

Moving Servers/databases

If you are transferring a database from a standalone PC to a server (or vice versa), re-installing, or moving to a new server:

- 1) Make a backup of your 4Matrix database on your current server/machine using **4Matrix Network Manager Backup Database** function
- 2) Download the 4Matrix installation files from www.4matrix.com/downloads on to your new server/machine and work through the installation process – **SQL 2014 will be installed by default but you will have the option to download and install other versions of SQL if you wish**
- 3) **Choose to install a new database** and then once the installation is complete, use the **Restore Database function** and load your backup file (**Fig1**). You can choose to overwrite an existing database (such as the demo data) or save it under a new name.
- 4) If you save it under a new name you need to click Run Wizard and in the database set-up step, make sure that you choose to use your restored database. If you do not do this, the 4Matrix Network Manager will continue to use the original database.
- 5) You now need to ensure that the 4Matrix application is pointing to the correct server and/or database
- 6) During the new installation you will have specified a location to save the Client Files to i.e. C:\4Matrix\Client
- 7) In this folder you will find the 4Matrix msi and a **Settings** file. This is the file which tells 4Matrix which server and database to use. Take a copy of the Settings file and overwrite existing versions on clients/your machine (most likely found in C:\Program Files\4Matrix)

Use this to create your backup file

