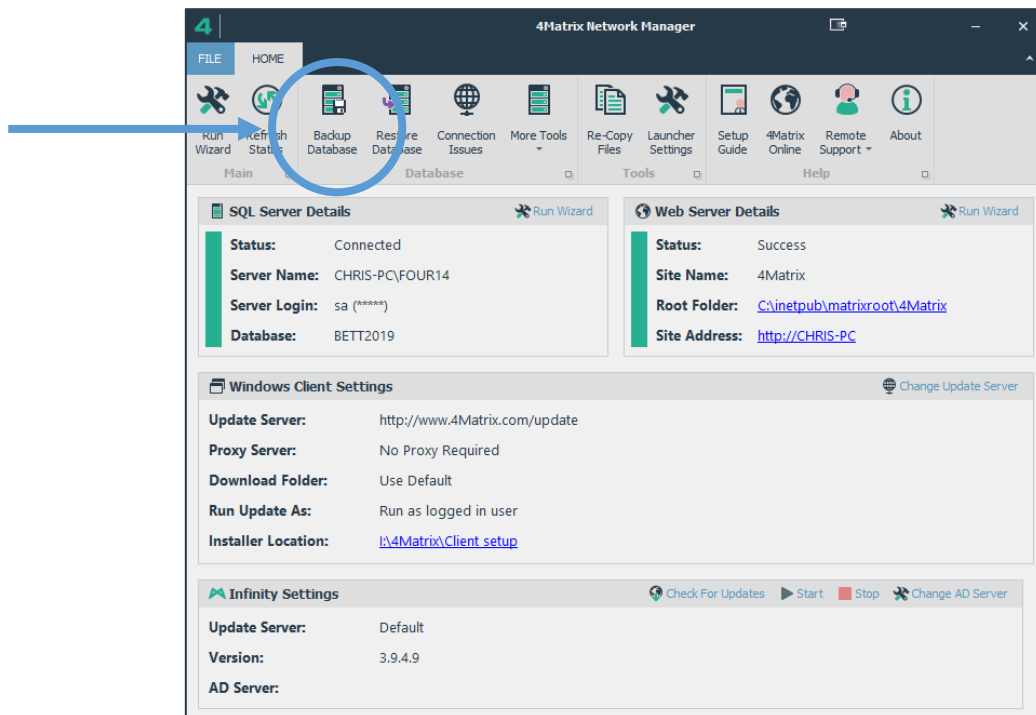


Moving Your 4Matrix Installation to a New Server

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) First, make a backup of your 4Matrix database using the 4Matrix Network Manager Backup Database option (shown below). If you get an error when selecting this option, check the save location to see if it did make the backup or not. This is a known glitch on older versions. If it didn't create the backup, please contact us via <https://www.help.4matrix.com> and we can help you make one using command prompt.



- 2) Download the full installer from <https://www.4matrix.com/downloads> on to your new server/machine and work through the installation process. You'll need your login for the website to download the installer, contact sales@4matrix.com if you need a reminder of the details.
- 3) **When prompted, choose to install a new server and database** and then once the installation is complete, use the **Restore Database function** and load your backup file. You should overwrite the database you just created.
- 4) The server and/or database name have changed, which means that you need to re-deploy the client Settings file. This is an encrypted file that tells 4Matrix which server and database to use. In the 4Matrix Network Manager click Re-Copy files, go the Client Setup folder, and check the date/time stamp. If it has updated successfully you can now distribute this to clients (manually or via GPO).
- 5) To confirm that the client is looking at the new server and correct database, in 4Matrix, go to *Help > About > Components* and the details will be listed here.