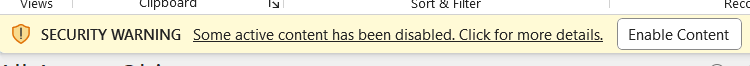
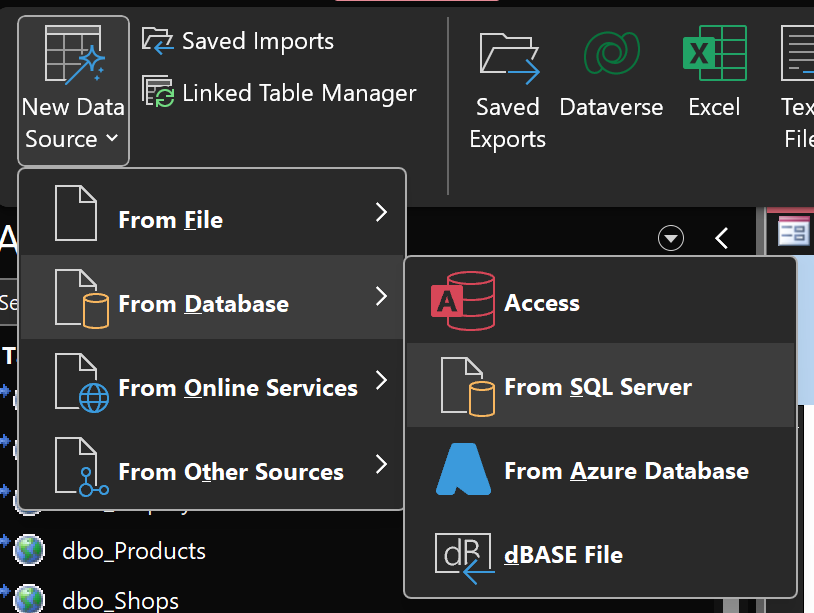
# Installation/backup instructions

## Part 1 Installation

### Access

1. Check the path to the shared file and copy the file (1. IMS V07.accdb) to the desired location.
2. Double-click the file (1. IMS V07.accdb) to launch Access, and the database will be connected to the appropriate database and available for use with the forms and reports you want to use.
3. Enable Content if prompted  
   
4. If you don't see the linked tables, you need to reconfigure the network settings. So, let's work on connecting to the database. First, click [External Data]->[New Data Source]->[From Database]->[From SQL Server].  
   
5. Select [Link to the data source by creating a linked file] and Click [OK]  
   A screenshot of a computer

   Description automatically generated
6. Click [New] button  
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7. Select ODBC Driver 1x for SQL Server and Click [Next]  
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8. Click [Browse] button  
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9. Type [Assignment01] in File name and click [Save]  
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10. Check the information and Click [Finish]  
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11. Type in [localhost] in Server name  
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12. Select [With SQL Server authentication using…] and fill the account information  
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13. Checked [Change the default database to:] and select [Assigment01] Database than click [Next]  
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14. Check all the information and click [Finish]  
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15. Click [OK] button  
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16. Select Assignment01.dsn and click [OK]  
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17. Login SQL Server by user id and password  
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18. Select all the required tables and click OK.  
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### MSSQL

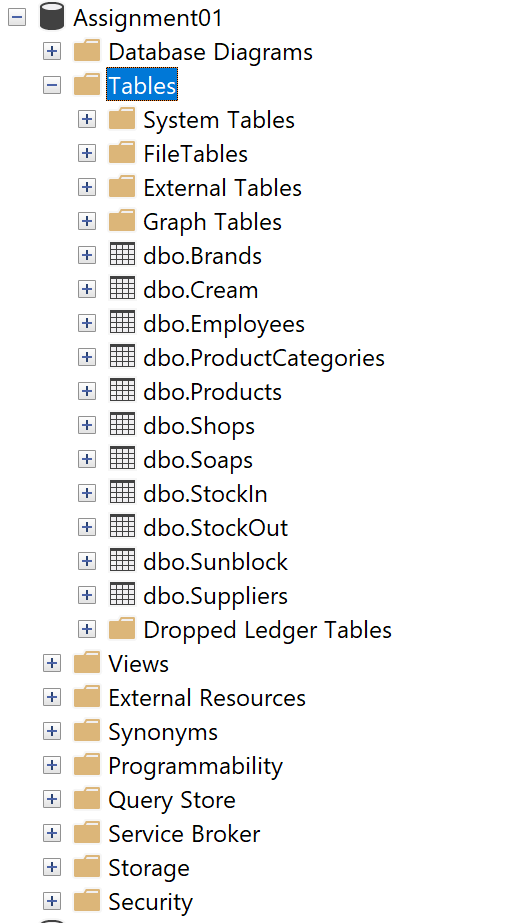
1. Run SQL Server Management Studio and log in as Administrator.
2. Right-click the [localhost] -> [Database] item in the Object Explorer tree to call the pop-up menu, and select the [Restore Database] menu.   
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3. In the pop-up window, select [Device] -> [...] from [Source].   
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4. Click [Add] button to select the correct path and file, and click [OK] button to load the file.  
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5. When the file name and path are confirmed, click [OK] button.   
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6. The backup file has been successfully restored.  
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7. Check the restored database in [Object Explorer]->[Databases].   
   

8. Open the query screen to change database user permissions.  
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9. Change the query by replacing ‘User001’ to your user name instead and run the query.  
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## Part 2 Backup

### Access

1. Save the access file.
2. Copy the file to a directory for backup, etc.
3. Change the file name after copying.

### MSSQL

1. Right-click on [Object Explorer] -> [Databases] -> [Assignment 1] to call the menu and select [Tasks] -> [Back Up].   
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2. In the [Source] item, check the name of [Database] and press [Add] button  
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3. Click the [...] button to show the possible directory path to save the restore backup file.   
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4. Decide the directory and file name to backup and click [OK] button. Backup folder under MSSQL directory is ok.  
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5. Confirm the directory and file name to be backed up and click the [OK] button.  
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   Description automatically generated
6. The backup of the database is completed.  
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