



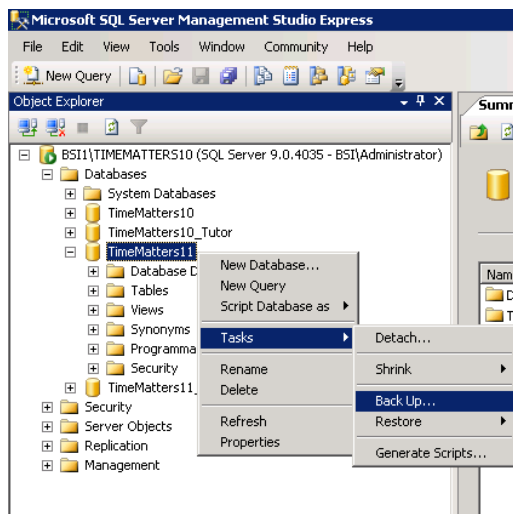
HowTo's



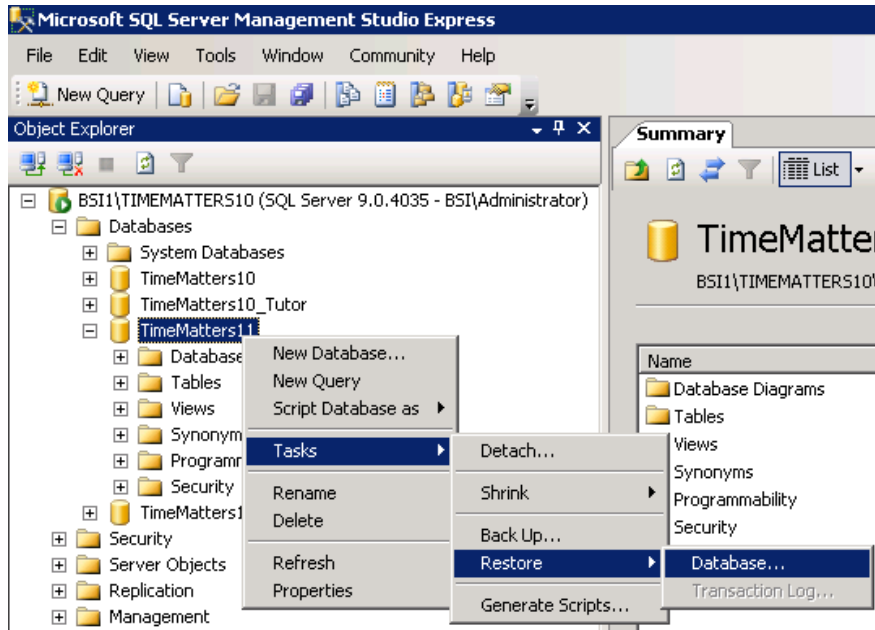
Moving a SQL Time Matters Database to a New Server

In order to move a Time Matters SQL database to a new location, you will need the Microsoft SQL Management Studio. If you have a “full” version of SQL installed, you already have this tool. If, however, you used the version of SQL that came with Time Matters (SQL “Express” 2005), you will need to download the Express version of Management Studio.

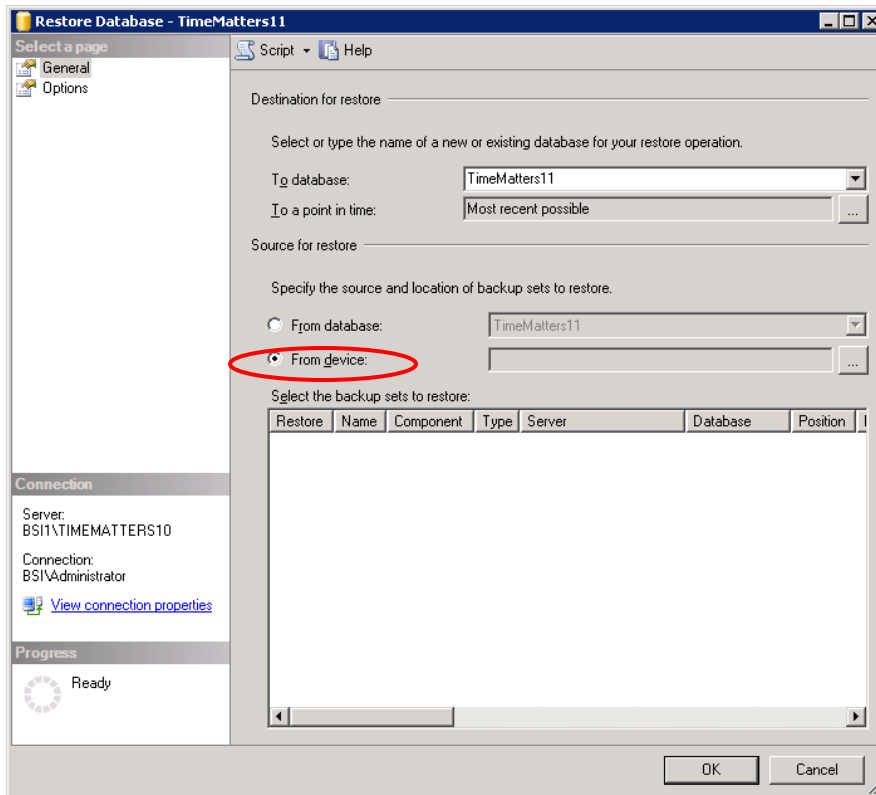
1. To download the express version, go to <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=c243a5ae-4bd1-4e3d-94b8-5a0f62bf7796>
 - a. If your server uses a 32-bit operating system, download **SQLServer2005_SSMSEE.msi**
 - b. If your server uses a 64-bit operating system, download **SQLServer2005_SSMSEE_x64.msi**
2. Once you have downloaded the correct file, install it on the server both where the database presently resides, and on the new server where the database will be transferred.
3. Let's begin with the server where the Time Matters database is presently located:
 - a. Open the SQL Management Studio (or Management Studio Express)
 - b. Look on the left side of the screen and right-click on the name of your Time Matters database
 - c. When the menu appears, choose Tasks → Backup



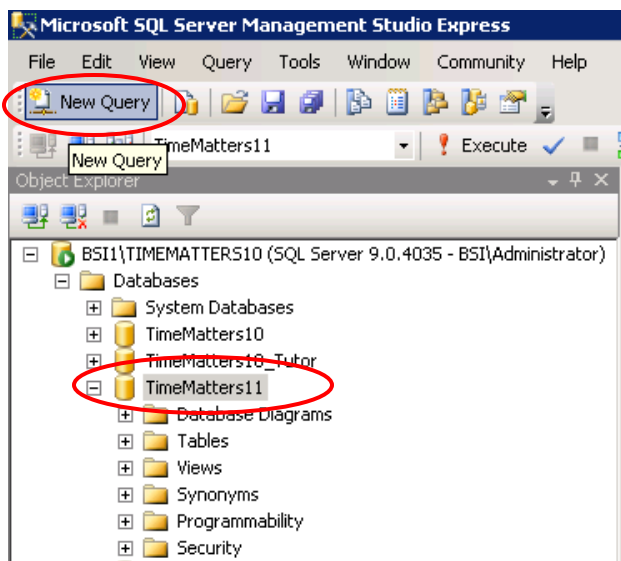
- d. Save the backup to a location you can easily find and access from the new server
 - e. Exit SQL Management Studio
4. Install Time Matters on the new server.
- a. Go through the process of installing the program files
 - b. Make a new SQL database for the new server location
 - c. When the process is finished, STOP. Do NOT open Time Matters on the new server
5. Now open the SQL Management Studio (or Management Studio Express) on the new server
- a. Look on the left side of the screen and right-click on the name of the Time Matters database you just created
 - b. When the menu appears, choose Tasks → Restore → Database



- c. The Restore Database window appears. (See illustration on the next page.) Choose the option to restore **From Device**

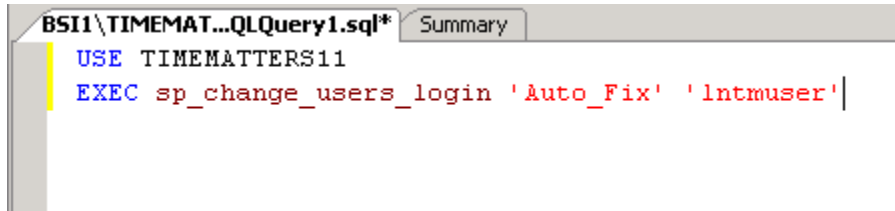


- d. Click on the browse button for this option and browse to where you saved the SQL database backup from Step 3d. Select that file and restore the backup to your new Time Matters database
6. Now let's finish the job. You may have restored the database, but Time Matters doesn't recognize it. So we have to run a SQL script to fix that.
 - a. From the SQL Management Studio (or Management Studio Express, highlight the name of your new Time Matters database on the left side of the screen. Click on the **New Query** button on the toolbar –



- b. The right side of the screen will now display an area for you to enter the command that will hook up the new database to the Time Matters program on the server. Please enter the following command, typed like this:

```
USE [NAME OF YOUR TIME MATTERS DATABASE]
EXEC sp_change_users_login 'Auto_Fix' 'Intmuser'
```



The screenshot shows a SQL query window titled "BS11\TIMEMAT...QLQuery1.sql*" with a "Summary" button. The query text is: `USE TIMEMATTERS11` followed by `EXEC sp_change_users_login 'Auto_Fix' 'Intmuser'` with a cursor at the end of the second line.

- c. Click on the ENTER button on your keyboard to execute the command. You will see the program send a reply, indicating the task was done.
- d. Exit out of the SQL Management Studio (or Management Studio Express). You are ready to access your Time Matters database on your new server.