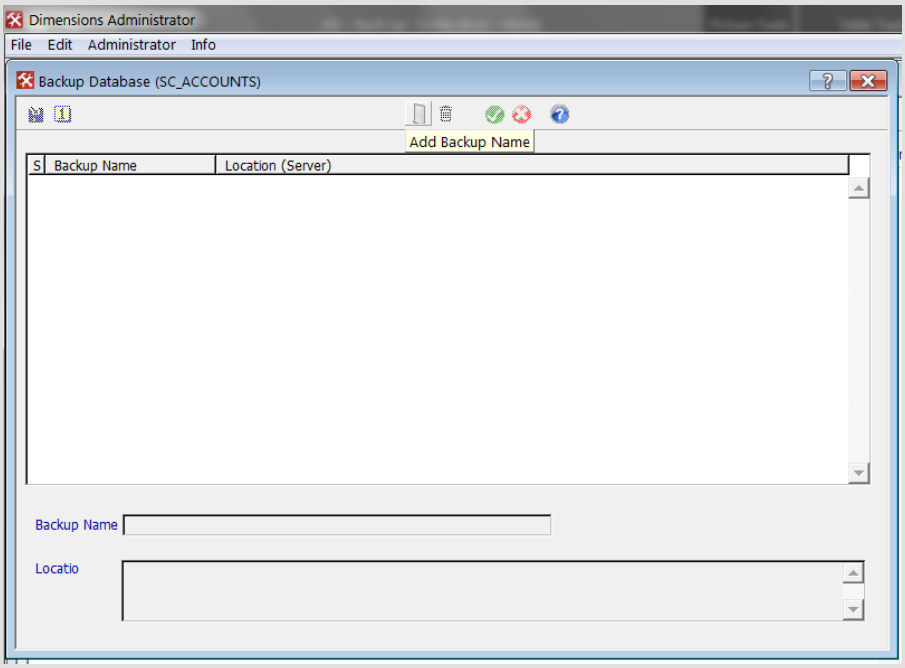
	Step	Access Dimensions Back-up Process
D	2	***Creating a back-up***

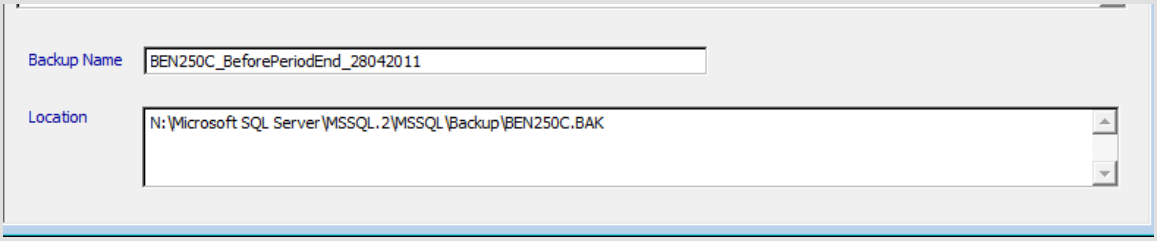
From the above list select the database that needs to be backed up and click the ***'Backup Database'*** icon .

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



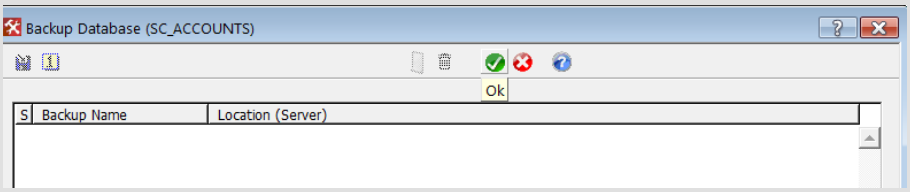
To create a new backup, click on ***'Add Backup Name'*** .

Enter the back-up name in the ***'Backup Name'*** field – *please note there is no need to add the '.bak' at the end as needed in Access SelectPay.*



Please note: The ***'Location'*** will default in based on the SQL server set-up and this should be left as is.

Click on the ***'Green tick'*** to start the back-up:



Answer ***'Yes'*** to the following message:

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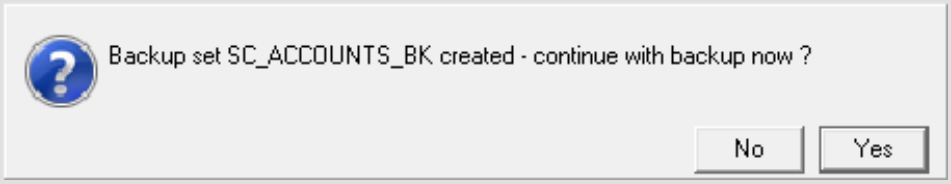
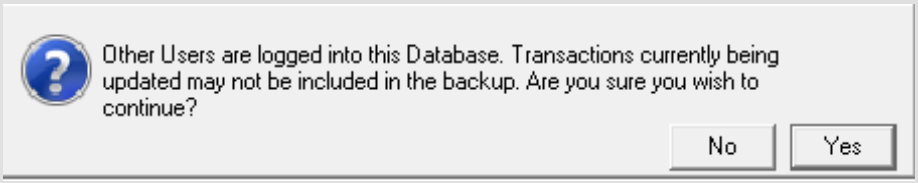
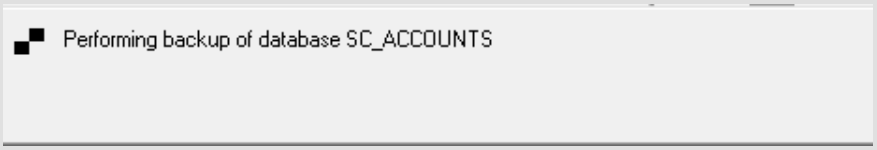


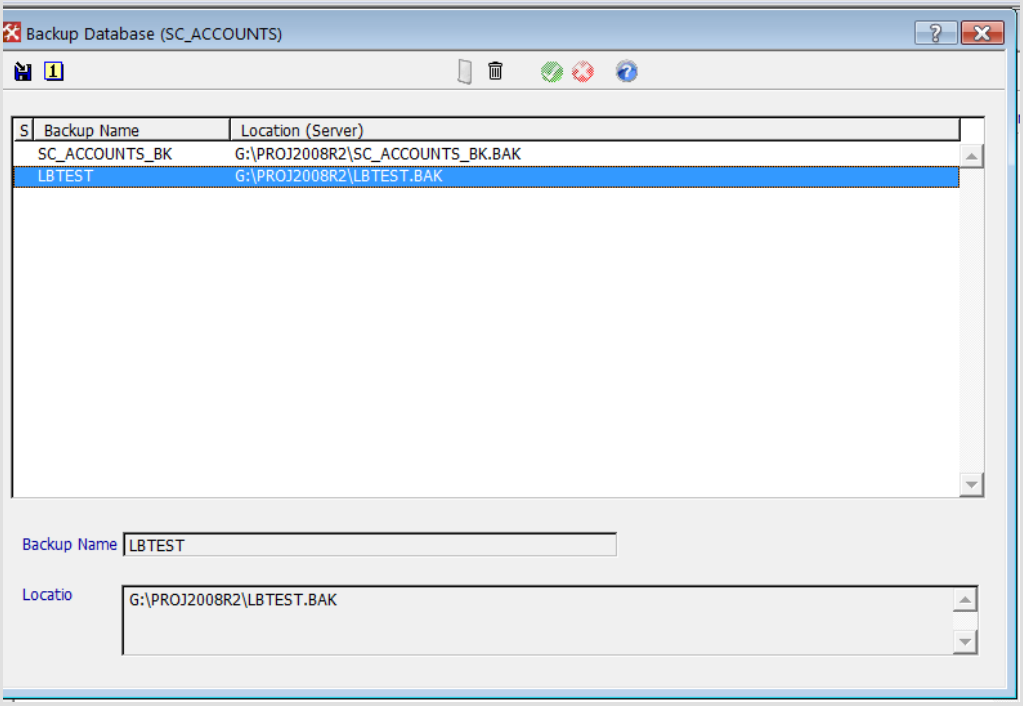
Answer ***'Yes'*** to the following message if no users that are logged on to Dimensions are processing any transactions, otherwise get them to log out first:



While the backup is running the following message will appear:



Once the back-up is completed it will appear in the list:



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