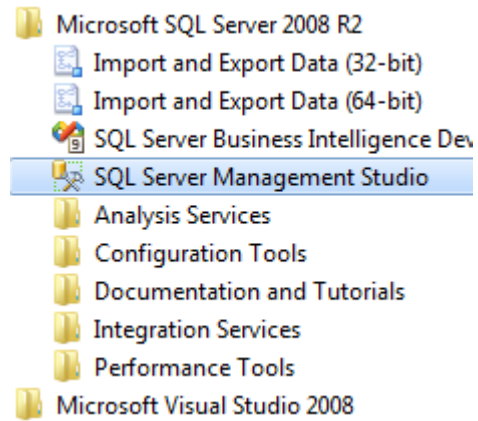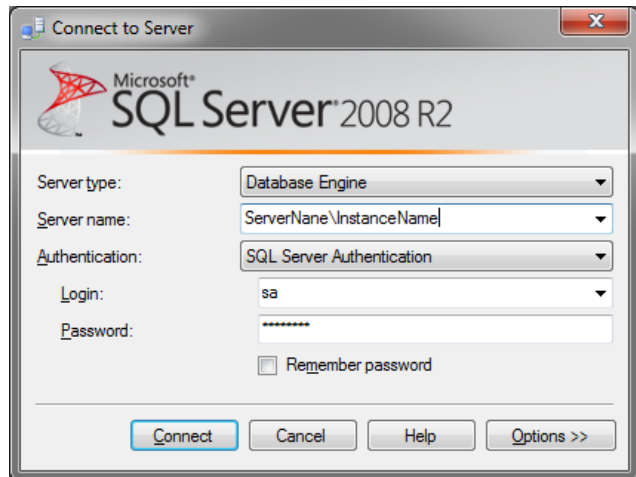# VIP People Update installation instructions
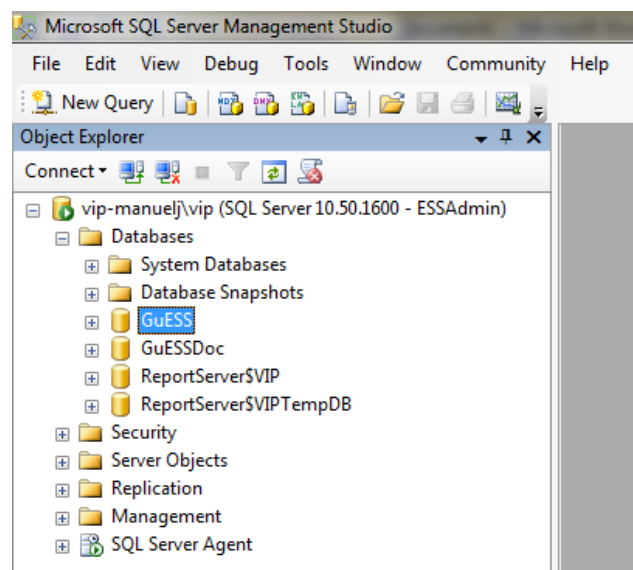
Backing up a Microsoft SQL Server Database

1. Click start → All Programs → Microsoft SQL Server… → SQL Server management Studio
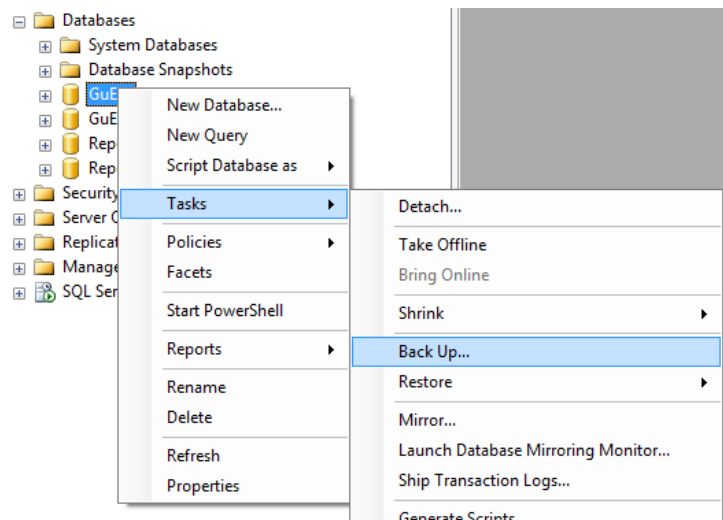
2. Log onto SQL Management Studio
   Enter the server name and Instance name (*The instance name is only required when the default SQL instance is not being used*)
   Enter the login name ex. Sa or ESSAdmin
   Enter the password (*If the password is not known, the ESS support desk might be able to assist*)
   Click connect

3. Expand "Databases"
   Choose your database

4. Right click the Database and select "Tasks" and then "Back Up…"
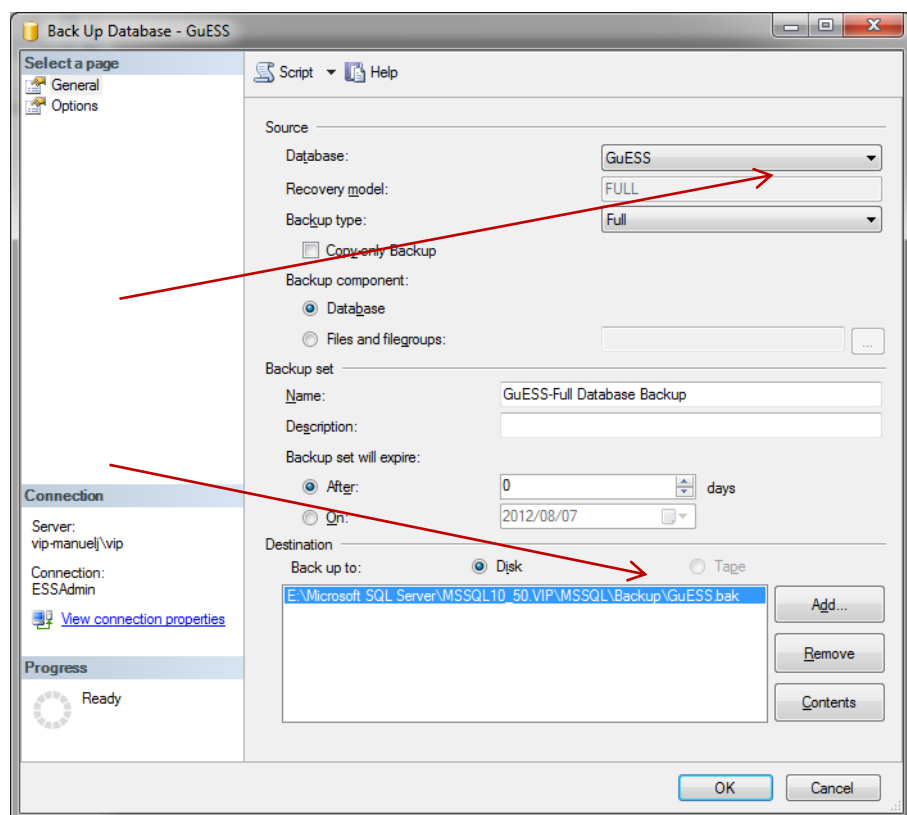
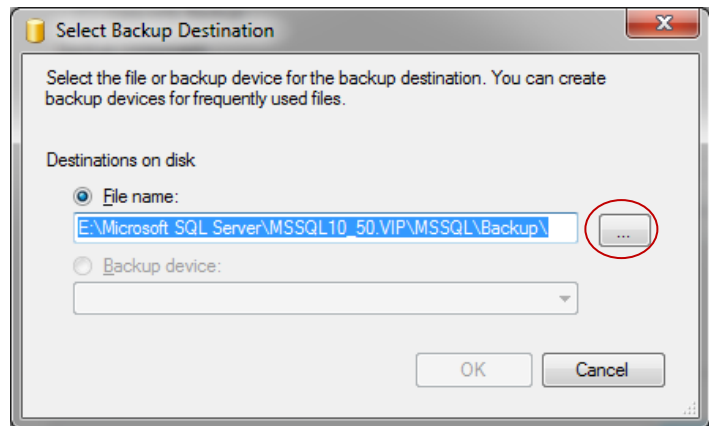5. Make sure of the following

   The Backup type is set to "Full"

   The Back up to is set on "Disk"

   Click Remove and then Add
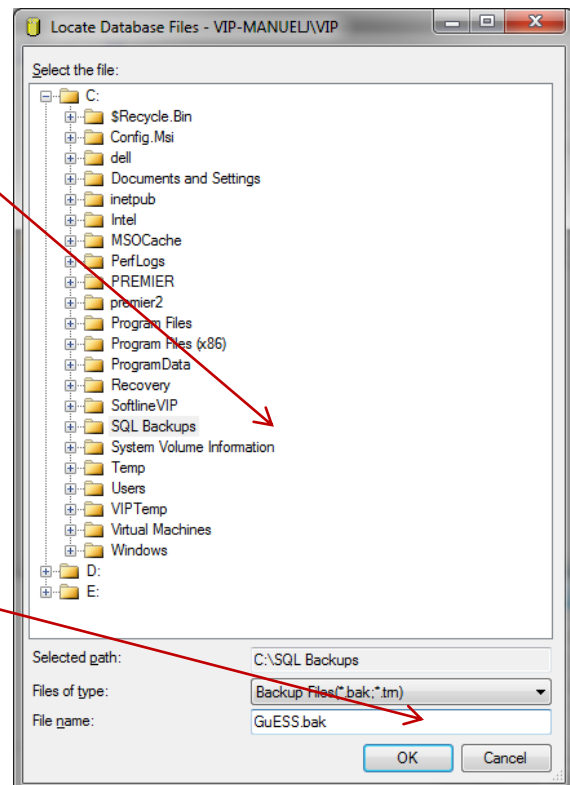
6. Click the Browse button to
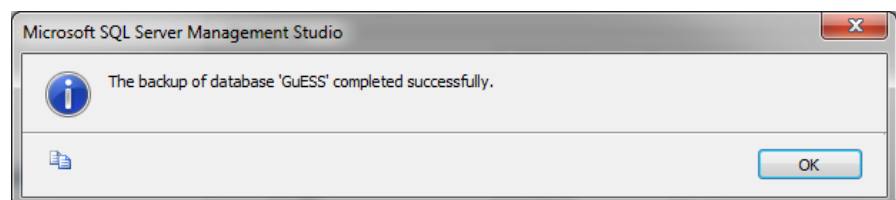   select a required back up
   location

Select Backup Destination

Select the file or backup device for the backup destination. You can create
backup devices for frequently used files.

Destinations on disk

◉ File name:

E:\Microsoft SQL Server\MSSQL10_50.VIP\MSSQL\Backup\   [...]

○ Backup device:

[▼]

[OK]   [Cancel]

7. Select the required backup location

Locate Database Files - VIP-MANUELJ\VIP

Select the file:

- 🗁 C:
  - ⊞ 📁 $Recycle.Bin
  - ⊞ 📁 Config.Msi
  - ⊞ 📁 dell
  - ⊞ 📁 Documents and Settings
  - ⊞ 📁 inetpub
  - ⊞ 📁 Intel
  - ⊞ 📁 MSOCache
  - ⊞ 📁 PerfLogs
  - ⊞ 📁 PREMIER
  - ⊞ 📁 premier2
  - ⊞ 📁 Program Files
  - ⊞ 📁 Program Files (x86)
  - ⊞ 📁 ProgramData
  - ⊞ 📁 Recovery
  - ⊞ 📁 SoftlineVIP
  - ⊞ 📁 SQL Backups
  - ⊞ 📁 System Volume Information
  - ⊞ 📁 Temp
  - ⊞ 📁 Users
  - ⊞ 📁 VIPTemp
  - ⊞ 📁 Virtual Machines
  - ⊞ 📁 Windows
- ⊞ 📁 D:
- ⊞ 📁 E:

Enter a descriptive name for the
database file as well as the .bak
extension

Click "OK" 3 Times

Selected path: C:\SQL Backups

Files of type: Backup Files(*.bak;*.tm)   ▼
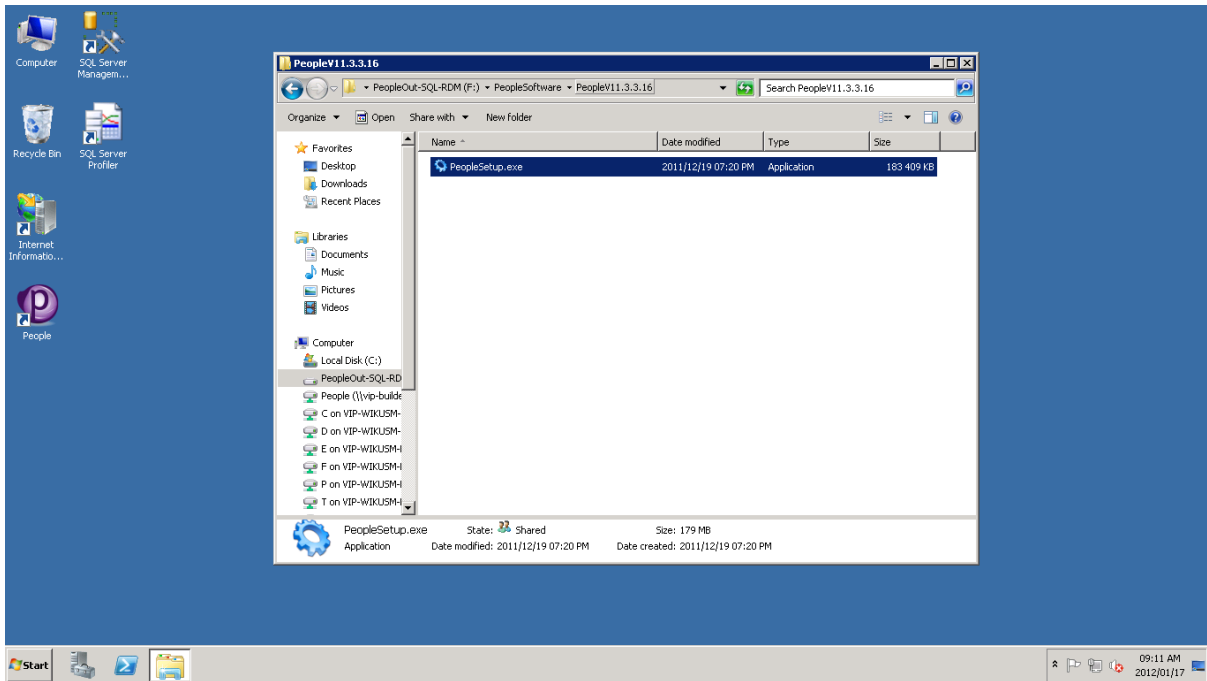
File name: GuESS.bak

[OK]   [Cancel]

8. A Message will
   indicate if the
   backup was
   successful.
   Once successful
   click OK and
   then close SQL
   Management
   Studio

Microsoft SQL Server Management Studio

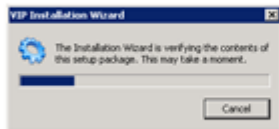ℹ The backup of database 'GuESS' completed successfully.

[OK]

Download the People Update from the VIP website. www.vippayroll.co.za and save the file on the People Application server.
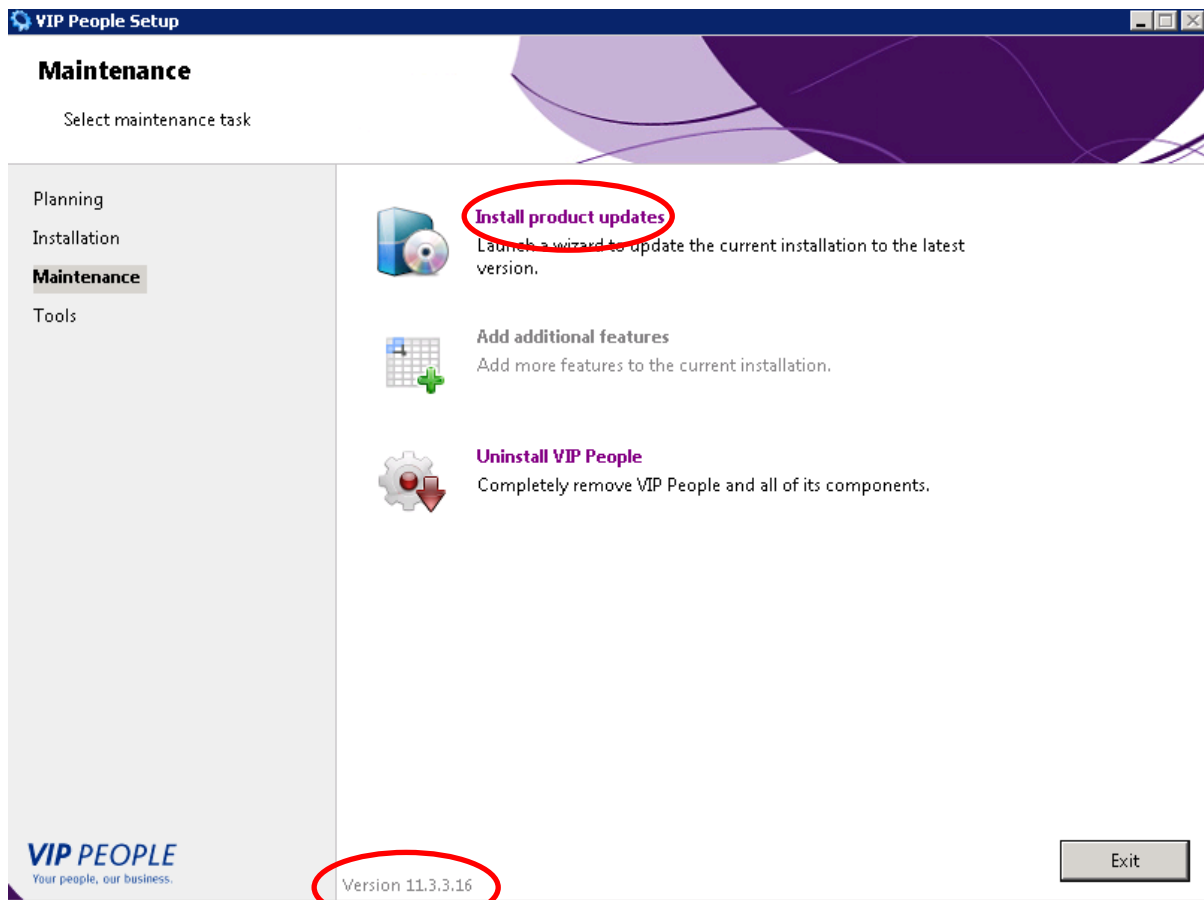
Run the PeopleSetup.exe
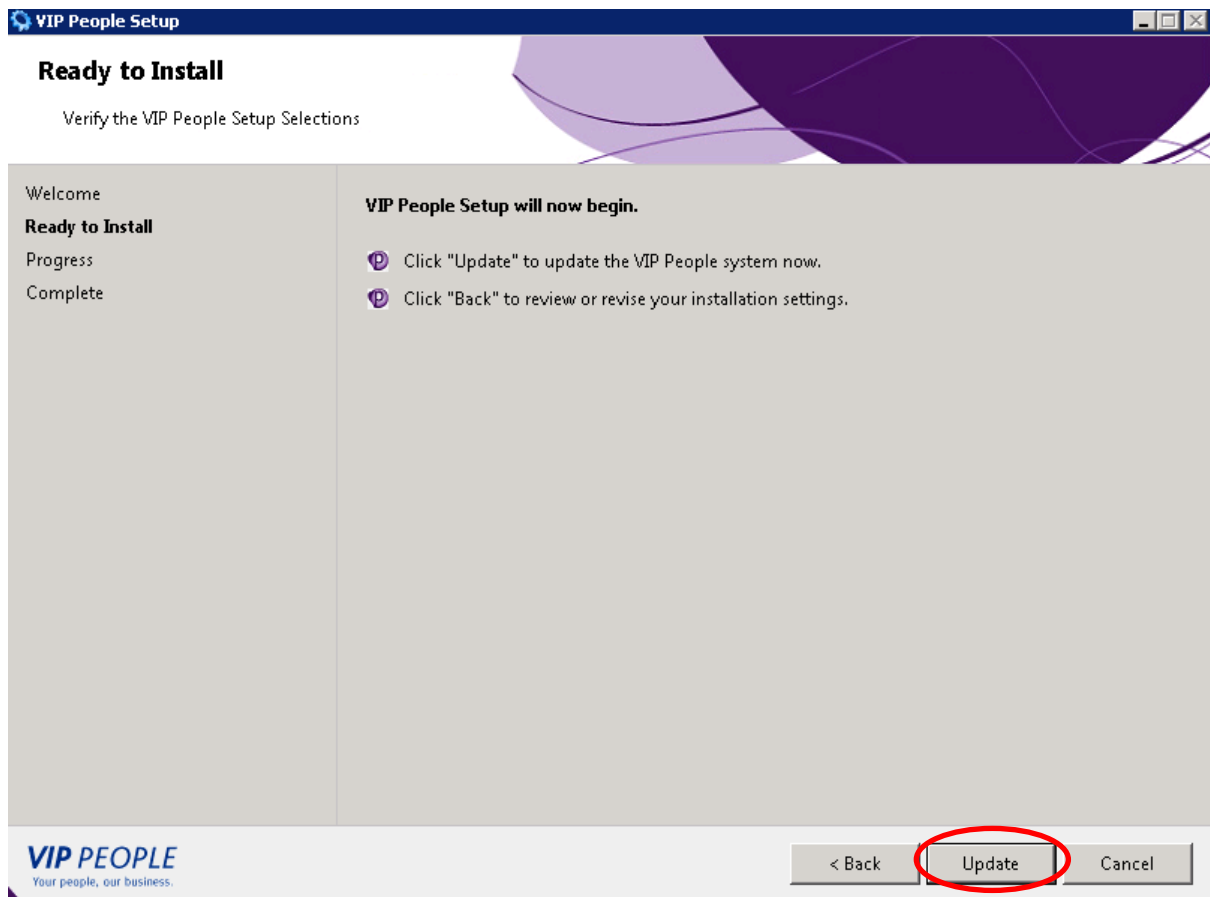

The People Installation Wizard will open.

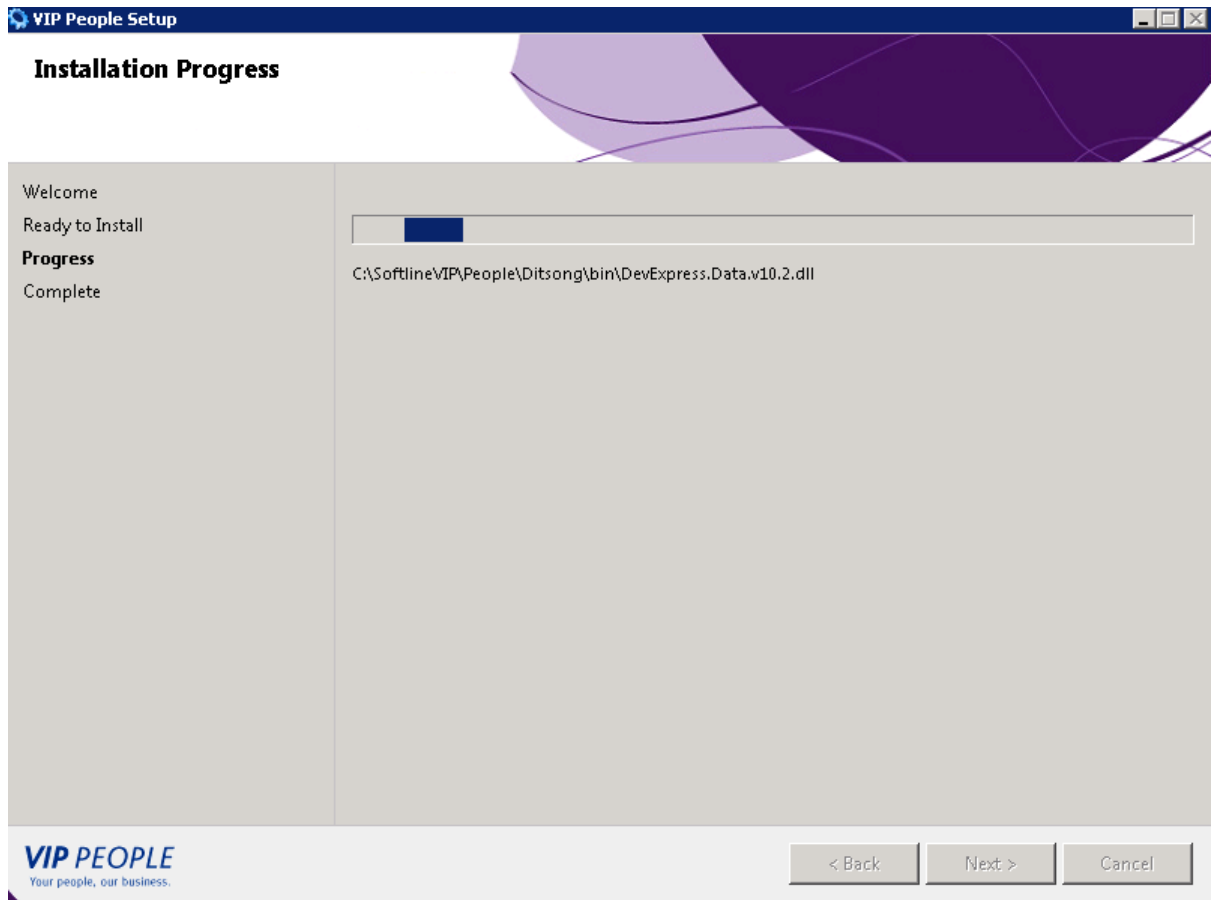The Maintenance screen will open with the "Install product updates" link available, click on this link.

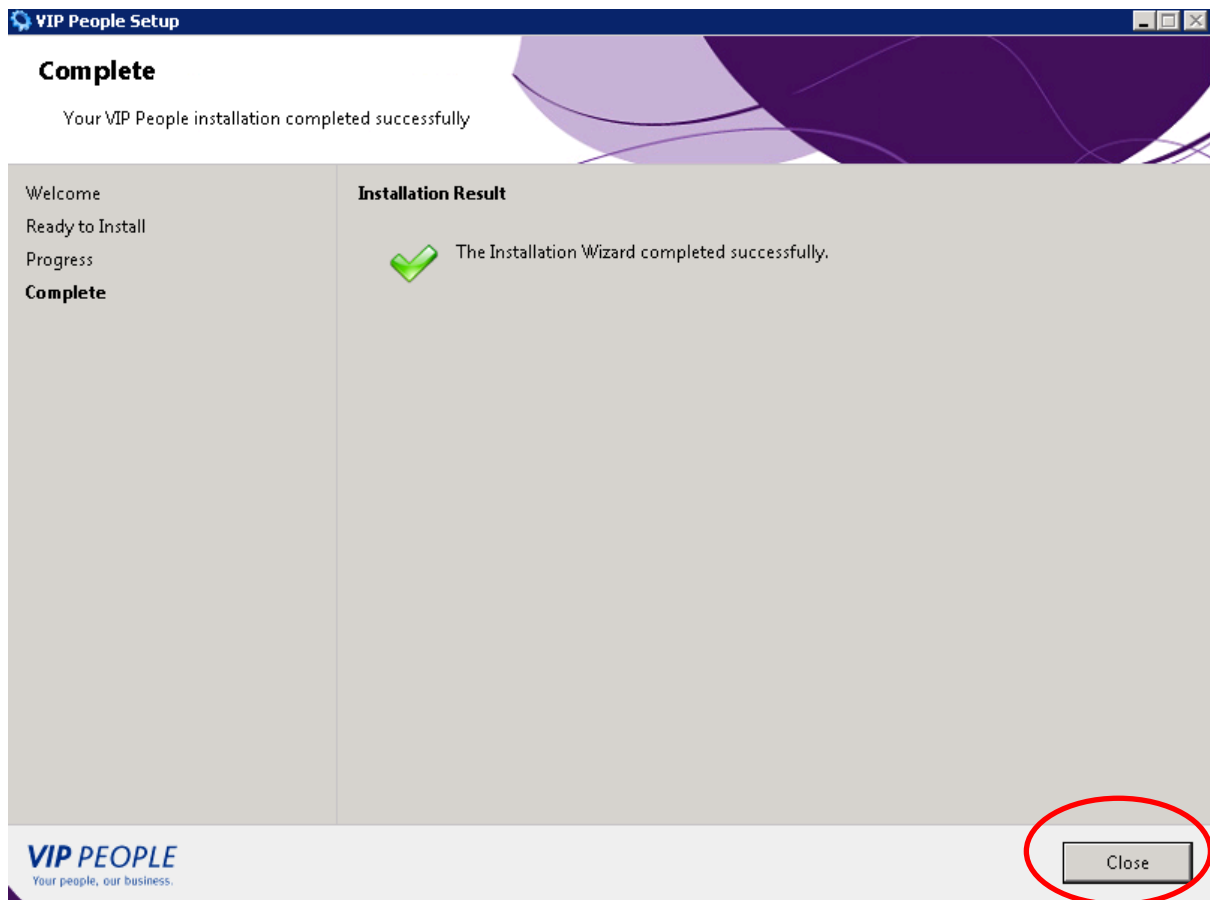The version of the installer software will show on the bottom of the screen.

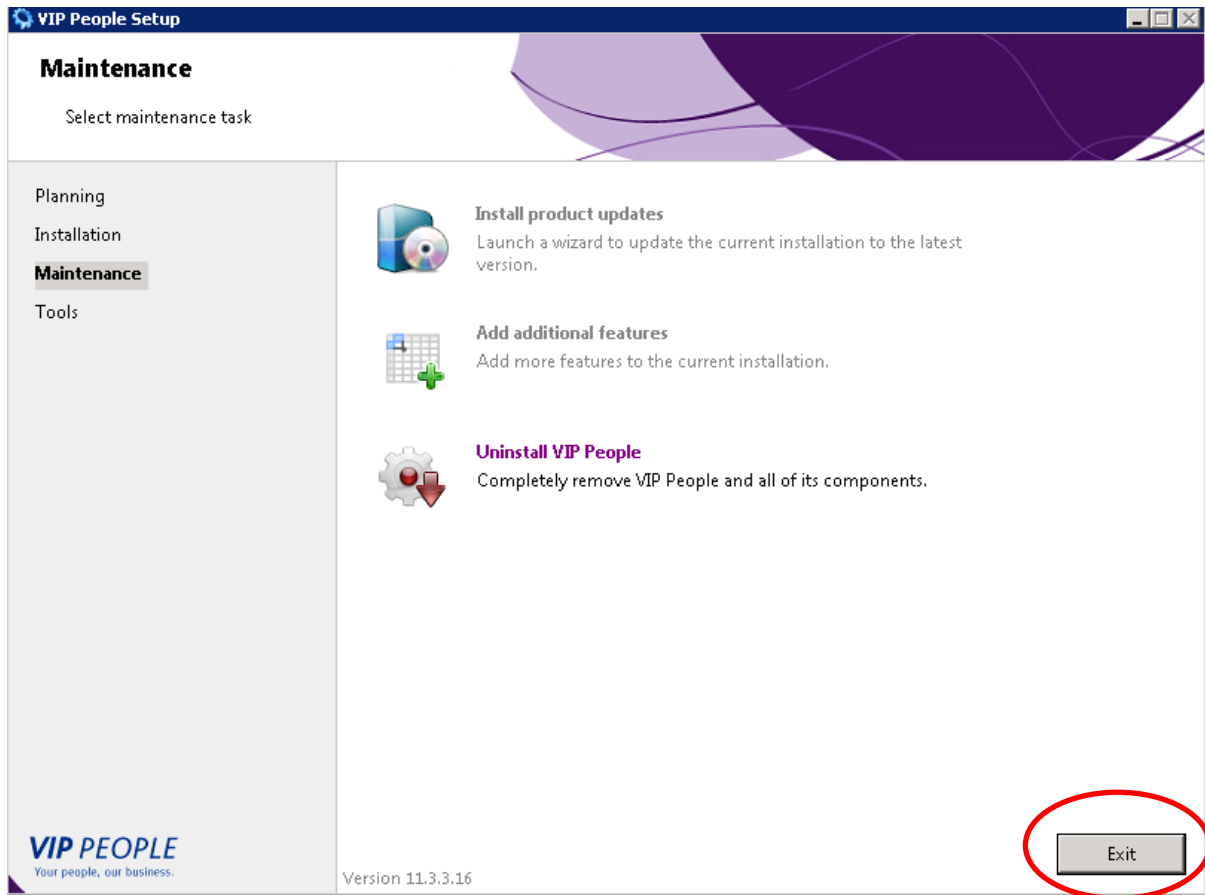Now click on the update button at the bottom of the screen.

The update will run for a few seconds.

VIP People Setup

Installation Progress

Welcome
Ready to Install
Progress
Complete

C:\SoftlineVIP\People\Ditsong\bin\DevExpress.Data.v10.2.dll

VIP PEOPLE
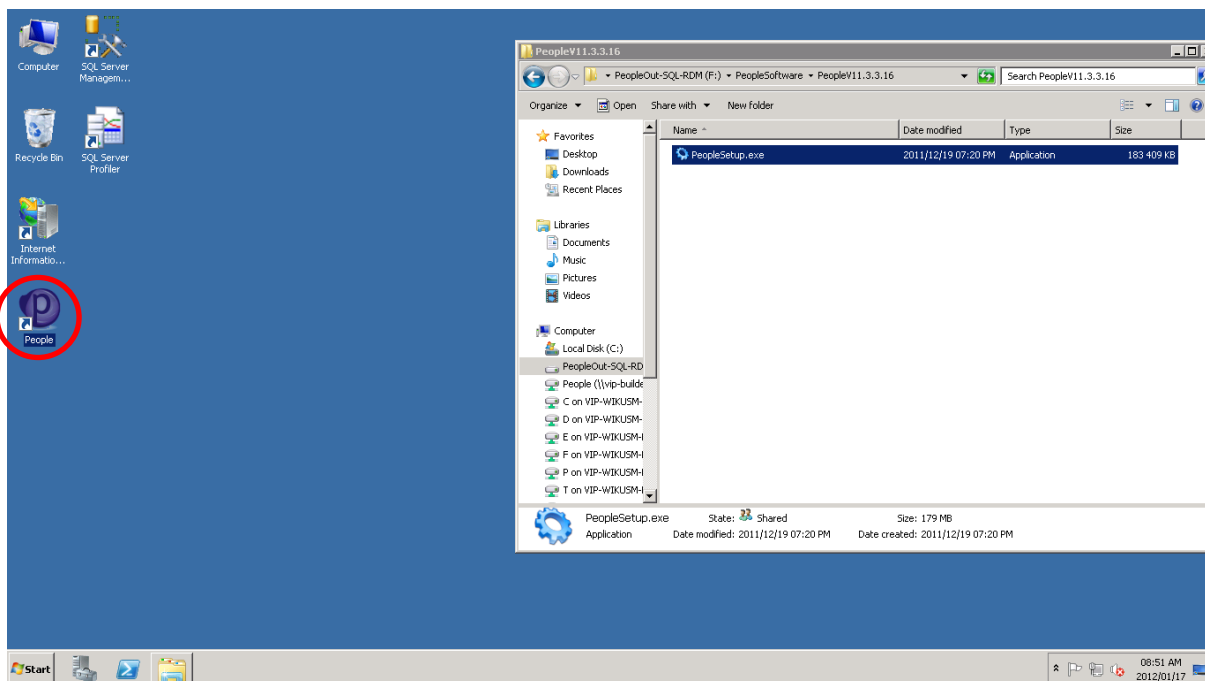Your people, our business.

< Back   Next >   Cancel
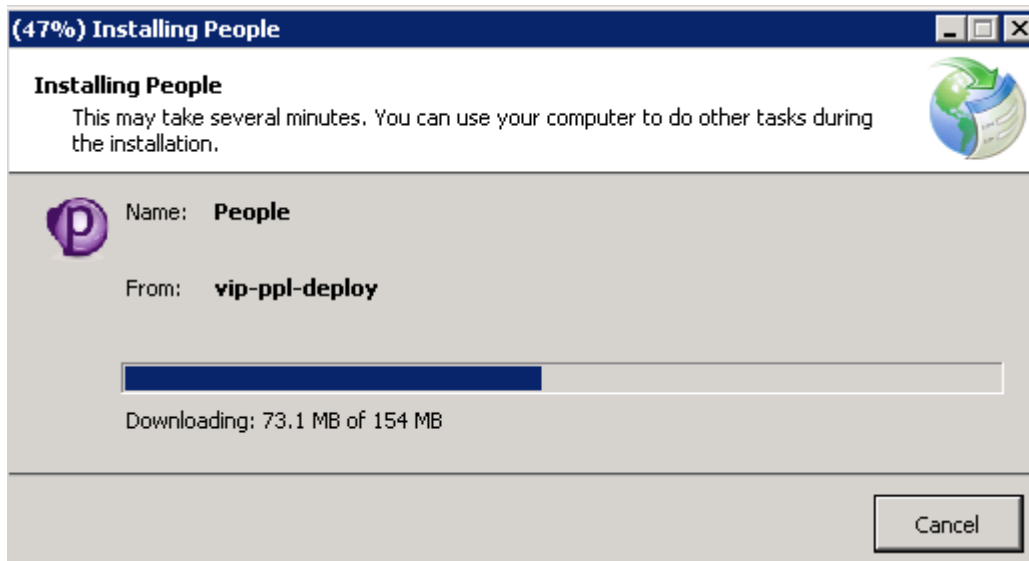
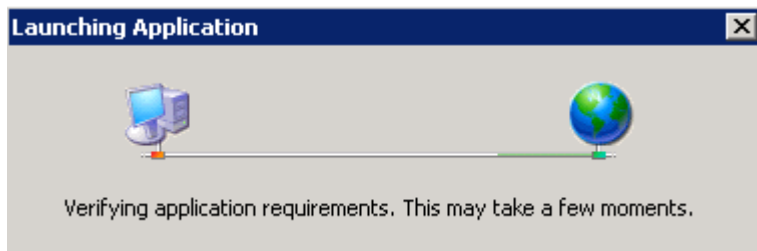When the update completes you can click on the close button.

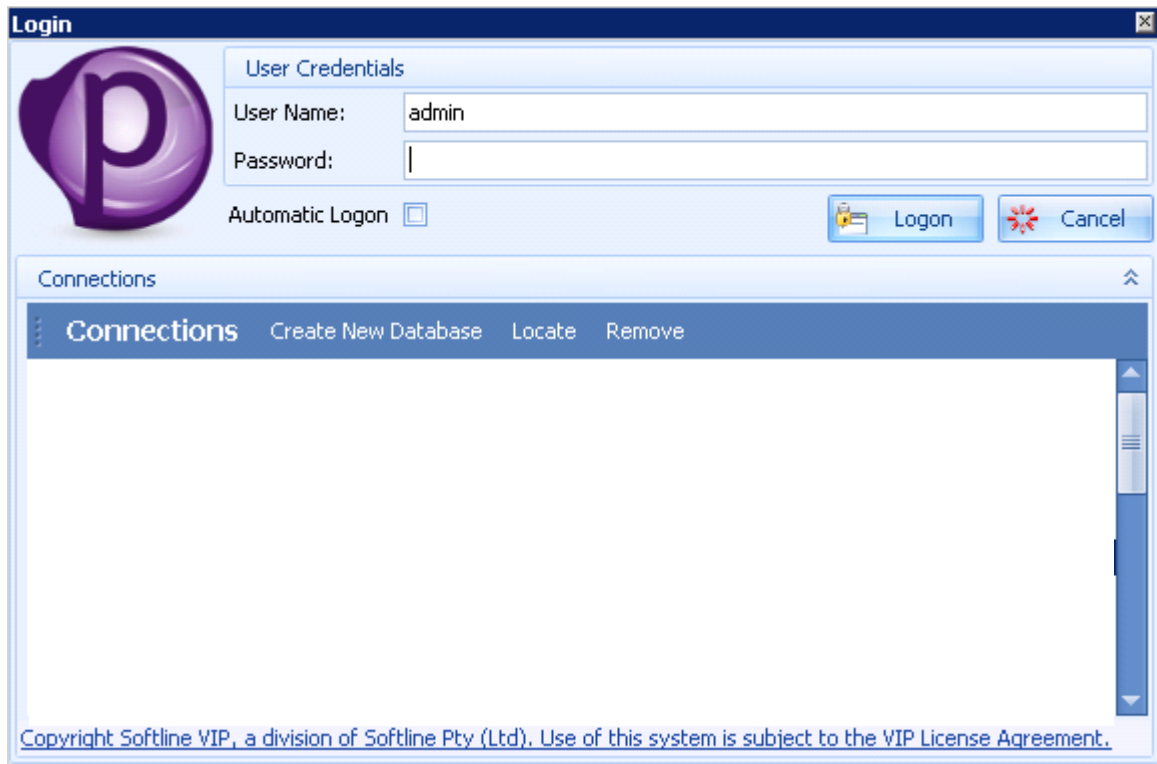This will take you back to the main screen, you can then click on Exit.

The installer will close, now you can run the People Application from the desktop on the server.
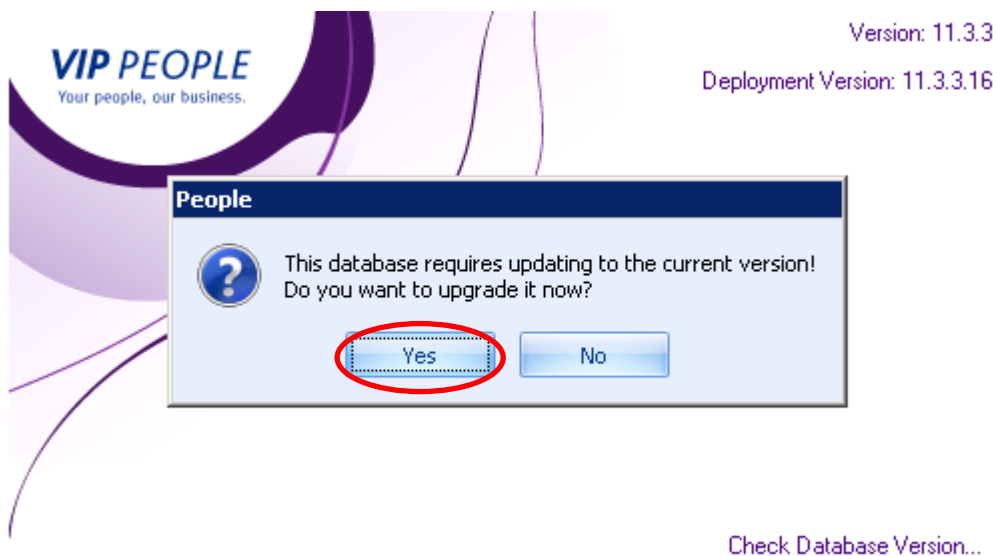
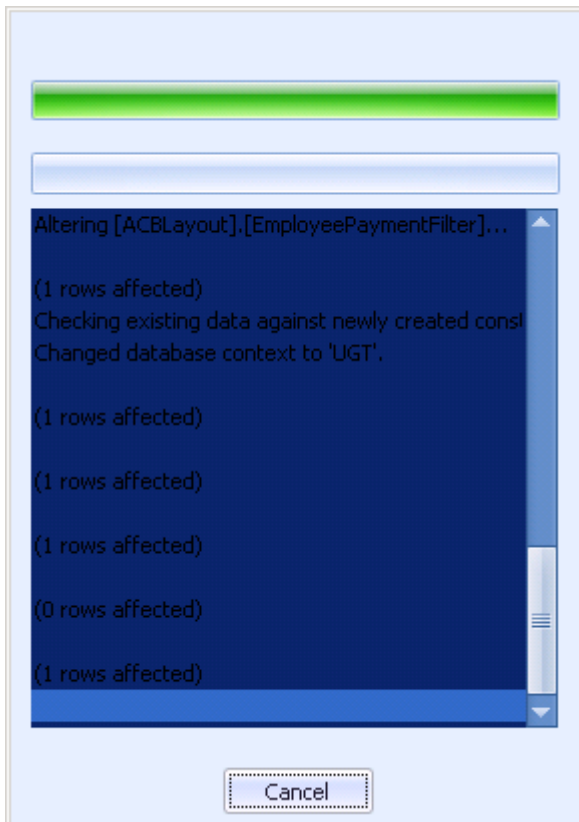The People Application will update to the latest version.

After the successful update the People login screen will display, now open the appropriate database.
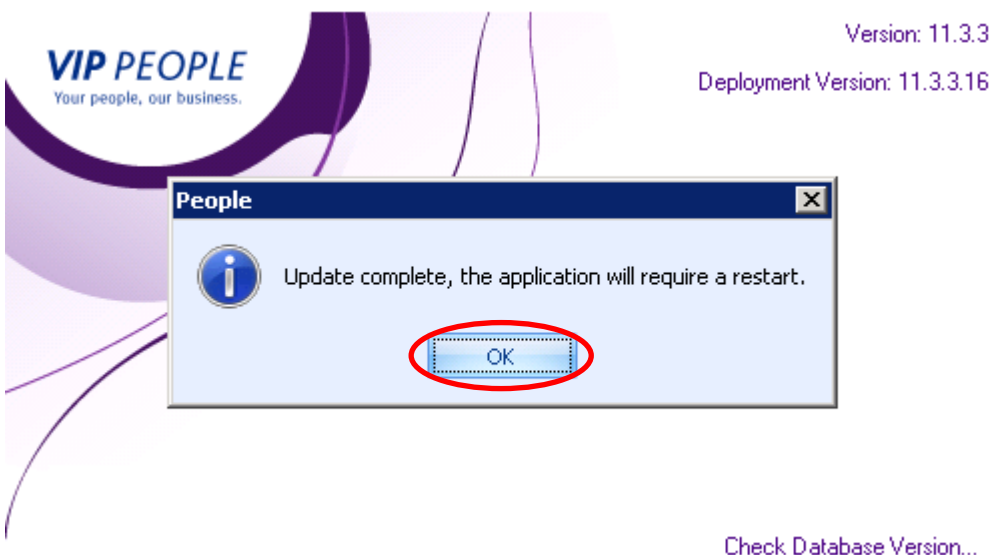

The message will ask if you would like to upgrade now, click Yes.

The Database upgrade runs for about a minute or two.

After the upgrade completes you can click on OK.

Now the VIP People update is complete on the server. The users can now just open People on the workstations and the client will update automatically.