

RMS RESTORE TO TRAINING PROCEDURE

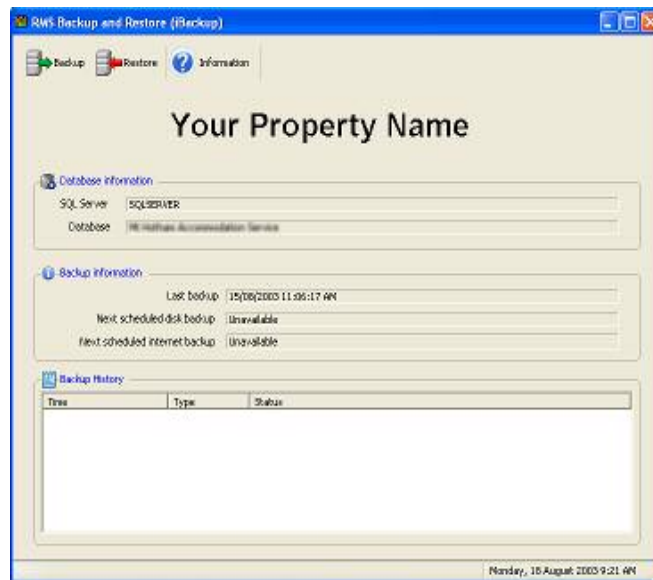
Backing Up a Database:

A training version of RMS comes provided with your RMS program. To use this database you must first restore a copy of your live data into it.

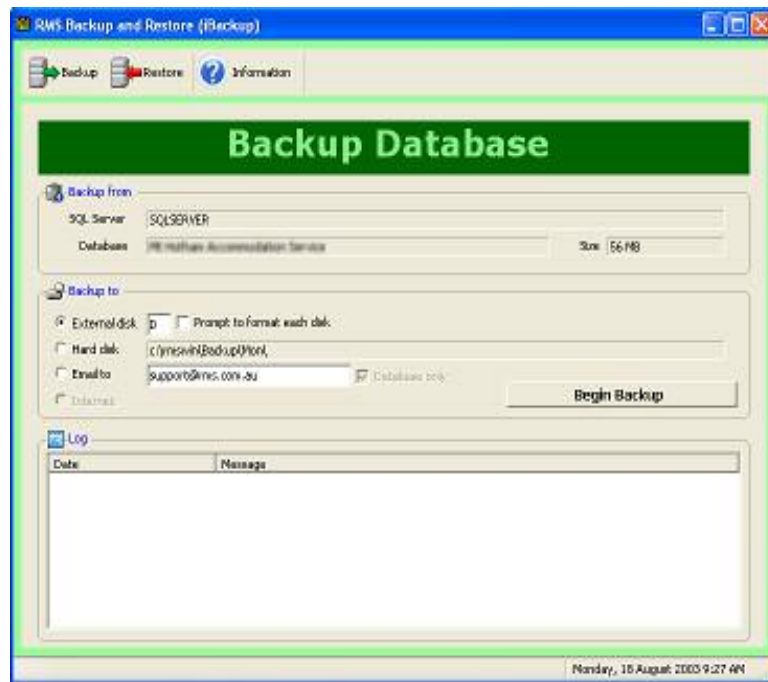
This database can be used by you at any time to train your staff, or to help you become familiar with areas of the RMS system without causing any changes to your live database.

Please follow these steps to perform a backup and restore to training.

1. Click on Start, Programs, RMS for Windows, Backup and Restore
2. You may see a Please Wait box appear followed by the Backup & Restore screen – see below



3. Select the back up button on the tool bar
4. You will now see a screen similar to that below.



5. Select the Backup to option 'Hard disk'.
6. Click once on Begin Backup
7. Choose OK on the success screen which will appear when the backup process is complete.
8. Select the Restore button in the top left corner of the Backup and Restore screen.
9. When the screen opens please tick in the option 'Restore to training system' – You MUST ensure this step is completed, if you do not you will restore over the top of your live database.
10. Click once on Begin Restore.

You may receive messages if this has not been performed in the past simply click ok.

11. Choose OK on the success screen which will appear when the restore process is completed.
12. You can now close the backup and restore screen using the cross in the top right hand corner.

Opening your RMS Training Database

Go to Start > All Programs > RMS for Windows > RMS Training.