



MAINTENANCE MANUAL



Summary of Chapters

Backing up Database	3
Restoring Database	7

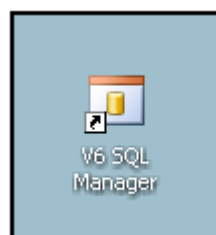
Backing up Database

It is very important that the data base is backed up daily and restored weekly. This will ensure that you will always have current data available in the event of a computer or program failure.

This is the shortcut on your desktop to enable backup and restoring of your V6 database quickly and easily.

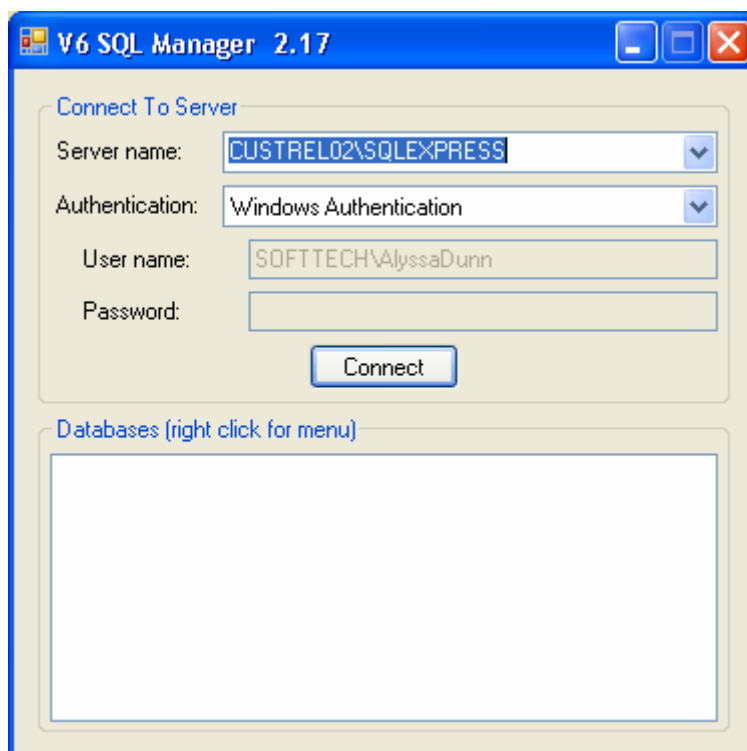
STEP 1

Double click on the V6 SQL Manager icon.



STEP 2

Click Connect.

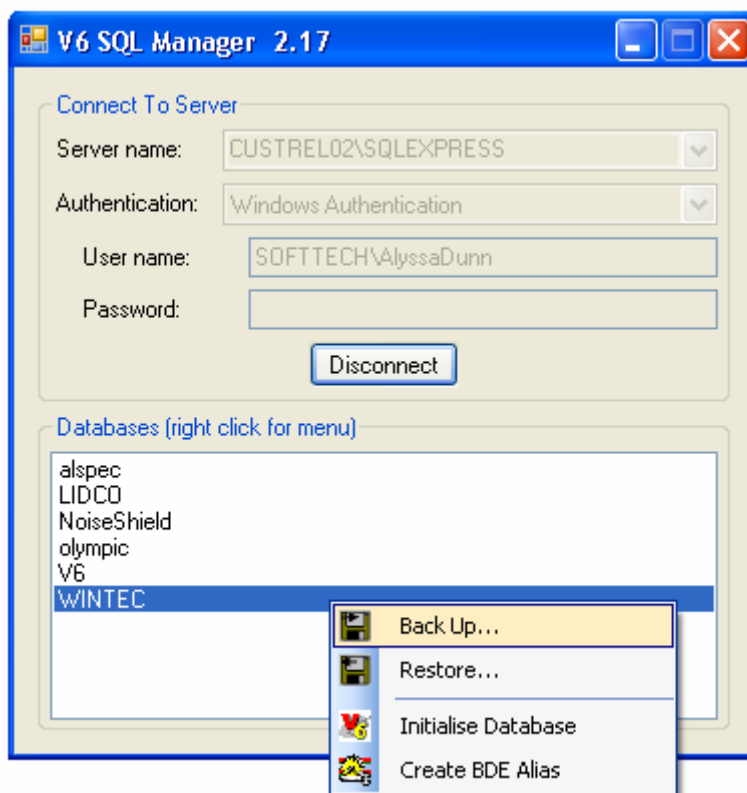


NOTE: If you receive an error at this point you will need to ring the Soft Tech Australia help desk on 1300 139 980 for assistance.

Backing Up Database (Continued)

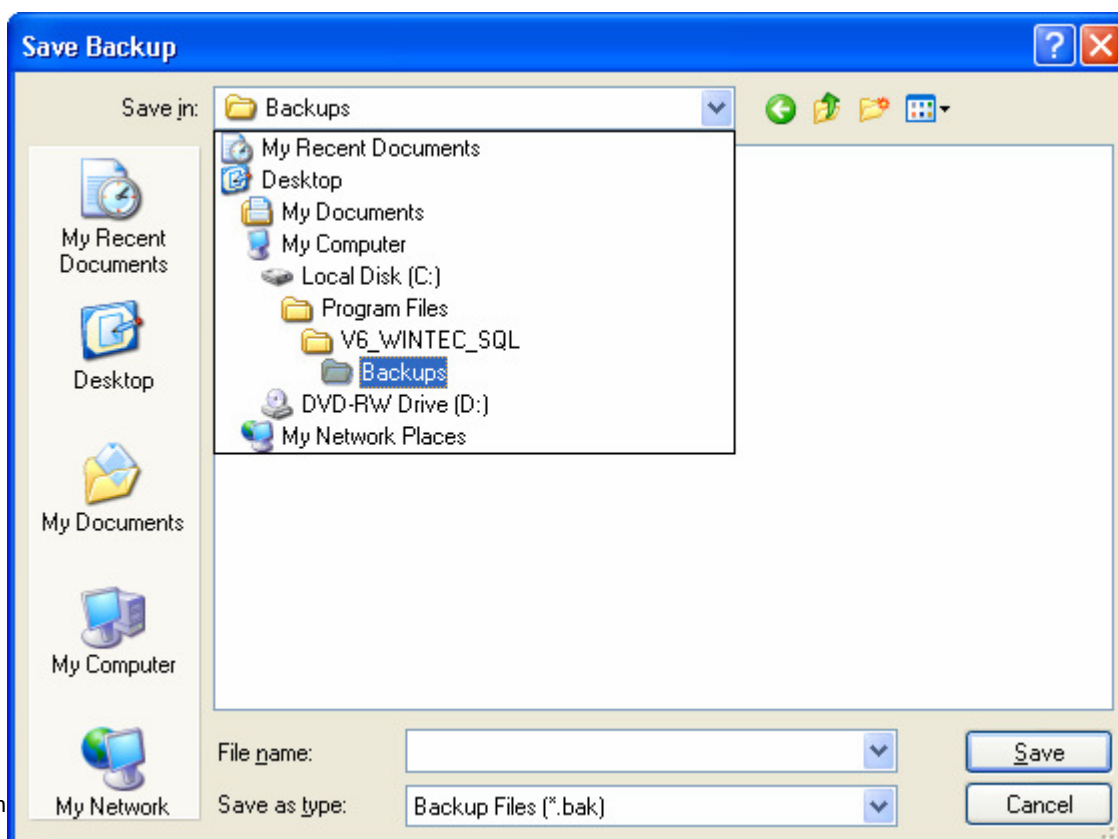
STEP 3

Right-click on the Wintec database and select Back Up



STEP 4

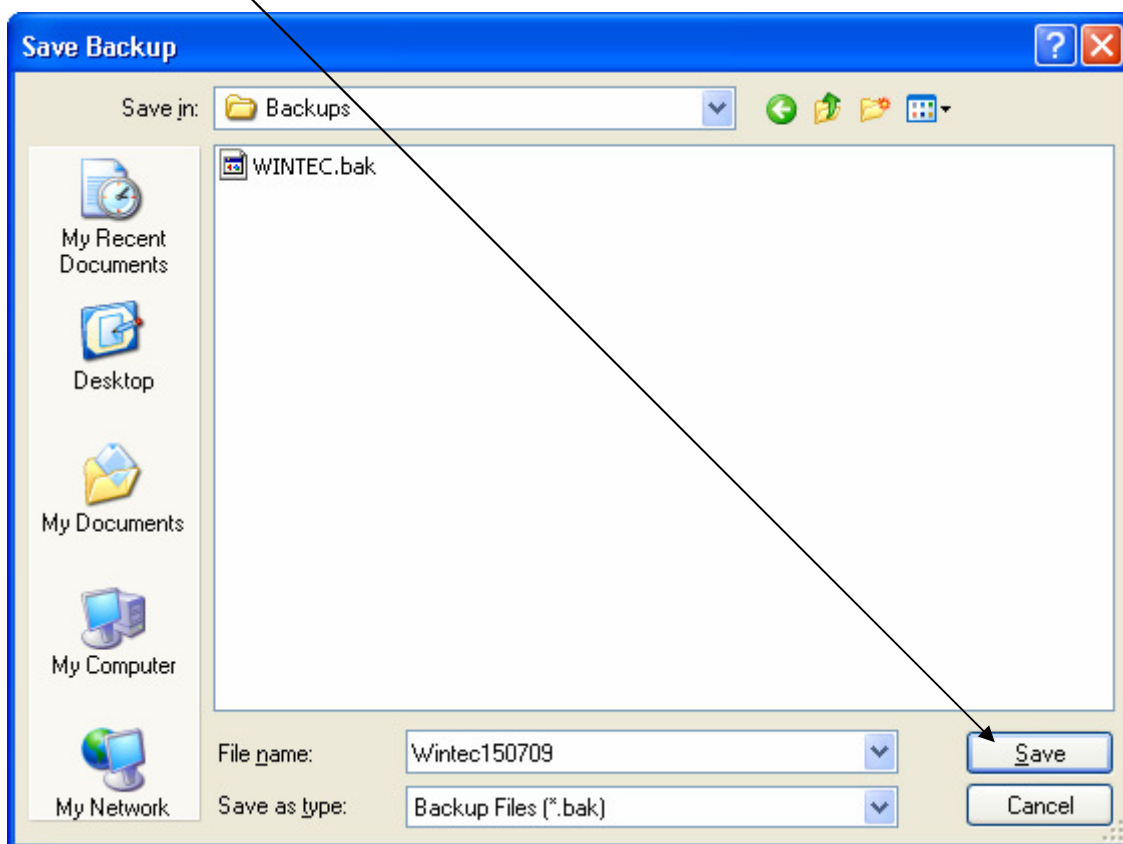
Navigate to the file where you will save your Back Up



Backing Up Database (Continued)

STEP 5

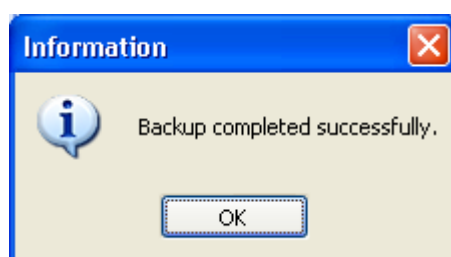
Name the file & click SAVE



(We suggest using the date in the file name so that you can easily identify the most current file)

STEP 6

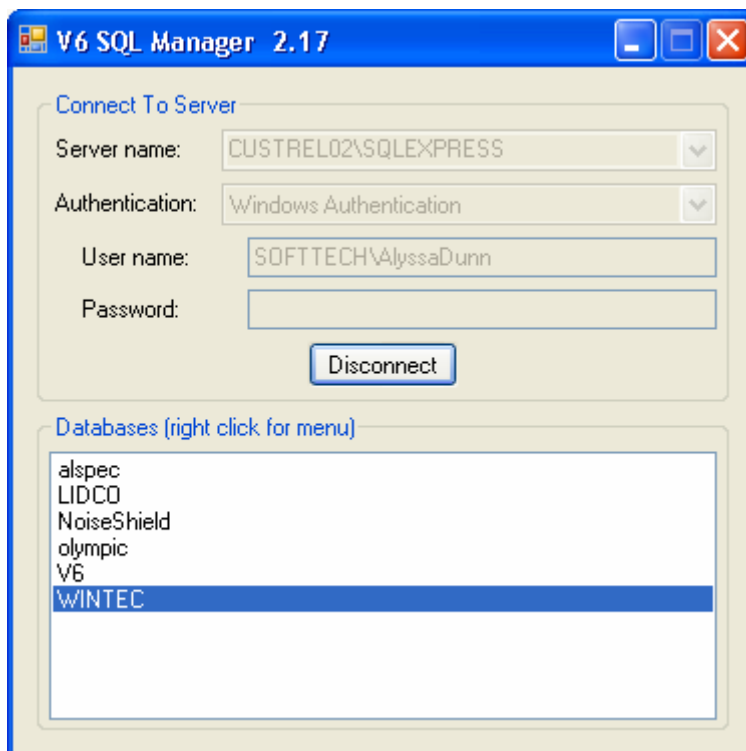
Click OK – the backup is now complete



Backing Up Database (Continued)

STEP 7

Click Disconnect



Restoring Database

It is very important that the data base is restored weekly. This will ensure that you will always have current data available in the event of a computer or program failure.

This is the shortcut on your desktop to enable backup and restoring of your V6 database quickly and easily.

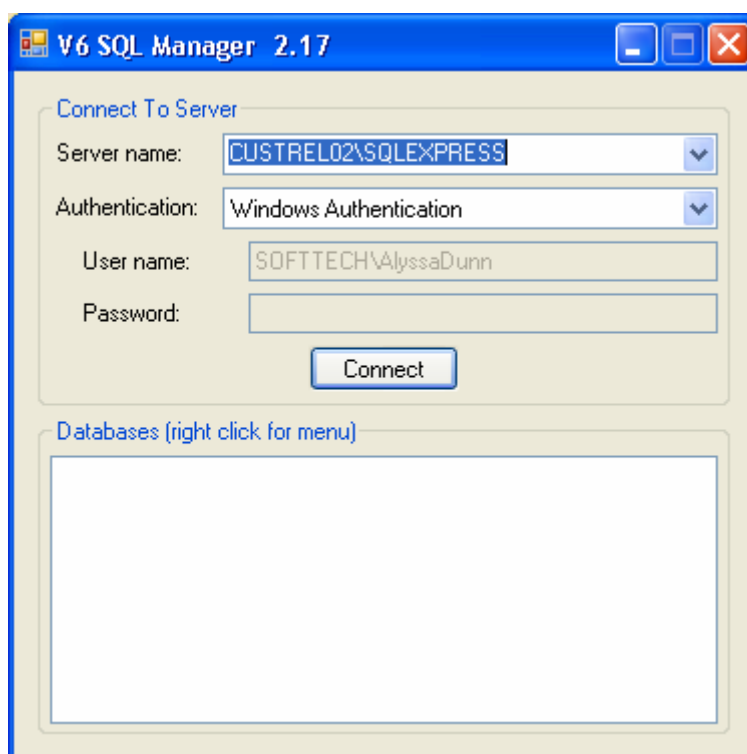
STEP 1

Double click on the V6 SQL icon.



STEP 2

Click Connect

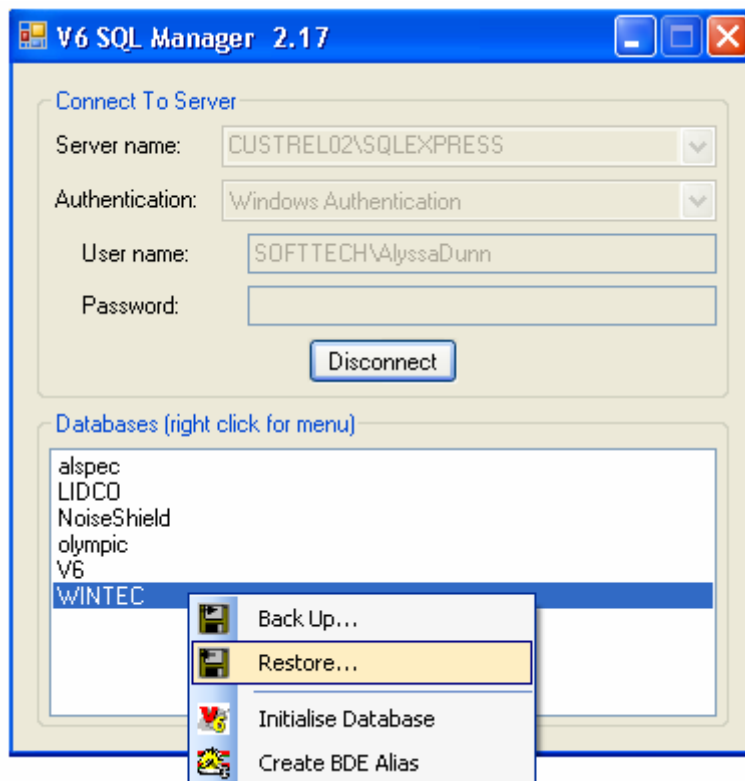


NOTE: If you receive an error at this point you will need to ring the Soft Tech Australia help desk on 1300 139 980 for assistance.

Restoring Database(Continued)

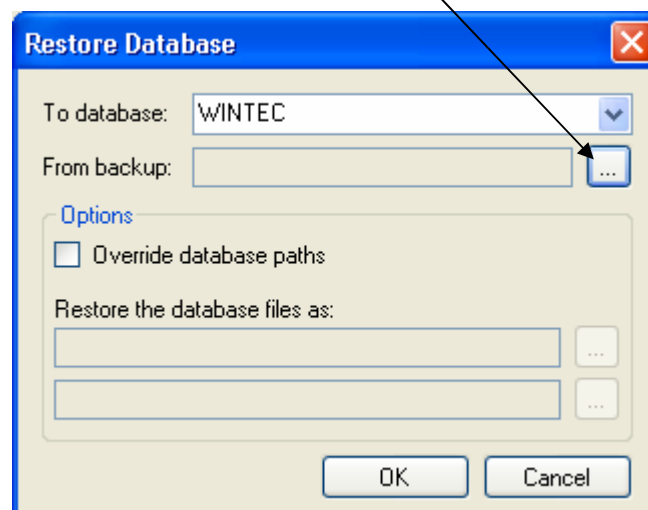
STEP 3

Right-click on the Wintec database and select Restore



STEP 4

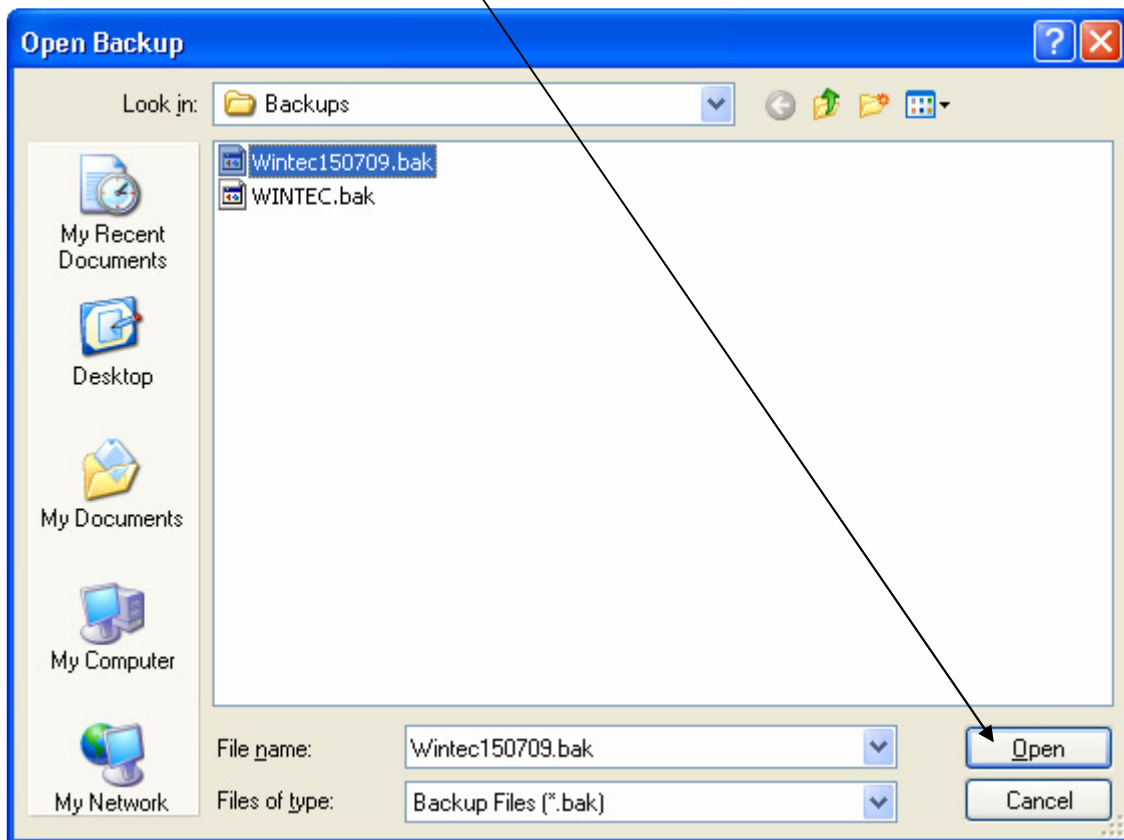
Ensure the WINTEC database is selected, then use the picker box to select the backup you wish to restore



Restoring Database (Continued)

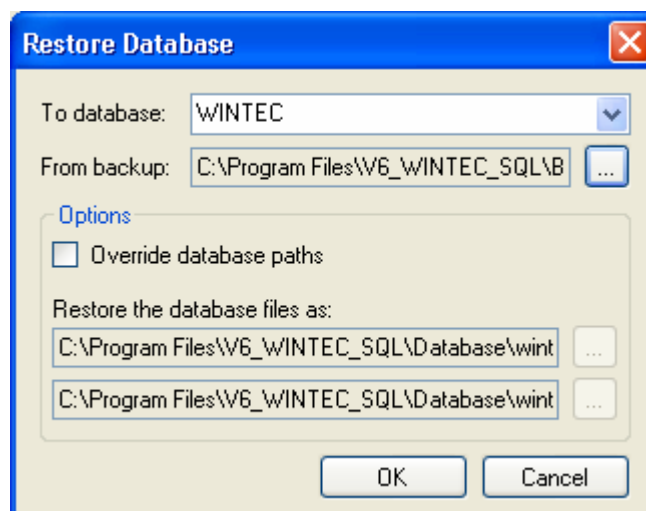
STEP 5

Select the Backup to restore and click OPEN



STEP 6

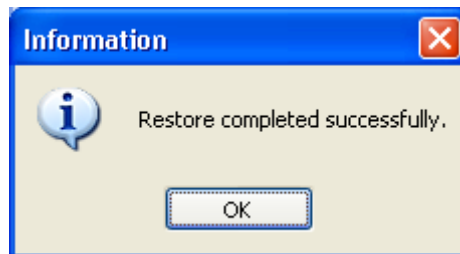
Click OK



Restoring Database (Continued)

STEP 7

Click OK – The Restore has been completed



STEP 8

Click Disconnect

