

How to Move Sage BusinessWorks to a New Server

Important: Before any product update, module close or rebuild, Sage BusinessWorks Support recommends using the Sage BusinessWorks backup utility to create a backup file of your company data and system files. The Sage BusinessWorks system files include users and passwords, security settings, registration information and custom forms.

1. On the old server, use the Sage BusinessWorks Backup utility to create backups of the system Company and your company data files. These backups will be used during the restore step on the new server. See the steps listed below on how use the Sage backup utility to back up Sage BusinessWorks system and company files.
2. On the original server, select Help / About and verify the version and service pack installed.
3. On the original server, Select Utilities / Registration Information / Network Registration and make note of what it says to the left of the OK button. If it states WorkGroup you will need to enter WG as the product code when installing on the new server. If it states NT Server you will need to enter CS as the product code when installing on the new server. **Note:** It is important to install with the correct product code as your registration codes are dependent on the type of installation.
4. Create and share a SAGE folder at the new location or server, and give it full Share and NTFS rights to all users (for example, ..\Sage).
5. Perform a complete installation of the most recent version of Sage BusinessWorks at the new location to the folder created in step 4.

Note: Since all of our releases are full releases it is OK to upgrade versions of Sage BusinessWorks while moving to a new location. Please note that if you do not have a Sage BusinessWorks CD and are using Sage BusinessWorks 2011, please visit Sage Software Online to access the program download.

6. Log into Sage BusinessWorks installed on the new server as MANAGER with a blank password. Use the Sage BusinessWorks Restore utility under the File menu to first restore the System database and then the company files on the new server.
7. While in Sage BusinessWorks, verify that you have the current Service Pack for the version installed by accessing <http://www.sagebusinessworks.com/bwinfo/>.
8. Uninstall the Sage BusinessWorks client (no need to uninstall Pervasive) from all workstations that were running Sage BusinessWorks from the original location.
 1. In Windows, open Control Panel / Add/Remove Programs.
 2. Select the Sage BusinessWorks client.
 3. Select to 'Remove'.
9. Run the client installation at all client workstations pointing to the new server location.
10. After installing successfully to the new location and verifying that the data, custom forms and users are all available and working correctly, back up and then delete the Sage BusinessWorks programs and data at the original location. This helps to prevent confusion when determining the correct paths for future Sage BusinessWorks installations.

To back up system or company files on the original server:

1. Before beginning, verify that all other users have exited Sage BusinessWorks. From the Launcher menu, select File / Network Status. You should see only yourself listed. Close the 'Network Status' window.
2. From the Launcher menu, select File / Backup to open the 'Database Backup Wizard'.
3. In the first window of the wizard, read the information displayed and click 'Next'.
4. In the 'Select Company' window, select the company ID or the 'System' icon and click 'Next'. In the 'Select Backup File Name' window, select the drive and folder that you want to backup the file to. Change the file name if desired and click 'Next'.
5. In the 'Begin Backup' window, review the choices to be sure they are correct and click 'Start' to begin the backup process.