



T E A M S O F T ®

WINDOWS
TEAM BACKUP
INSTRUCTIONS



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

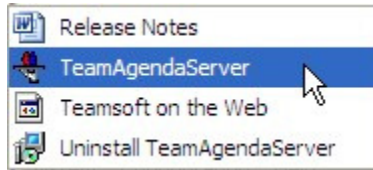


- 1) From the desk top double-click on the icon.



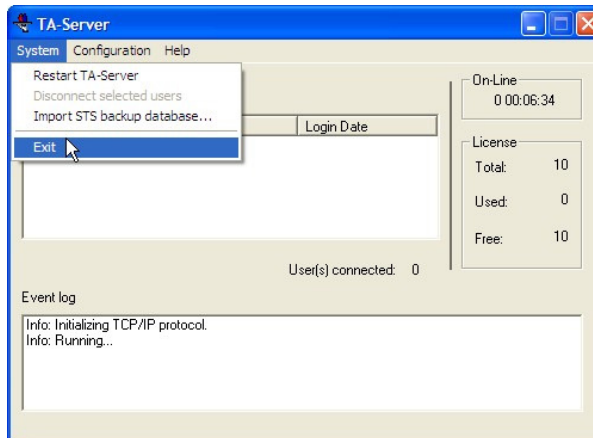
or

From
**Start/ProgramFiles/TeamsoftServer/
TeamAgenda Server**



- 2) You need to STOP TeamAgenda Server.

Select “**Exit**” from the “**System**” menu



Note: You will not be able to create a backup copy of the Team database if TA-Server is not STOPPED. The following error pop-up screen will appear.

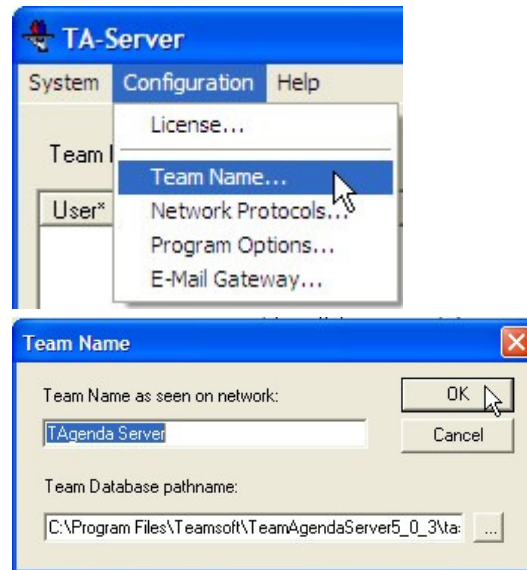




3) Search for your Team database “.tdb”

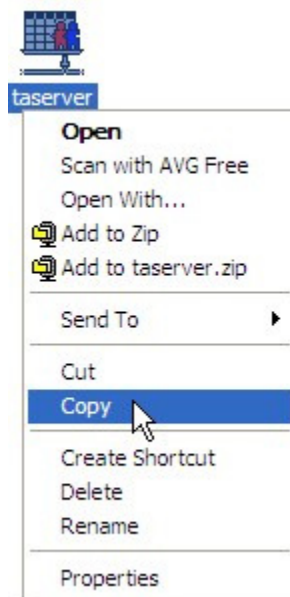
If you used the default location at installation, you will find the file “.tdb” in *c:\ProgramFiles\Teamsoft\TeamAgendaServer*.

If you have forgotten in which location the installation occurred you can locate the file by selecting “**Team Name**” option from the “Configuration” menu in TeamAgenda Server



4) Create of Team database “.tdb” to a backup location.

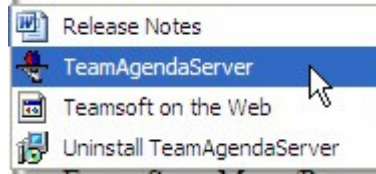
For example: your backup media could be CD, DVD, Network, etc...





- 5) Once your backup is completed, you can restart TeamAgenda Server.

You can restart TA-Server via the *Start/Menu/Programs/Teamsoft/ TeamAgendaServer*



or

You can restart TA-Server via the installed location by double-clicking on the TA-Server icon





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