



ACHIEVE PEAK PERFORMANCE
IN YOUR BUSINESS!

Moving The DBServer

TRAINING AND REFERENCE MANUAL

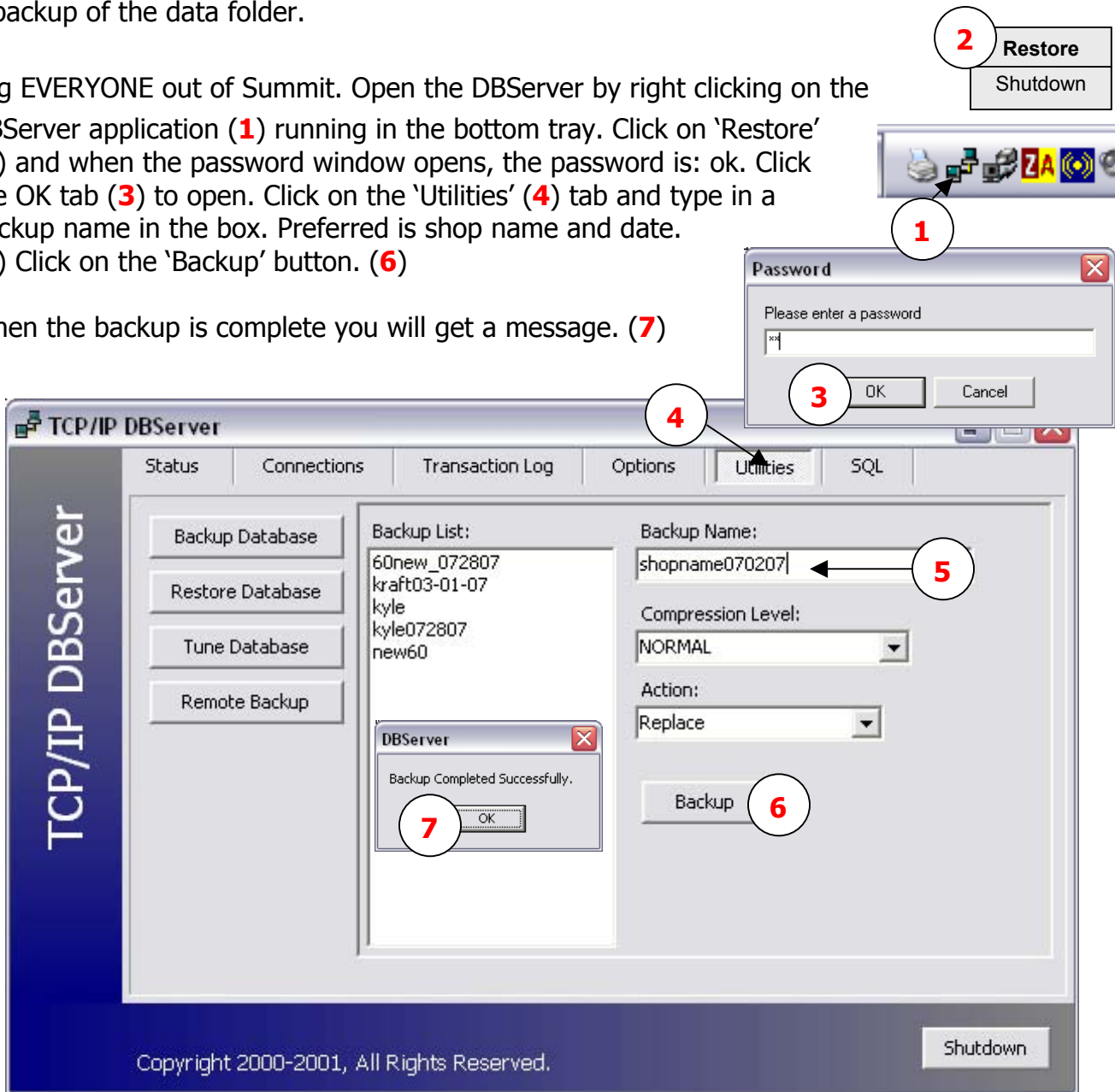
This Guide will help you move the DBServer to a new location.

Create a Backup

Prior to doing anything with the Summit DBServer application, it is important that you first create a backup of the data folder.

Log EVERYONE out of Summit. Open the DBServer by right clicking on the DBServer application (1) running in the bottom tray. Click on 'Restore' (2) and when the password window opens, the password is: ok. Click the OK tab (3) to open. Click on the 'Utilities' (4) tab and type in a backup name in the box. Preferred is shop name and date. (5) Click on the 'Backup' button. (6)

When the backup is complete you will get a message. (7)



The backup will be installed in the DBServer/Backup folder.

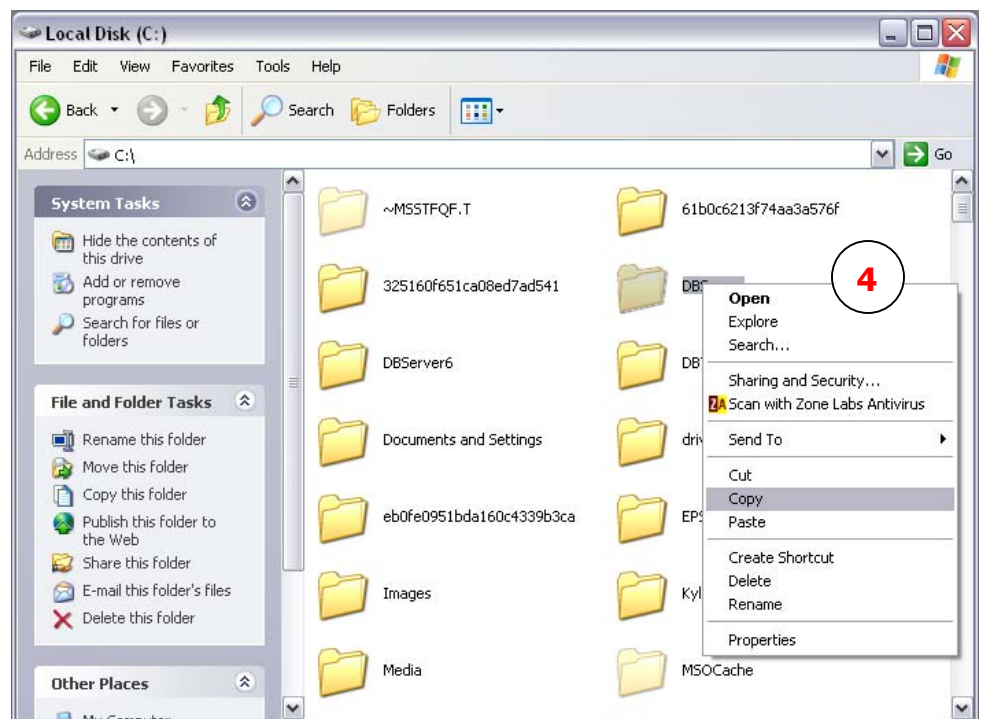
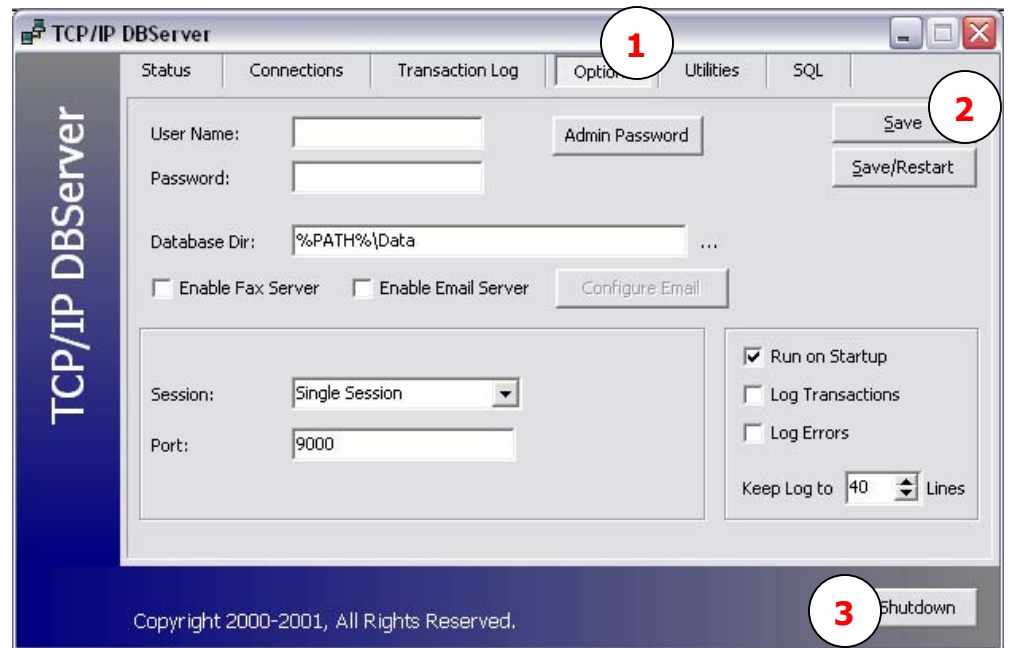
****Note:** You will need to make sure no one is in Summit and make sure any other applications that may affect the creation of a backup are down. Those include AutoImporter, Fax Server and Email Server. Close them all.

Moving The DBServer

Now that you have created a backup you will need to do the following:

Click on the 'Options' tab (1) and click on the 'Save' tab (2) and then the 'Shutdown' tab. (3) This will shutdown the DBServer application and now you can move the ENTIRE DBServer folder to the new location.

This can be done as simply as Copy/Paste or Cut/Paste. We suggest you Copy/Paste (4) to the new location and then go back to the original location and Delete the DBServer folder once the new location is up and running.



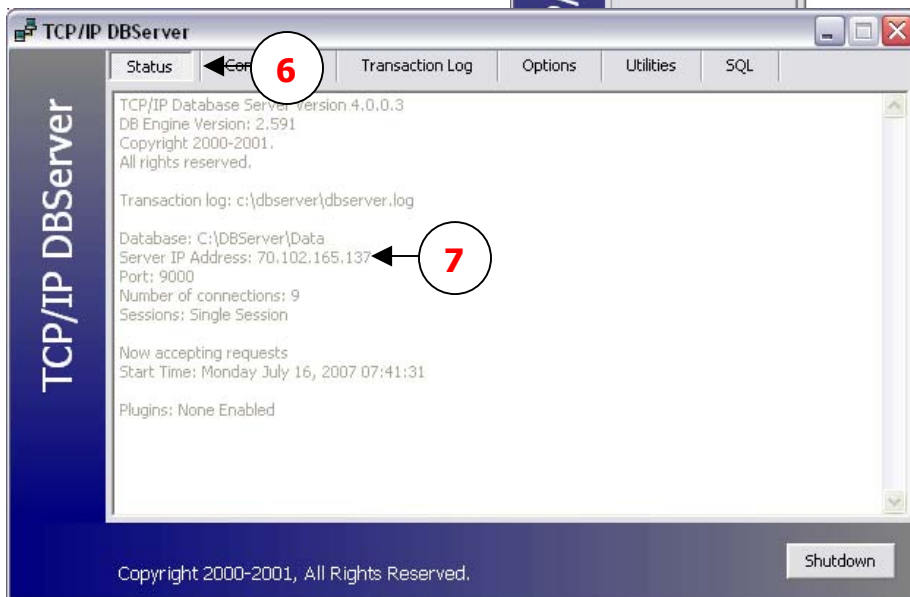
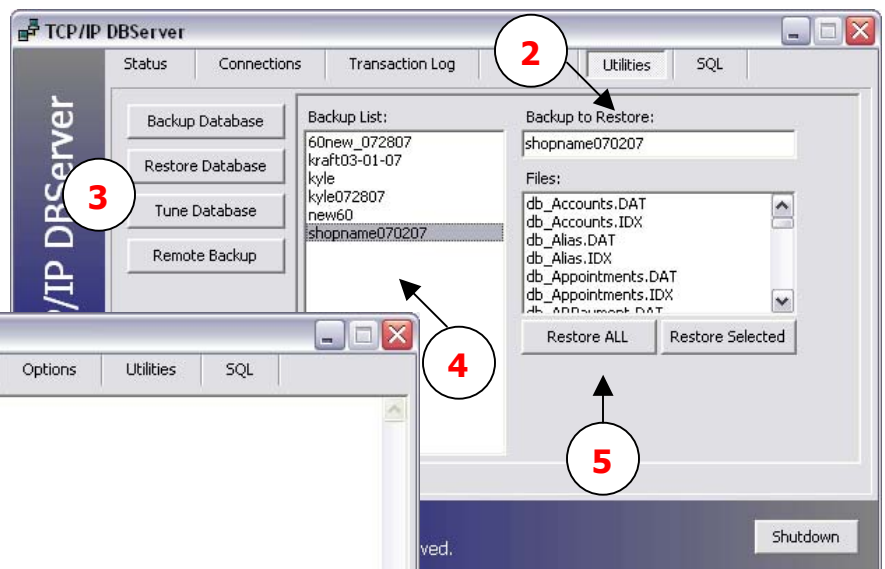
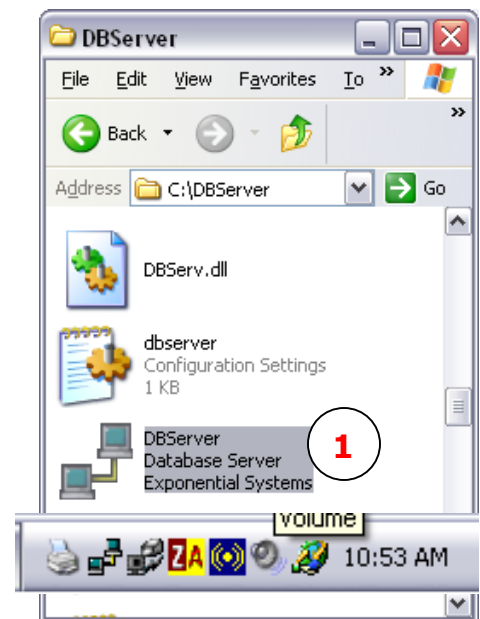
Restoring the DBServer

Open up the DBServer folder and double click on the DBServer.exe application. (1) This will launch the DBServer in the lower tray of your computer. Open the DBServer as you did before and click on the 'Utilities' tab. (2)

Click on 'Restore Database' (3), highlight the backup you created (4) and click 'Restore All.' (5) This will restore your most recent backup.

Note: The backup is created and restored to prevent database corruption during the server move.

Your users should be able to login unless the IP Address has changed.



If your IP Address has changed – you can tell by looking in the 'Status' tab (6) – you will need to go to each workstation and change the IP Address to match the DBServer IP address (7) for each user to log in.

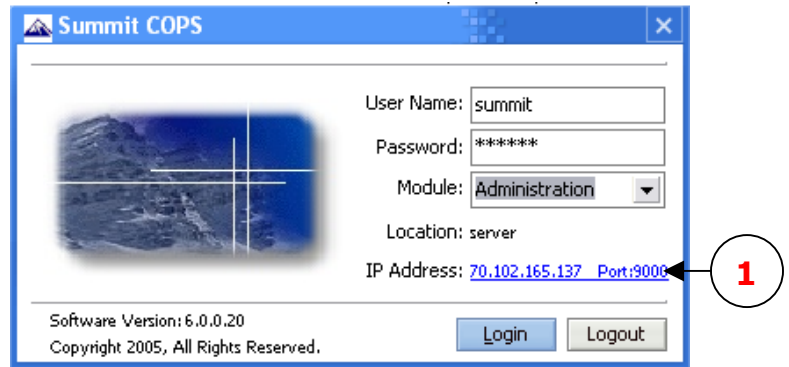
Restoring Client Connections

If your IP Address has changed you will need to go to each workstation and change the IP Address to match the DBServer IP address for each user to log in. If the IP address is not configured correctly on each workstation, you will not be able to log in to Summit from that workstation.

Double click the Summit icon on your computer desktop
The "Summit Login" window will appear.

Simply look at the 'IP Address' link in blue (1) to make sure it matches the DBServer IP Address. If it does not, click on the link (1) and a dialog box will open.

This will allow you to change your IP Address to match your DBServer.



Click on the field you would like to change (2) and then click the 'check mark' (3) to save your change.

Do not insert any user names or passwords into these fields. (4)

