



T E A M S O F T ®

MACINTOSH

TASERVER TEAM

BACKUP

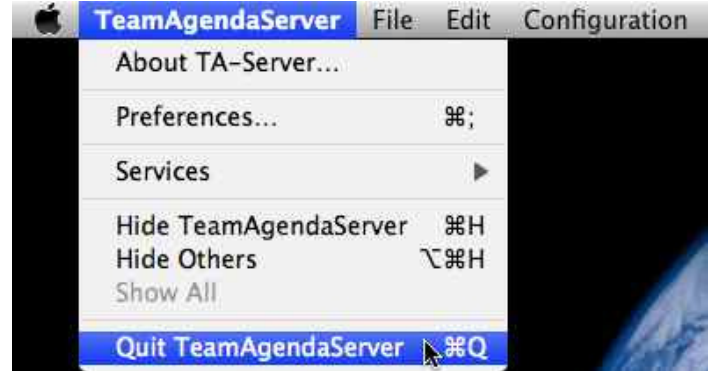


Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.



1) Quit « **TeamAgendaServer** » application.

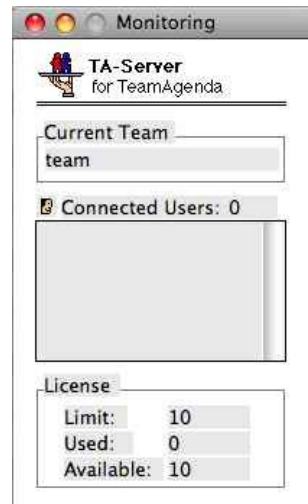
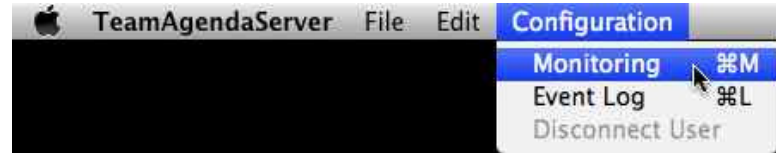
Note: If the « **TeamAgendaServer** » is not stopped, there is a risk of data corruption in the backup.



2) Locate your Team filename.

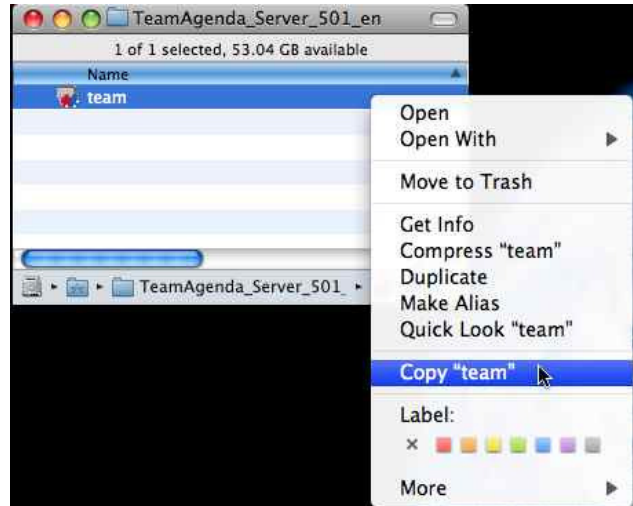
If you've forgotten the name of your Team, you can retrieve the information via the « **Monitoring** » option « **Configuration** » menu.

Example: « **team** »

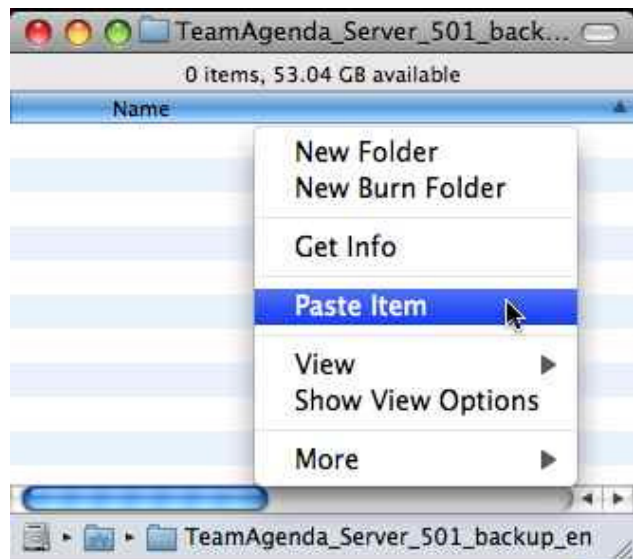


3) Once you located your « **Team** » file, you may copy it to any media you wish (i.e. CD, DVD, or network, etc.)

- a) To make a copy select a file
- b) Right click selecting the « **Copy** 'Team' » option.



c) Paste to the desired location.



4) Restart the « **TeamAgendaServer** »

Note: The application can usually be found in:
Applications\Teamsoft\TeamAgendaServer\TeamAgendaServer



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