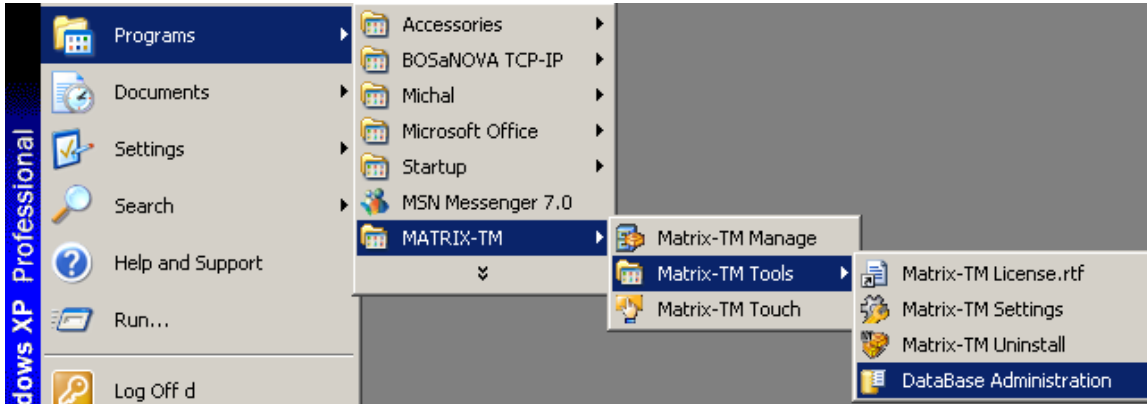


Matrix Database Backup Procedure

Enter Database Administration:

Go to: Start Menu > MATRIX-TM > MATRIX-TM Tools > Database Administration



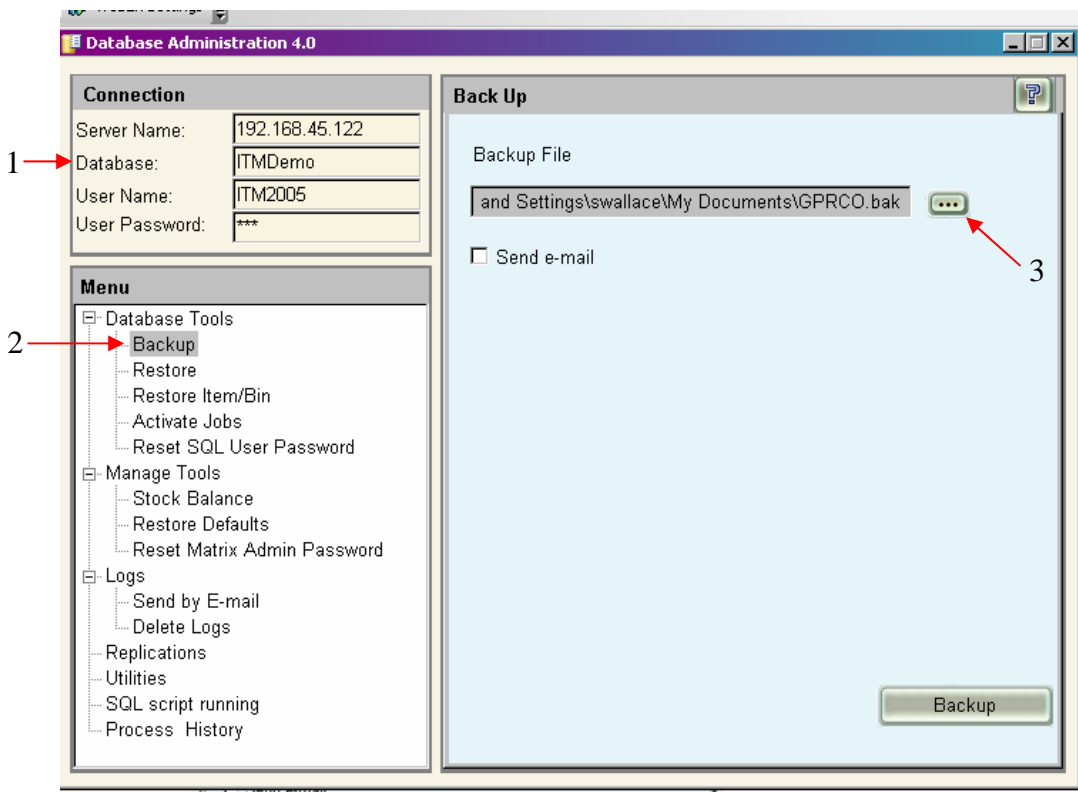
Once you get to the User and Password screen, insert the user name and password.

User Name: ctmsusr

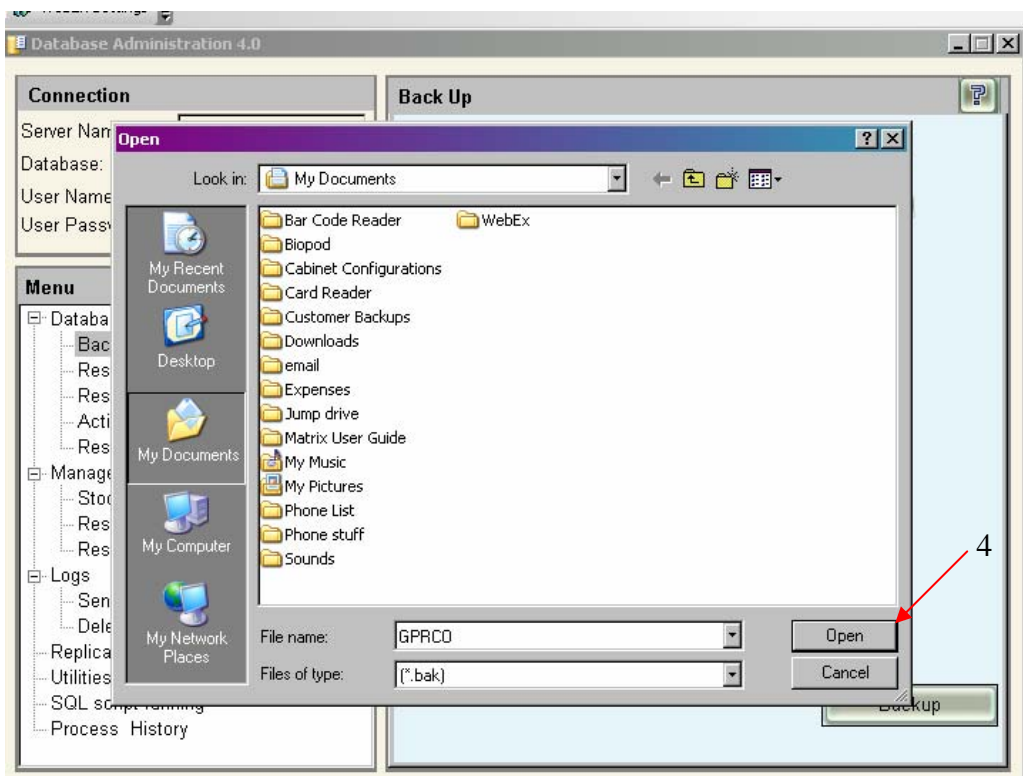
Password: rsumtc (ctmsusr backwards)



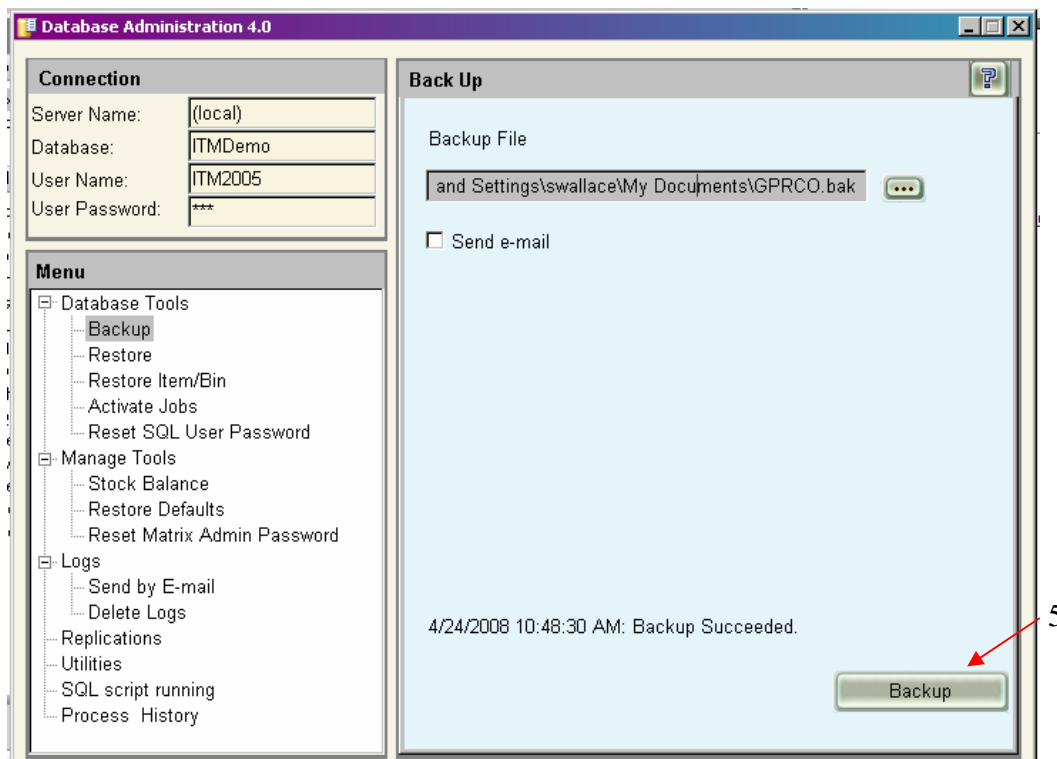
1. Be sure the database name you are backing up is listed.
2. In the Menu choose Backup.
3. Click the button with the 3 dots to the right of the Backup File text box.



4. Name your file and Click Open.



5. Click the Backup button in the lower right.
When backup is completed you will see this screen telling you the backup succeeded.



Now the file *.bak can be saved or attached to an email and sent.