

# Sage Fixed Assets

## Lite Depreciation 2013.1

### Quick Start Guide

# Sage Fixed Assets

## Lite Depreciation Quick Start Guide

Version 2013.1

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# Chapter 1

## Introduction

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This guide provides the information necessary for installing the Sage Fixed Assets - Lite Depreciation program. It contains information that will get your application up and running as quickly as possible. It includes information about installing the application for the first time, as well as upgrading from a previous version of the product.

## Supported Operating Environments

You can operate the application in the following environments:

- Windows XP (Home and Professional Editions), 32-bit and 64-bit compatibility
- Windows Vista,<sup>®</sup> 32-bit and 64-bit compatibility
- Windows 7, 32-bit and 64-bit compatibility
- Windows 8, 32-bit and 64-bit compatibility

## System Requirements

The following table displays the minimum system requirements for running the application. Enhancing your hardware and system software may improve system performance.

<b>Operating System</b>	Windows XP (Professional or Home) with Service Pack 2 or 3 *; Windows Vista with Service Pack 2*; Windows 7 with Service Pack 1*; Windows 8; 32-bit and 64-bit compatibility
<b>Processor</b>	1 GHz or higher recommended
<b>Memory (RAM)</b>	1 GB of RAM or higher
<b>Screen Resolution</b>	Sage Fixed Assets is optimized for 1024 x 768 viewing resolution.
<b>Free Disk Space</b>	400 MB for the Sage Fixed Assets application; Additional free disk space for new and/or existing data

\* We have tested the application with the Service Packs listed here. We will continue to test Service Packs as they are released to ensure that you can use the latest Service Pack with the program.

## Limit to Number of Assets

**Important:** The application allows you to enter up to 1,000 assets per company. The system does not allow you to enter new assets in a company after 1,000 assets have been created in that company.

## Security Requirements

The following rights are required to install the application properly.

### Installation

The person installing the program must have **Administrative rights** to the local computer.

# Chapter 2

## Installing Sage Fixed Assets - Lite Depreciation the First Time

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This chapter provides instructions for users who have never installed Sage Fixed Assets - Lite Depreciation before. If you are currently using Sage Fixed Assets - Lite Depreciation, please see [Chapter 3, “Installing Sage Fixed Assets - Lite Depreciation: Upgrading from a Prior Version.”](#)

## Overview of the Install Process

The install process consists of the following steps:

1. Installing the latest version, [page 2-1](#).
2. Registering the application, [page 2-7](#).
3. Starting the application, [page 2-9](#).

## Step 1: Installing the Latest Version

Before you begin to install the application, you should do the following:

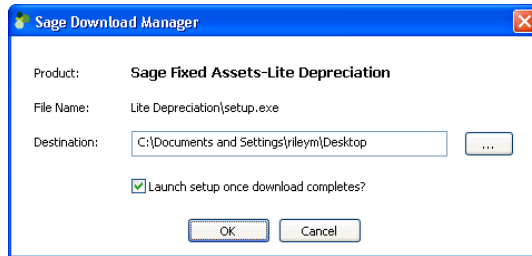
- Close all other Windows programs.
- Close all tool bars on your computer’s desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative rights** to the local computer.

When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

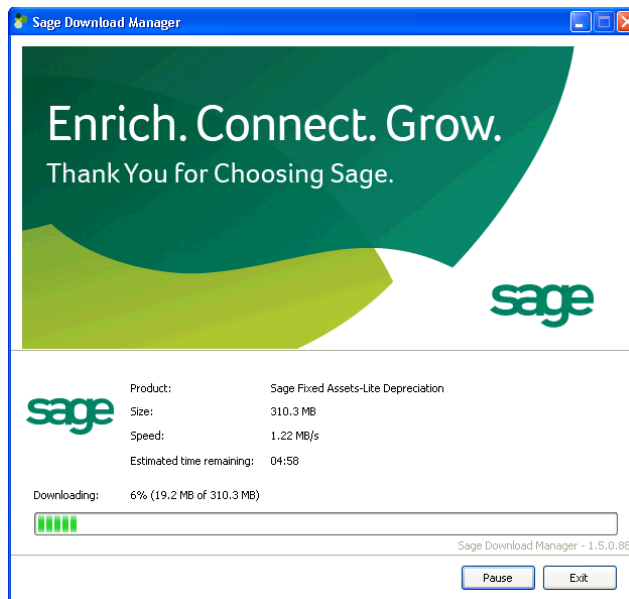
### ***To start the install program***

1. Point your browser to the Sage Customer Portal at:  
**<https://customers.sagenorthamerica.com>**.
2. Click the Logon link and enter your Customer Logon information.

3. Click the Product Downloads link. The system opens a web page with downloads for system requirements, Sage Fixed Assets products, and their installation guides.
4. Click the Download link for the Lite Edition.
5. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.

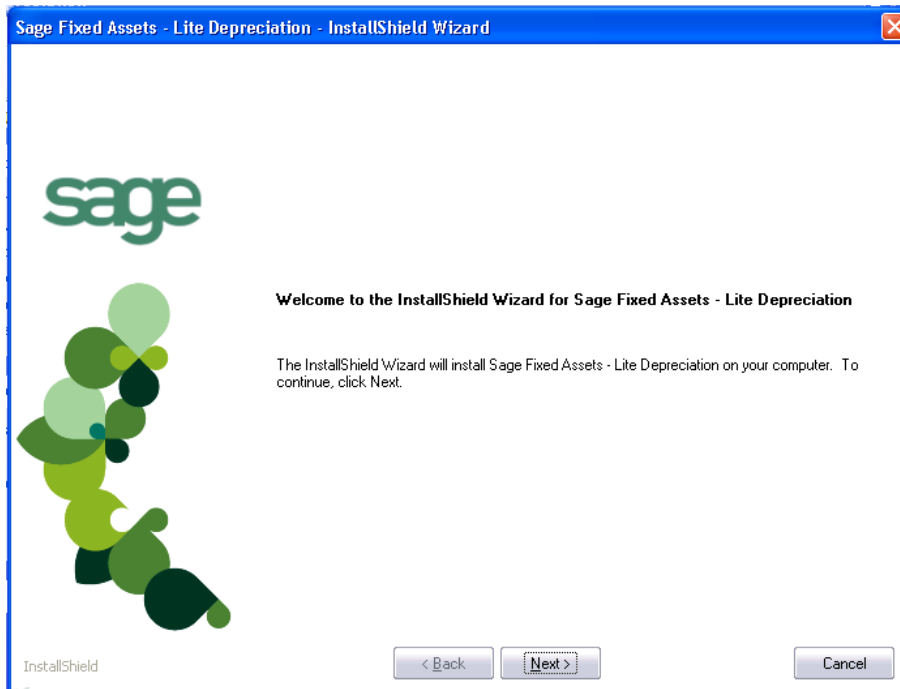


6. Click OK. The system begins to download the file.

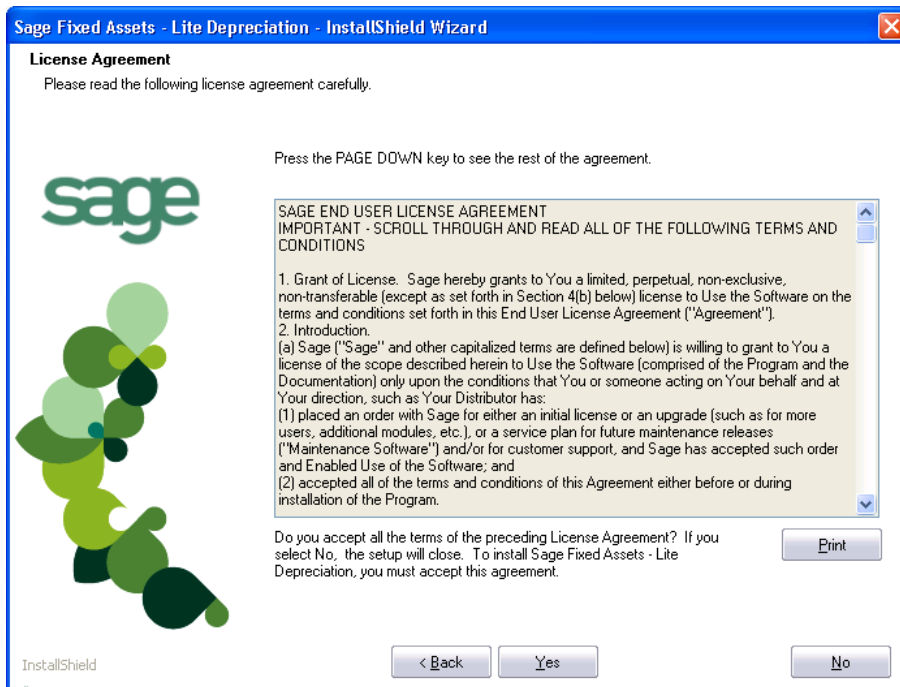


The system prompts you to install Sage Advisor Update.

7. Click the Install button. The system installs Sage Advisor Update. A message indicates that you must install Microsoft .NET Framework if it is not already installed.
8. Click the Install button. The system installs Microsoft .NET Framework and then displays the Welcome dialog. (You may need to restart your machine.)



9. Click the Next button. The Software License Agreement dialog appears.

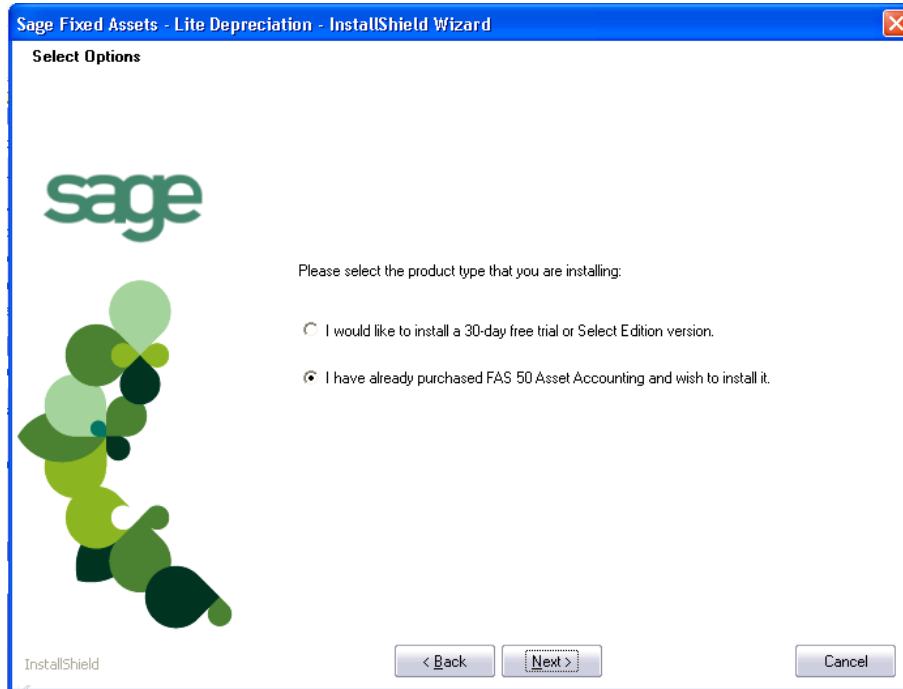


■ **Print Button**

Click this button to send the license agreement to the default printer.

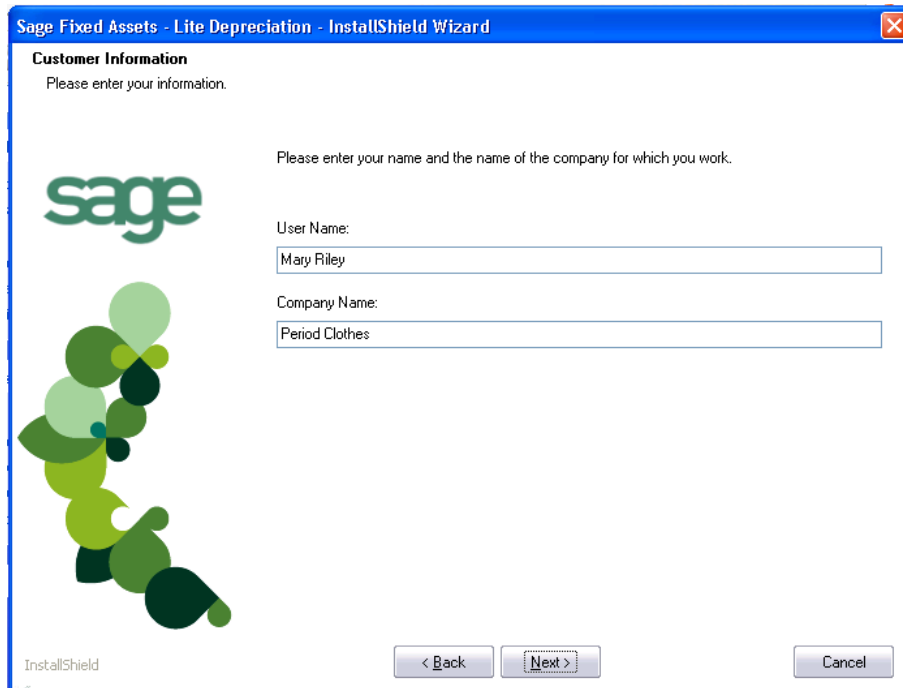
10. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

11. After you click the Yes button, the Select Options dialog appears.



12. Select either the 30-day free trial option or the purchased option.

If you selected the 30-day free trial option, the following Customer Information dialog appears.



13. Enter your name and company name, and continue to step 9.

If you selected the purchased option, the following Customer Information dialog appears.

The screenshot shows a dialog box titled "Sage Fixed Assets - Lite Depreciation - InstallShield Wizard". The dialog has a blue header bar with a close button (X) in the top right corner. The main content area is titled "Customer Information" and contains the text "Please enter your information." Below this is the Sage logo, which consists of the word "sage" in a green, lowercase, sans-serif font, and a graphic of several overlapping circles in various shades of green and blue. To the right of the logo, there is a prompt: "Please enter your name, the name of the company for which you work and your customer number." Below this prompt are three text input fields. The first field is labeled "User Name:" and contains the text "Mary Riley". The second field is labeled "Company Name:" and contains the text "Period Clothes". The third field is labeled "Customer Number:" and contains the text "123456789". Below the input fields is a line of text: "If you don't know your customer number visit [www.SageFAS.com/customernumber](http://www.SageFAS.com/customernumber) or call customer service at 800-368-2405." At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a dashed border. In the bottom left corner of the dialog, the text "InstallShield" is visible.

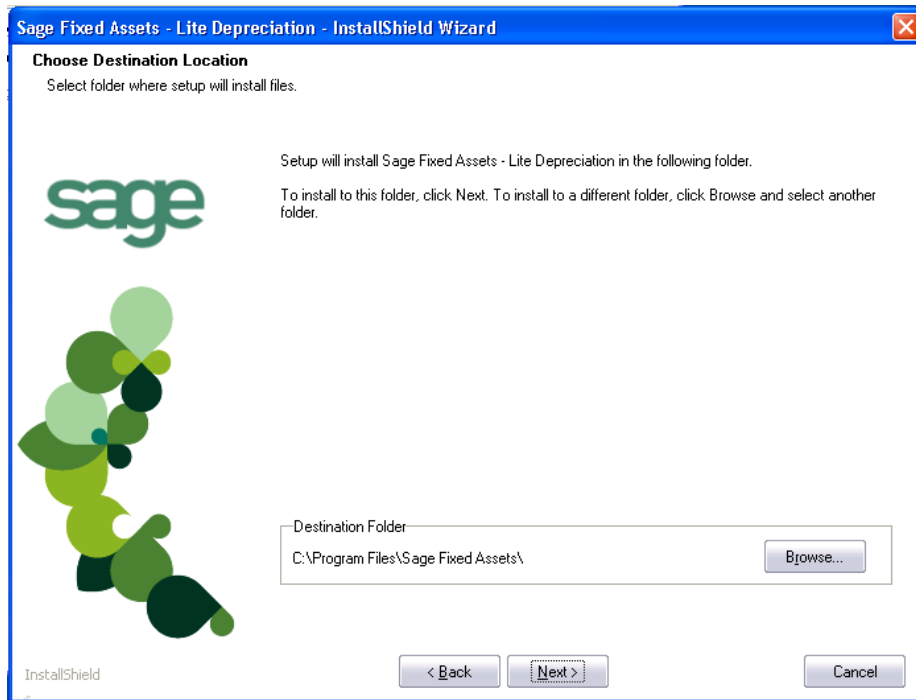
14. Enter your name, company name, and customer number. You will need your customer number if you call Sage Fixed Assets Customer Support with a technical question.

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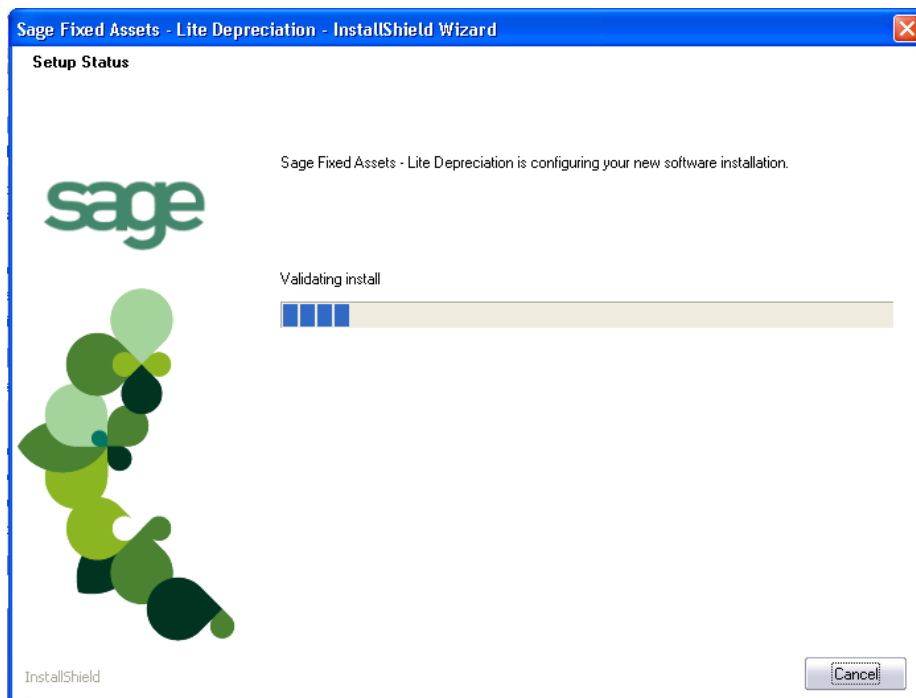
**Note:** You can find the customer number on the packing slip. If you cannot find your customer number, call Customer Service at 800-368-2405.

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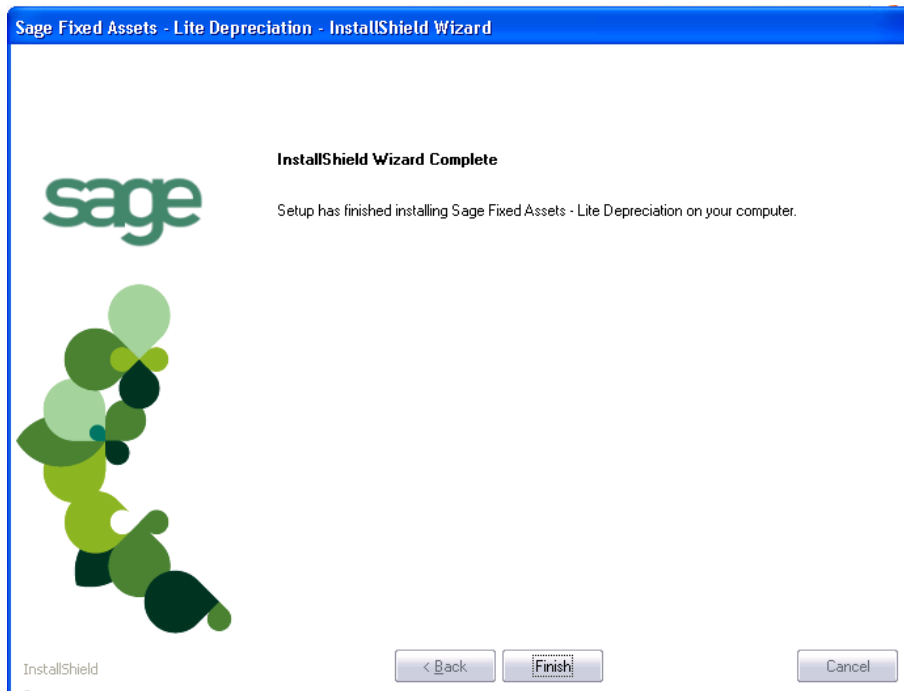
15. Click the Next button. The Choose Destination Location dialog appears.



16. Click the Next button. The system begins installing the software, and the Setup Status dialog appears.



When all of the files have been installed, the InstallShield Wizard Complete dialog appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

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**Tip:** We recommend that you allow the system to restart your computer at this time if prompted to do so.

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17. Click the Finish button. The system returns to the Sage Fixed Assets Installation dialog.

## Step 2: Registering the Application

The process of registering the application is a one-time event. After you enter your registration codes, you won't have to enter them again—not even when you receive your next program update.

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**Note:** You have 30 days to register the application.

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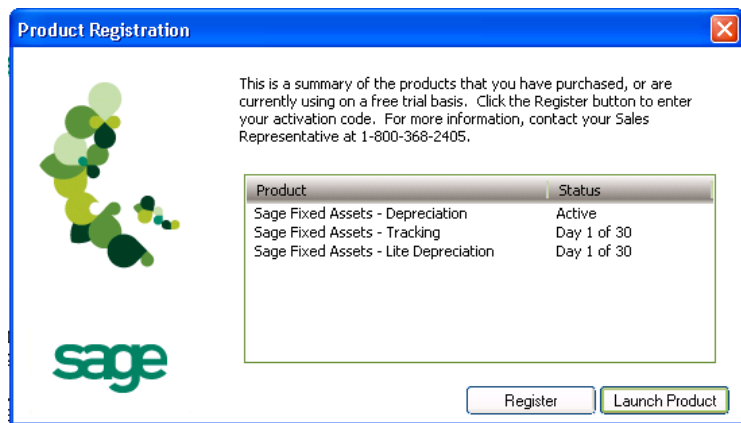
### ***To register the application***

1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage Fixed Assets program group.

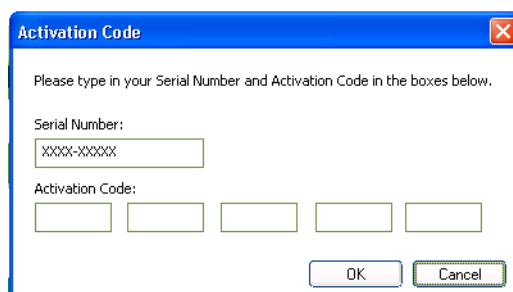
3. Select the Lite Depreciation icon. A message appears indicating you can use the application for 30 days.



4. Click the Next button. The Product Registration dialog appears.



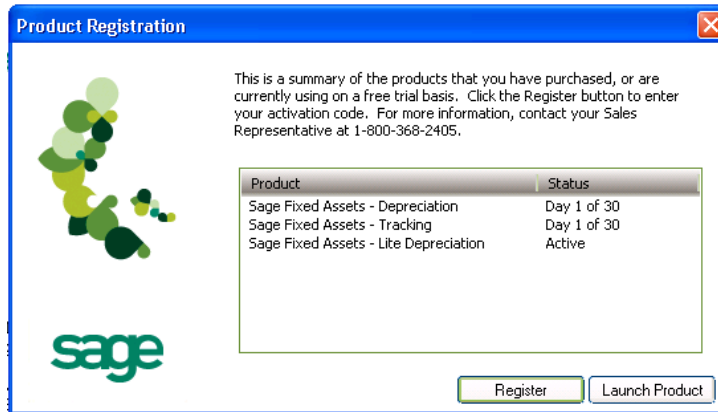
5. Click the Register button. A registration dialog appears allowing you to enter your Serial Number and Activation Code.



- **Serial Number**  
Enter your serial number. **You must enter the hyphen.**
- **Activation Code**  
Enter your activation code.

Please contact Sage Fixed Assets Customer Service at 800-368-2405 if you cannot find your serial number and activation code.

- Click OK. The system returns to the Product Registration dialog.



- Click the Launch Product button to start the application.

## Step 3: Starting the Application

The Sage Fixed Assets - Lite Depreciation program icon appears in the Sage Fixed Assets program group by default.

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**Note:** You can also start the application by double-clicking the icon on your desktop.

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### *To start the application*

#### **Starting the purchased version:**

- Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- Select the Sage Fixed Assets program group from the Programs submenu.
- Select the Lite Depreciation icon.

The system opens the application and displays the main window.

#### **Starting the free trial version:**

- Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- Select the Sage Fixed Assets program group from the Programs submenu.
- Select the Lite Depreciation icon. A message appears indicating you have 30 days to try the program.



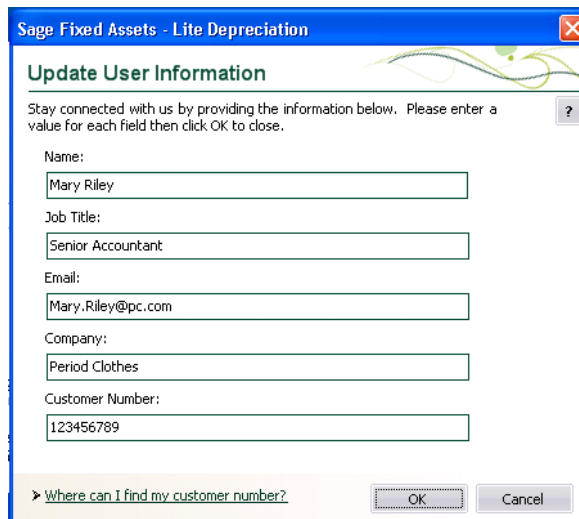
4. Click the Register Later button.

The system opens the application and displays the main window.

### **To update your customer number**

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User Information from the menu bar. A dialog appears that allows you to enter your customer number.

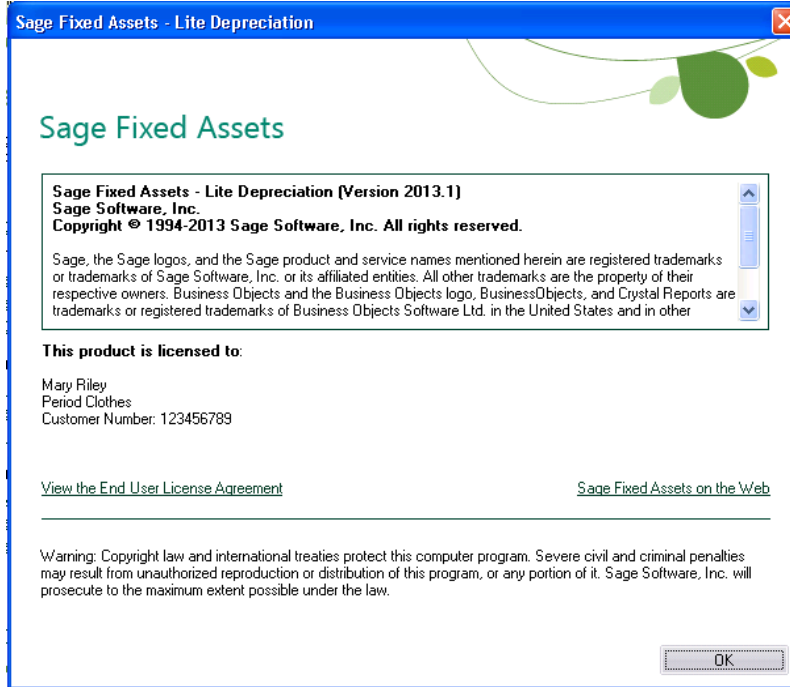


2. Enter your name, company name, and customer number, and then click OK.

## To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About Depreciation from the menu bar. A dialog appears that provides information about your program, including your customer number.





# Chapter 3

## Installing Sage Fixed Assets - Lite Depreciation: Upgrading from a Prior Version

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### In this chapter:

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This chapter provides instructions for upgrading from a previous version of Sage Fixed Assets - Lite Depreciation.

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**Note:** You must be currently using **version 2012.1 or later** of Sage Fixed Assets - Lite Depreciation to follow the steps in this chapter. If you are not running version 2012.1 or later, you will need to install prior releases in sequential order through 2012.1 before you upgrade.

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### Overview of the Install Process

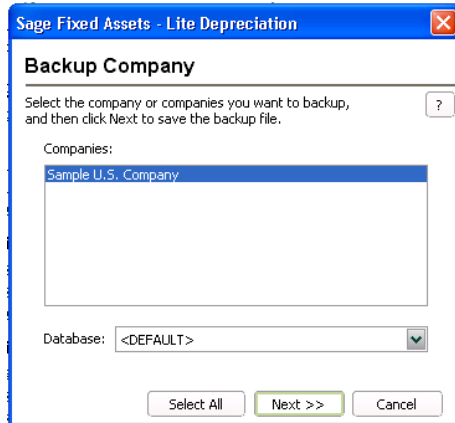
The install process consists of the following steps:

1. Backing up your current data, [page 3-2](#).
2. Installing the latest version, [page 3-2](#).
3. Converting your current data, [page 3-7](#).
4. Starting the application, [page 3-13](#).

## Step 1: Backing Up Your Data

### *To back up your database*

1. Select File/Company Utilities/Backup Company from the menu bar. The system displays the Backup Company dialog.



2. Select the company that you want to back up, and click the Next button.
3. Designate the destination directory, enter a file name for the backup file, and then click the Backup button.
4. After the backup is complete, click the Cancel button to close the Backup Company dialog, or select another company to back up.

## Step 2: Installing the Latest Version

Before you begin to install the application, you should do the following:

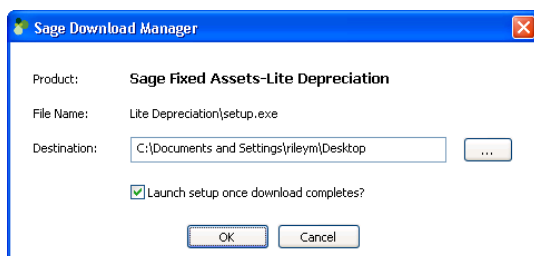
- Close all other Windows programs.
- Close all tool bars on your computer's desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative rights** to the local computer.

When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

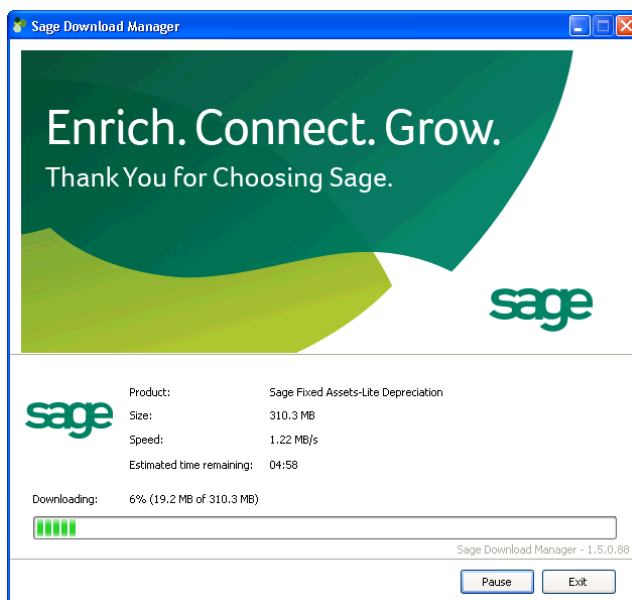
### *To start the install program*

1. Point your browser to the Sage Customer Portal at:  
**<https://customers.sagenorthamerica.com>**.
2. Click the Logon link and enter your Customer Logon information.
3. Click the Product Downloads link. The system opens a web page with downloads for system requirements, Sage Fixed Assets products, and their installation guides.
4. Click the Download link for the Lite Edition.

5. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.

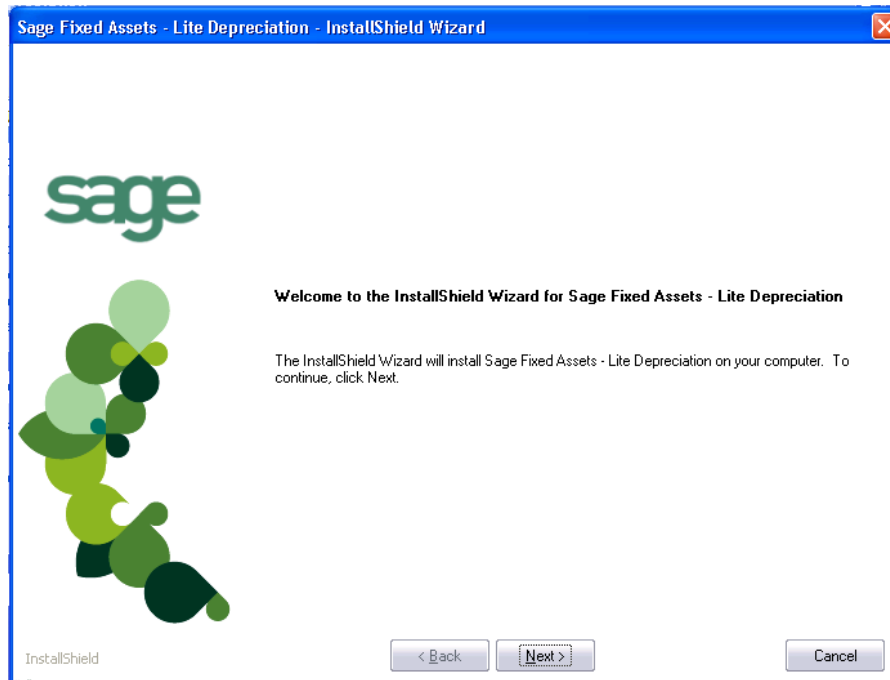


6. Click OK. The system begins to download the file.

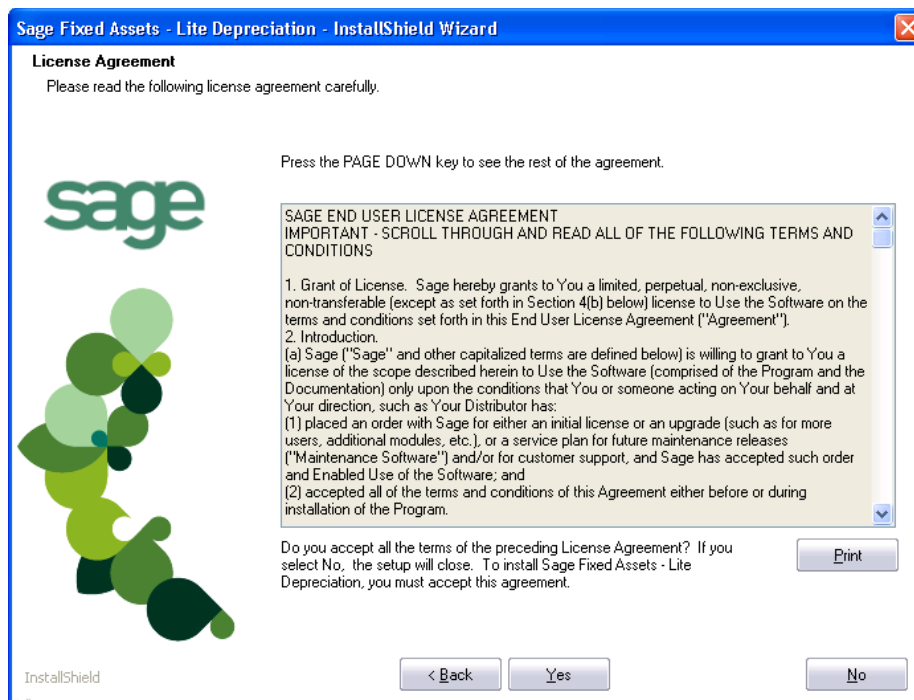


The system prompts you to install Sage Advisor Update if it is not already installed.

7. Click the Install button. The system installs Sage Advisor Update. A message indicates that you must install Microsoft .NET Framework if it is not already installed.
8. Click the Install button. The system installs Microsoft .NET Framework and then displays the Welcome dialog. (You may need to restart your machine.)



9. Click the Next button. The Software License Agreement dialog appears.

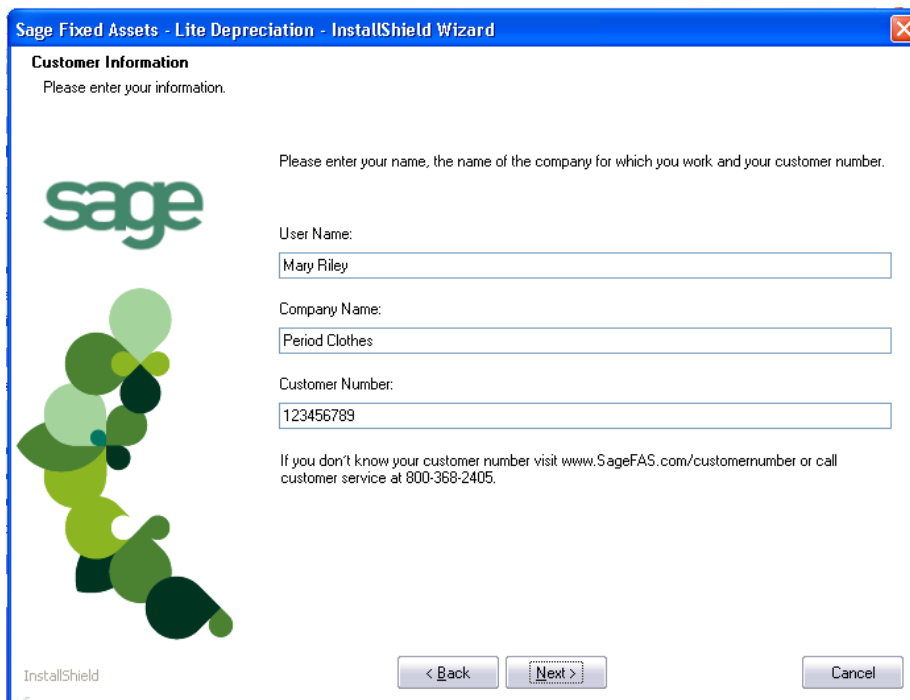


■ **Print Button**

Click this button to send the license agreement to the default printer.

10. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

11. After you click the Yes button, the Customer Information dialog appears.



The screenshot shows a dialog box titled "Sage Fixed Assets - Lite Depreciation - InstallShield Wizard". The main heading is "Customer Information" with the instruction "Please enter your information." On the left is the Sage logo and a decorative graphic of overlapping green circles. On the right, there are three text input fields: "User Name" (containing "Mary Riley"), "Company Name" (containing "Period Clothes"), and "Customer Number" (containing "123456789"). Below these fields is a note: "If you don't know your customer number visit [www.SageFAS.com/customernumber](http://www.SageFAS.com/customernumber) or call customer service at 800-368-2405." At the bottom are three buttons: "< Back", "Next >" (highlighted with a dashed border), and "Cancel".

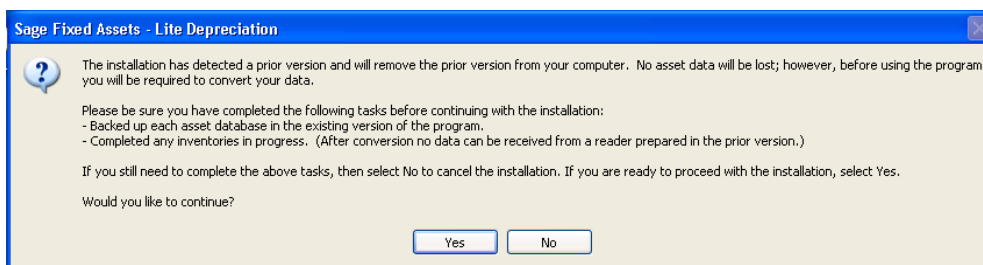
12. Enter your name, company name, and customer number. You will need your customer number if you call Sage Fixed Assets Customer Support with a technical question.

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**Note:** You can find the customer number on the packing slip in the upgrade package or by clicking About Depreciation from the Help menu. If you cannot find your customer number, call Customer service at 800-368-2405.

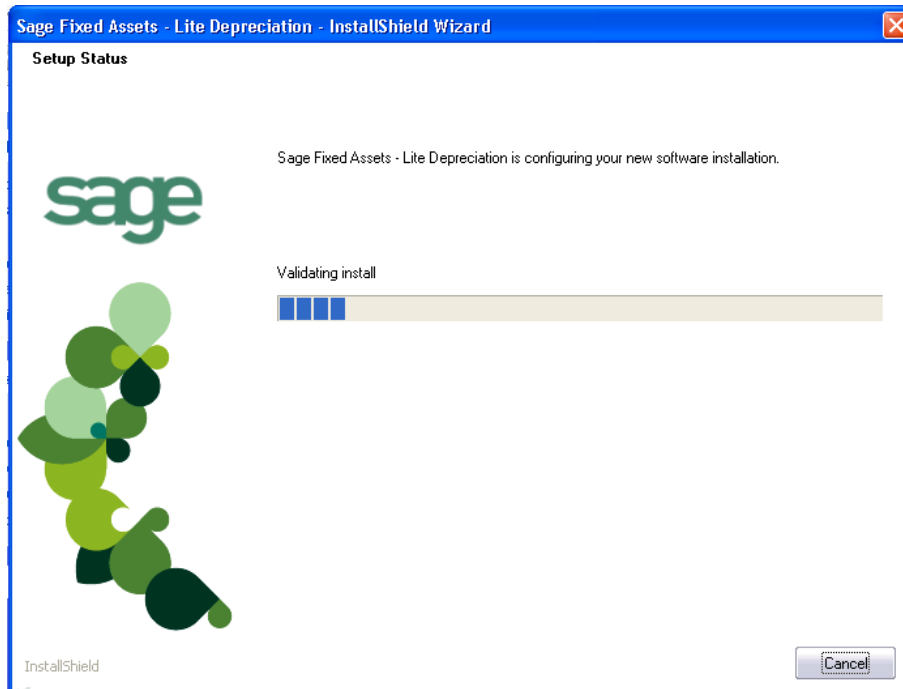
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13. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.

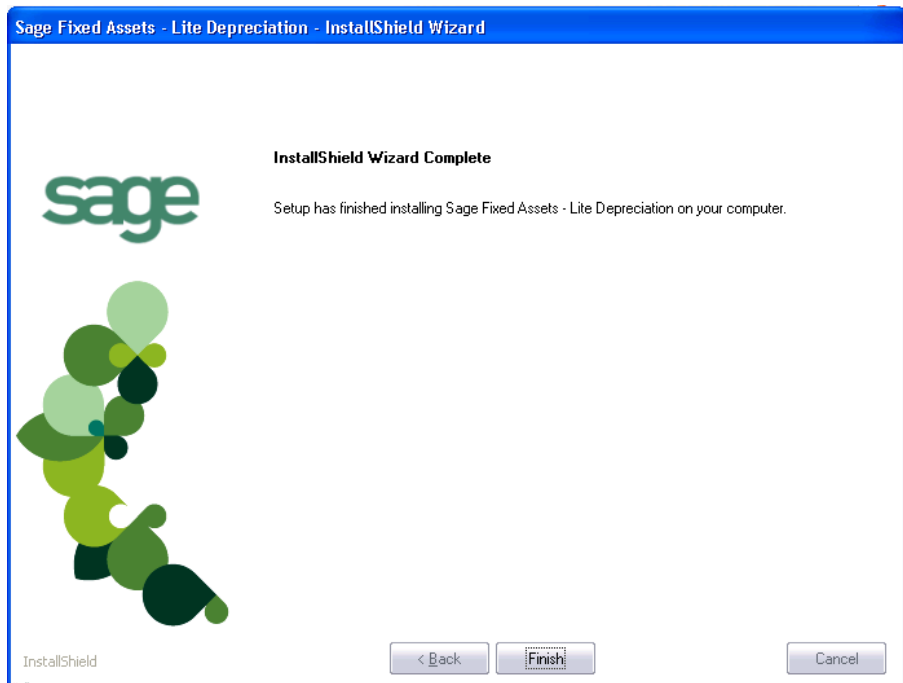


The screenshot shows a dialog box titled "Sage Fixed Assets - Lite Depreciation". It features a question mark icon and the following text: "The installation has detected a prior version and will remove the prior version from your computer. No asset data will be lost; however, before using the program you will be required to convert your data." Below this, it lists two tasks: "- Backed up each asset database in the existing version of the program." and "- Completed any inventories in progress. (After conversion no data can be received from a reader prepared in the prior version.)" It then asks, "If you still need to complete the above tasks, then select No to cancel the installation. If you are ready to proceed with the installation, select Yes." and "Would you like to continue?". At the bottom are two buttons: "Yes" and "No".

14. Click Yes to remove the previous version of the application. The system begins installing the software, and the Setup Status dialog appears.



When all of the files have been installed, the InstallShield Wizard Complete dialog appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

---

**Tip:** We recommend that you allow the system to restart your computer at this time if prompted to do so.

---

- Click the Finish button. The system returns to the Sage Fixed Assets Installation dialog.

## Step 3: Converting Your Data

As new features and enhancements are added to the program, the system requires additional information to support the new features. This requires that changes be made to your asset database so that the system can store the new information. To update your database(s) to hold the new information, you must perform a database conversion.

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**Note:** You must be currently using **version 2012.1 or later** of Sage Fixed Assets - Lite Depreciation to follow the steps in this section.

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You have two options for converting your databases.

- Fixed Assets Database Conversion Utility:** You can use the utility to convert two or more databases at a time. You run the utility from the Sage Software program group.
- In-place Database Conversion:** You perform this type of database conversion when you open a database. You can convert only one database at a time with this type of conversion.

Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

Number of Databases	Number of Assets	Recommended Conversion Program
1	less than 3,000	In-place Database Conversion
1	3,000 or more	Fixed Assets Database Conversion Utility
more than 1	any number	Fixed Assets Database Conversion Utility

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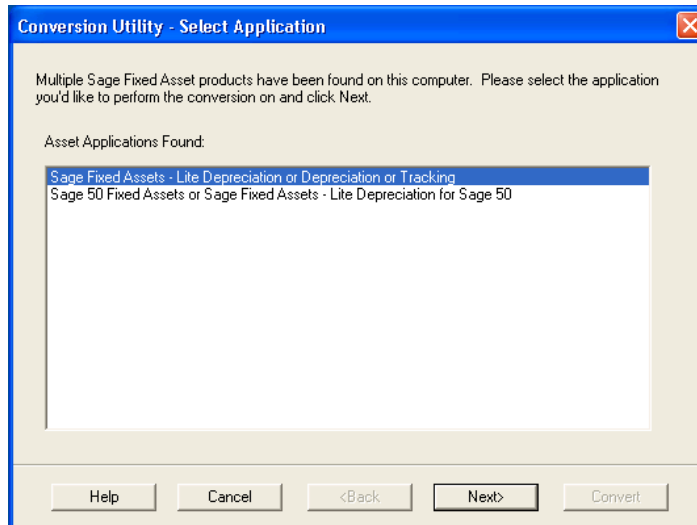
**Note:** A database conversion requires three to four GB of disk space. Make sure you have sufficient disk space before you convert your databases.

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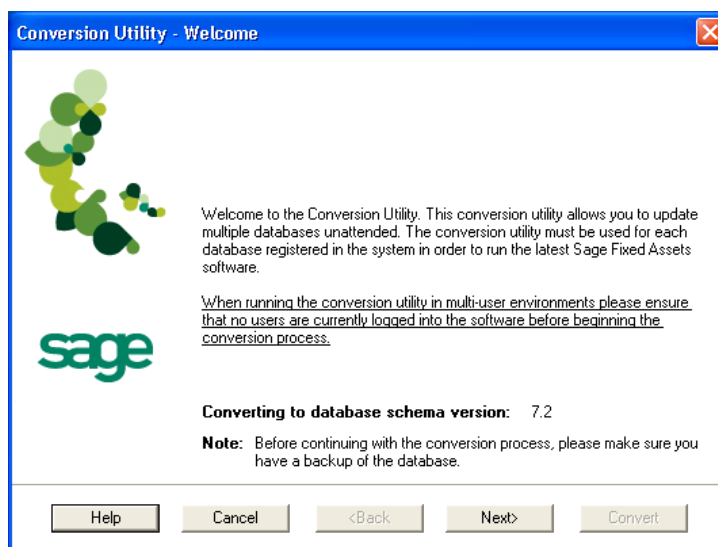
### **To use the Database Conversion Utility to convert databases**

- Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- Select the Sage Fixed Assets program group.
- Select the Tolls program group.
- Select the Conversion Utility icon.

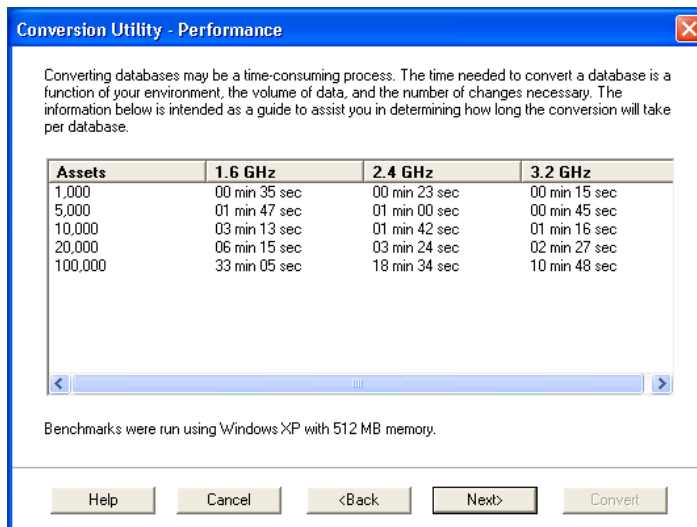
If more than one Sage Fixed Assets program is installed on your machine, the Conversion Utility Select Application dialog appears.



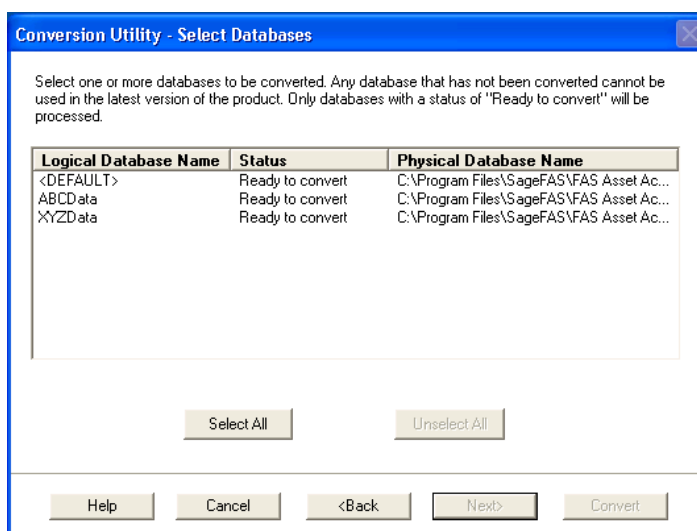
5. Select the Sage Fixed Assets program containing the database that you want to convert.
6. Click the Next button. The Conversion Utility Welcome dialog appears.



7. Click the Next button. The Conversion Utility Performance dialog appears.



8. Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.
9. Click the Next button. The Conversion Utility Select Databases dialog appears.



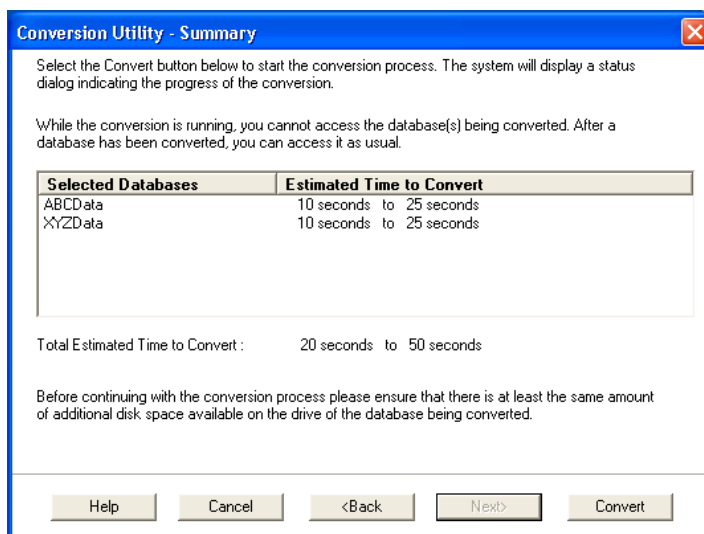
This dialog displays the status of each database.

- **Conversion Complete**  
 This status indicates that the database has already been converted to the latest version.
- **Ready to Convert**  
 This status indicates that the database is ready to be converted to the latest version.
- **Incompatible Version**  
 This status indicates that the database cannot be converted because it has not yet been converted to version 2012.1 or later. For assistance in converting your databases to version 2012.1, please contact Sage Fixed Assets Customer Support.

■ **Cannot Open**

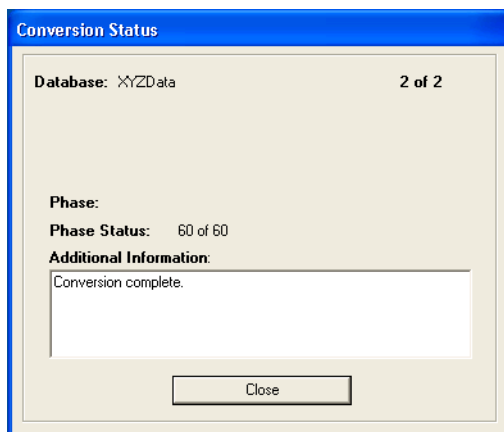
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage Fixed Assets Customer Support.

10. Select the database(s) that you want to convert, and then click the Next button. The Conversion Utility Summary dialog appears.



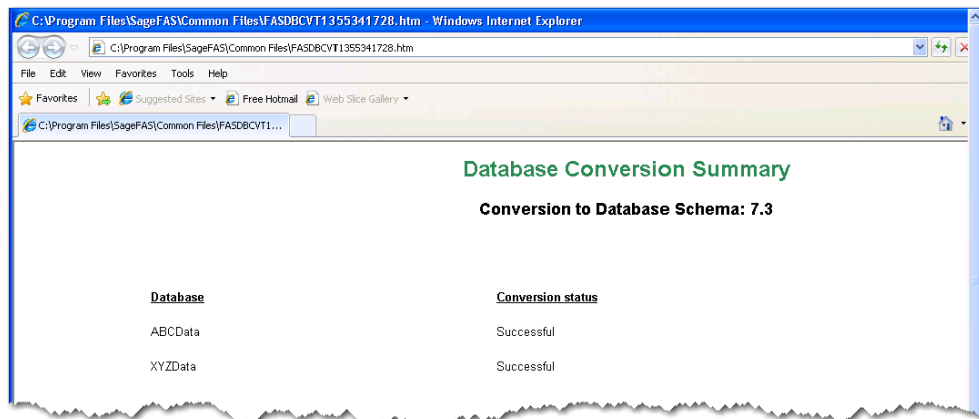
11. Review the Conversion Utility Summary dialog, and then click the Convert button.

The system checks your computer's disk space to make sure there is sufficient space to convert your data. The conversion requires three to four GB of disk space. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box.



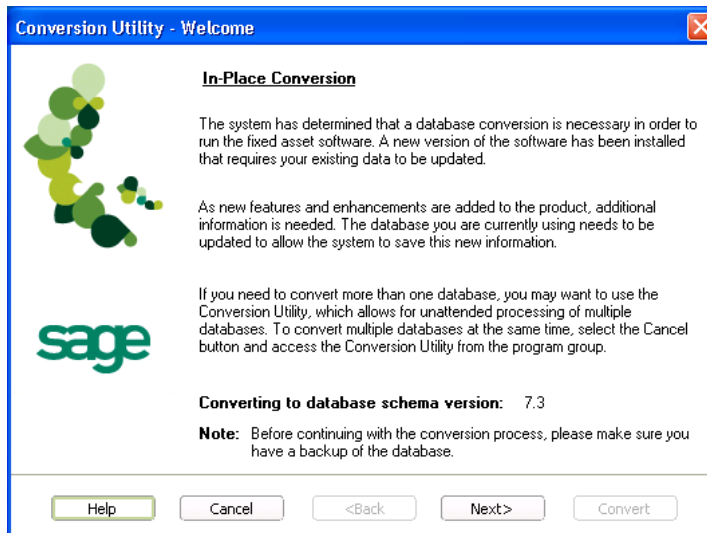
When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

- Click the Close button. The system displays the Database Conversion Summary report, which indicates whether the conversion was successful for each database.

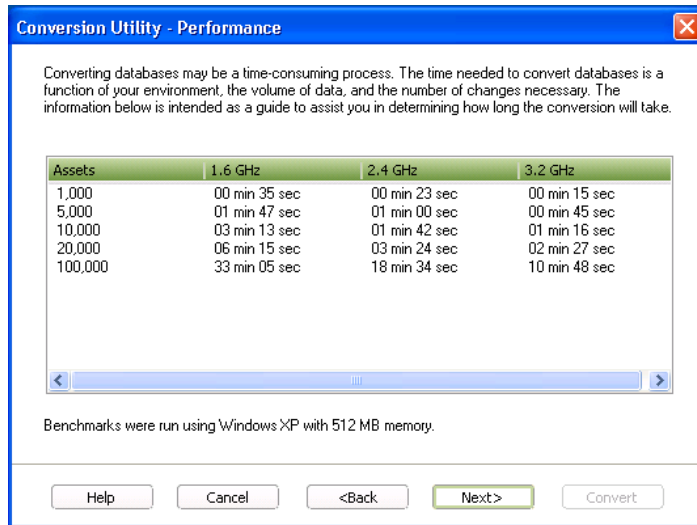


### To perform an in-place database conversion

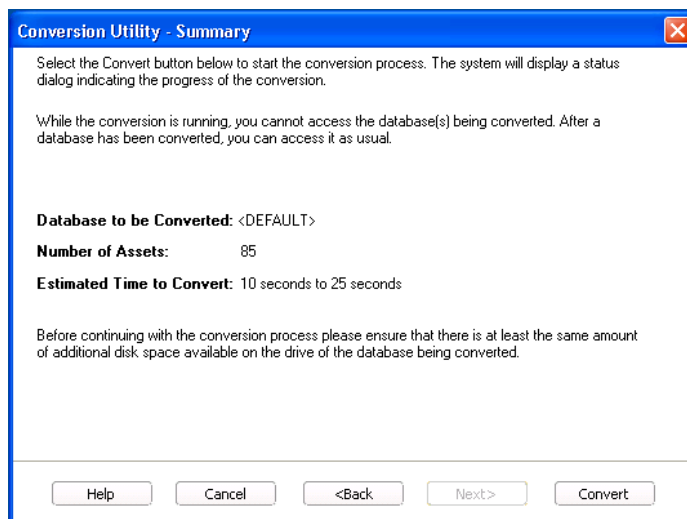
- Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- Select the Sage Fixed Assets program group.
- Select the Lite Depreciation icon. The application attempts to open a database that must be converted. The Conversion Utility Welcome dialog appears.



- Click the Next button. The Conversion Utility Performance dialog appears.

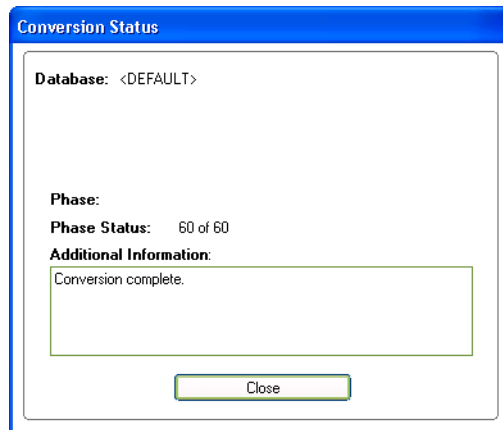


5. Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.
6. Click the Next button. The Conversion Utility Summary dialog appears.



7. Review the Conversion Utility Summary dialog, and then click the Convert button.

The application checks your computer's disk space to make sure there is sufficient space to convert your data. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box.



When the conversion is complete, a “Conversion Complete” message appears in the Additional Information text box.

## Step 4: Starting the Application

The Sage Fixed Assets - Lite Depreciation program icon appears in the Sage Fixed Assets program group by default.

---

**Note:** You can also start the application by double-clicking the icon on your desktop.

---

### ***To start the application***

#### **Starting the purchased version:**

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage Fixed Assets program group from the Programs submenu.
3. Select the Lite Depreciation icon.

The system opens the application and displays the main window.

#### **Starting the free trial version:**

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage Fixed Assets program group from the Programs submenu.

3. Select the Lite Depreciation icon. A message appears indicating you have 30 days to try the program.

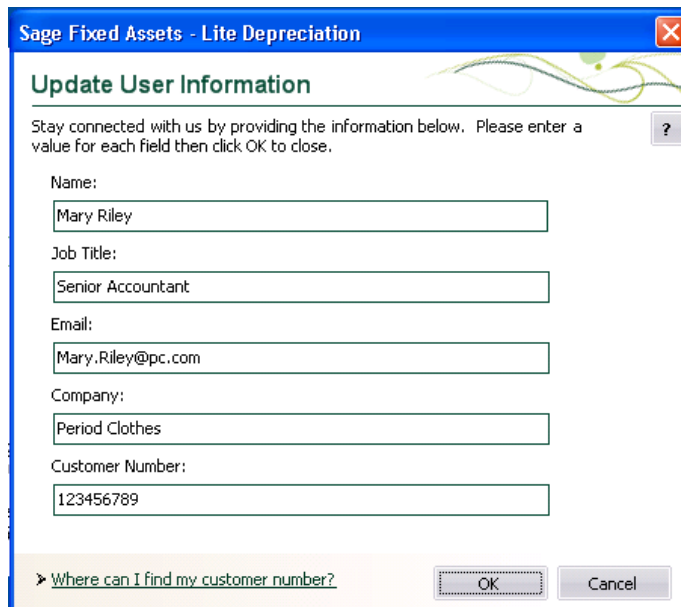


4. Click the Register Later button.  
The system opens the application and displays the main window.

### ***To update your customer number***

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User Information from the menu bar. A dialog appears that allows you to enter your customer number.

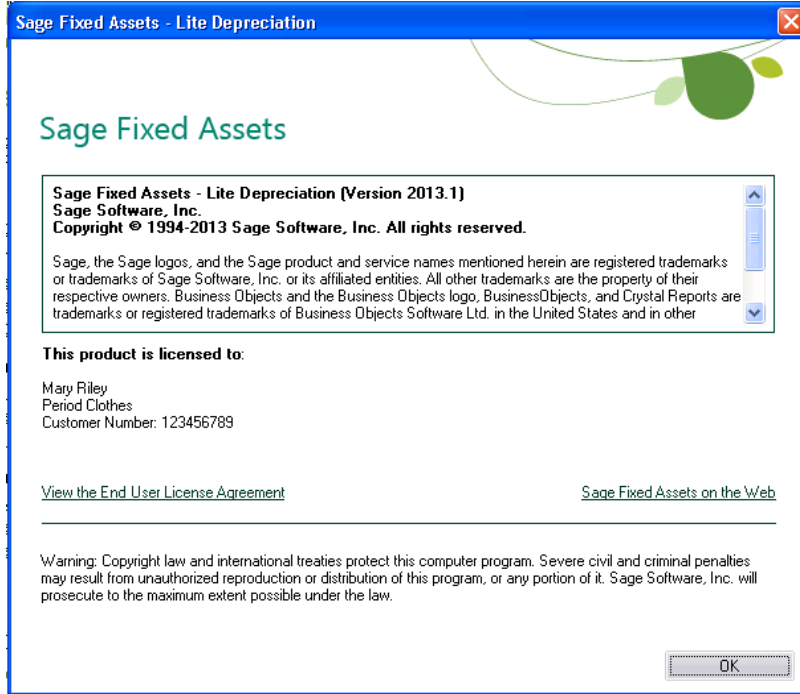


2. Enter your name, company name, and customer number, and then click OK.

## To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About Depreciation from the menu bar. A dialog appears that provides information about your program, including your customer number.





# Appendix A

## How to Contact Us

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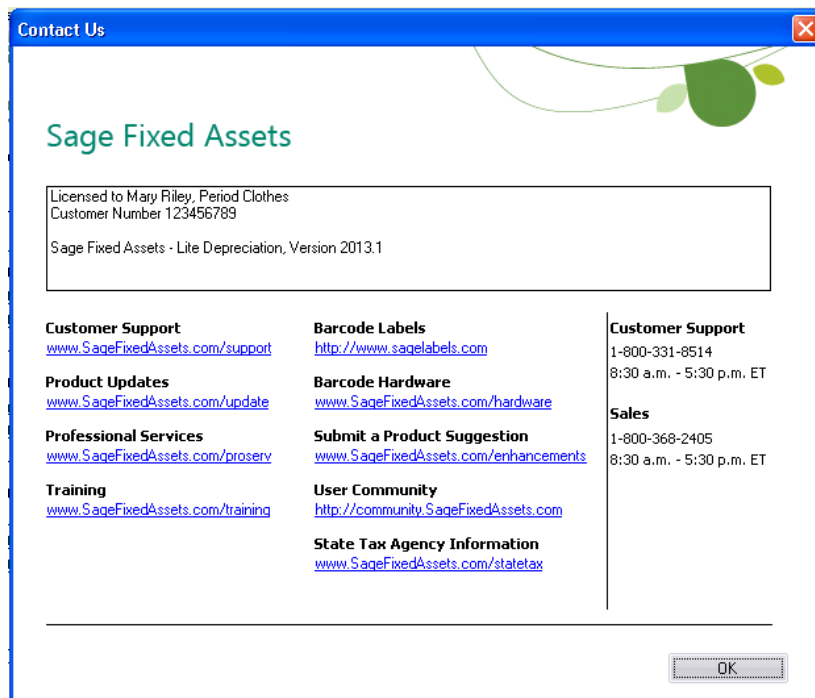
Here are some of the quickest ways to contact us if you have a question about operating the program, or if you need assistance in purchasing a Sage Fixed Assets product.

<b>Customer Support</b>	<b>Phone:</b> 800-331-8514 (8:30 a.m.—5:30 p.m. ET) <b>FAX:</b> 866-856-6844 (24 hours) <b>email:</b> <a href="mailto:FixedAssetsSupport@sage.com">FixedAssetsSupport@sage.com</a> <b>website:</b> <a href="http://www.SageFixedAssets.com/support">www.SageFixedAssets.com/support</a> Customer number required
<b>Sales</b>	800-368-2405 (8:30 a.m.—5:30 p.m. ET) To enroll in or renew Sage Business Care
<b>Website</b>	<a href="http://www.SageFixedAssets.com">www.SageFixedAssets.com</a>

Sage Fixed Assets operates a website for our customers at [www.SageFixedAssets.com](http://www.SageFixedAssets.com). You can quickly access various pages on this website within the application by selecting Help/Contact Us from the menu bar.

### **To contact Sage Fixed Assets**

1. Select Help/Contact Us from the menu bar. The Contact Us dialog appears.



2. Click on a link to receive customer support, find information about training opportunities, view online demos of our products, purchase barcode labels or barcode hardware, or to send us a product suggestion.



# Appendix B

## Troubleshooting

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### In this appendix:

Moving and Reconfiguring Databases ..... B-1

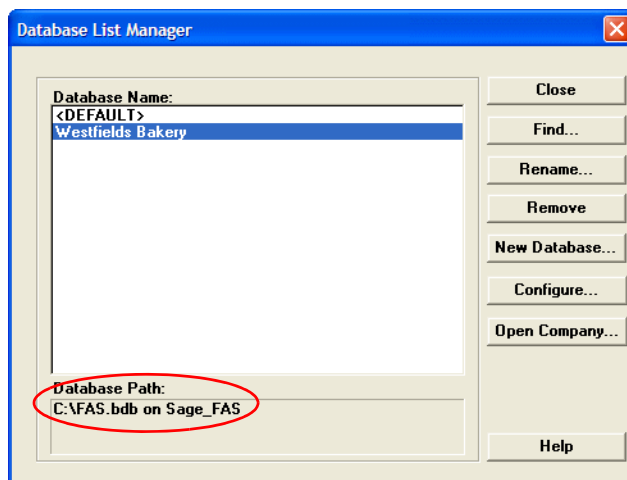
## Moving and Reconfiguring Databases

Due to changes in the Windows Vista and Windows 7 operating systems, you may have to change the location of your Sage Fixed Assets asset databases.

If you have a database located in a virtualized location, you will need to move it to a new location and update the location information in Database List Manager. The virtualization feature occurs in the C:\Windows and C:\Program Files folders.

### ***To determine if you need to move your databases***

1. Open your existing Sage Fixed Assets application and select File\Database List Manager from the menu bar.

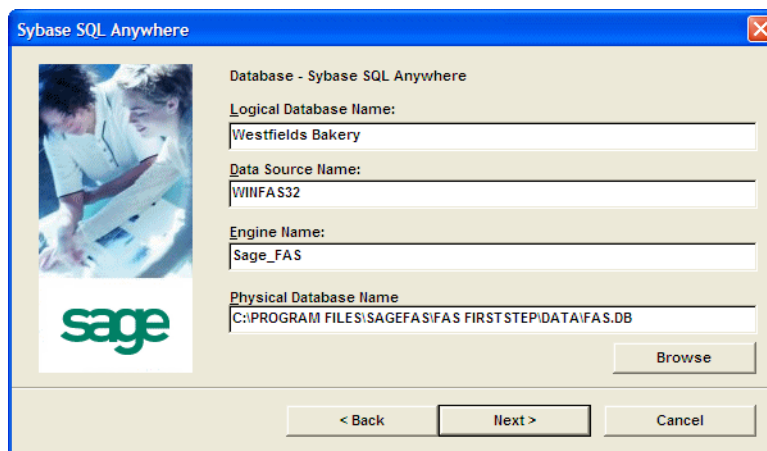


2. Select each database and review the Database Path information to determine the location of the physical database file.
3. If the database file is located in C:\Program Files\SageFAS or any other non-virtualized location outside of My Documents, then close the application. You are ready to install the latest version and operate the program under Windows Vista or Windows 7.
4. If the database is located in a virtualized location (i.e., C:\Windows or C:\Program Files), or a folder within My Documents, you will need to move the database. Close the application and continue with step 5 below.

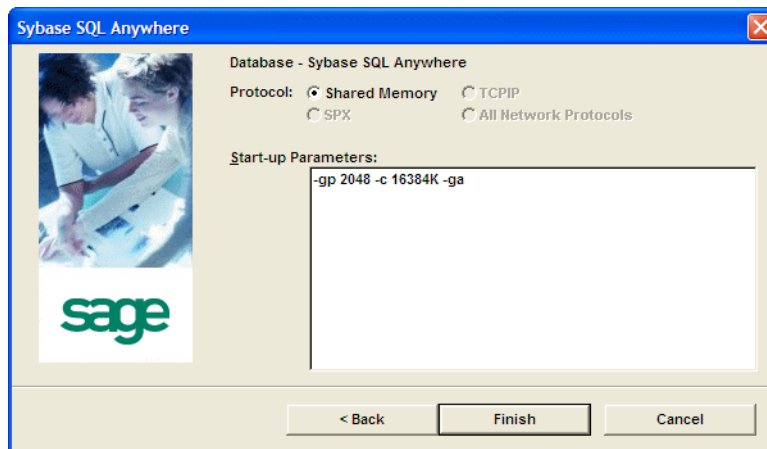
### If databases are in an unsupported Windows Vista or Windows 7 location

For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the SageFAS installation directory. For any databases previously located in the My Documents folder, you will need to confirm the current location of the physical database file under C:\Users.

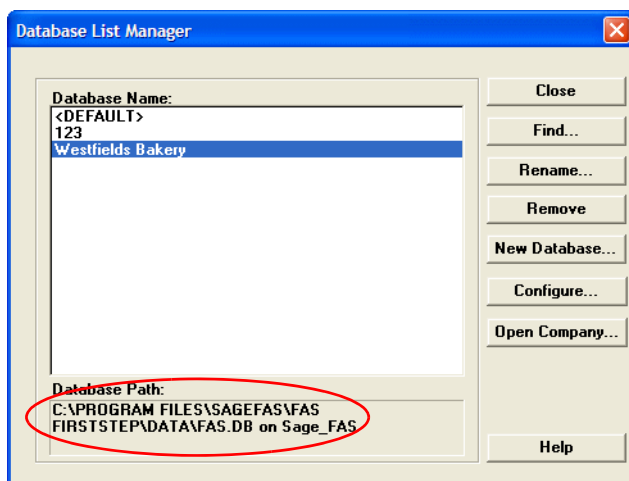
5. For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the SageFAS installation directory. For any databases previously located in the My Documents folder, you will need to confirm the current location of the physical database file under C:\Users.
6. Open your Sage Fixed Assets application and access Database List Manager.
7. Select the database that has been moved to a new location and click the Configure button.



8. Click the Browse button to locate the newly located database and update the Physical Database Name location.
9. Click the Next button to move to the second panel of the Configure wizard.



- Click the Finish button to return to the Database List Manager dialog. Notice that the Database Path information has been updated.



- Repeat this process for each database that has been moved to a new location.



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This is a publication of Sage Software, Inc.

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Version 2013.1

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