

# SAP-RAPIDE

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## SAP-RAPIDE

Germany, Switzerland, South Africa

# NIGHT EXPRESS INSTALLATION MANUAL



Vista®



Vers. No.	Date	Author, Unit Code	Status	Comment
1..x	28.04.2010	SAP-RAPIDE	Final	

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## 1 INTRODUCTION

**PLEASE READ THIS MANUAL FIRST BEFORE COMMENCING ANY INSTALLATION PROCEDURES**

**NOTE: IMPORTANT**

Night Express and myGUEST (Free Version) use the same database.

The exception is that myGUEST, just has some restricted functionality.

Therefore in the installation files, some reference are made to myGUESTS due to historic reasons.

This is equally applicable to Night Express in the installation process described below.

Night Express runs on a modern and up to date Client/Server technology platform, either on a single computer or on a network. In order to achieve this objective the installation procedure is divided into simple, automated set up steps for the individual software system components. Dividing the procedure into these steps provides transparency for you and reduces complexity and contributes to resolving any problems encountered rapidly. The steps are:

- **Step 1** Install Microsoft SQL Server 2005
- **Step 2** Create the Database and Table for the application
- **Step 3** Install Night Express International

The installation is described in *extreme* DETAIL below in order to enhance understanding in a non-technical language. Thus also making it understandable as much as possible for users with limited computer knowledge. This document also serves as basic technical training on installation and as a reference about your system. *Therefore do not be intimidated by the length of this document.* The many screen shots that actually take up most of the space are included in order to provide visual content and help you orientate during that installation.

### 1.1 About this Manual

The installation is described in *extreme* DETAIL below in order to enhance understanding in a non-technical language. This also makes it understandable for users with limited computer knowledge. This document also serves as basic training about your system. *Do not be intimidated by the length of this document.* The many screen shots that actually take up most of the space are included in order to provide visual content and help you orientate during that installation. If there is anything unclear please contact us before you start and we will gladly explain further – **info@sap-rapide.com**. When contacting us, please provide FULL details about the problem (Operating system, operating system version, screen shots, error messages will help a great deal).

### 1.2 Installation Requirements

Check the installation requirements carefully with regard to your environment.

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**WARNING:** SAP-RAPIDE will NOT provide support to users who do NOT have a *genuine* Windows operating system. Pirated copies and cracked versions have missing system components to run this application and SAP-RAPIDE is *not responsible* for any non-functioning.

WINDOWS 2000 Requirements Specifics	
Windows 2000 Service Pack 4 (SP4)	Free download from <a href="http://www.microsoft.com">www.microsoft.com</a>
MDAC 2.8	Supplied on installation CD. <i>Can be used if required.</i>
Internet Explorer 6	Free download from <a href="http://www.microsoft.com">www.microsoft.com</a> . <i>Do not download any beta versions, as they are unstable and unofficial versions.</i>
Microsoft Internet Explorer 6 SP 1 A higher version maybe used	Free download from <a href="http://www.microsoft.com">www.microsoft.com</a>
<i>Your system must be updated to meet these requirements otherwise the server installation will fail. The updates are free and can be downloaded from Microsoft's website.</i>	
WINDOWS XP Home or Professional Requirements Specifics	
Windows XP Service pack 2 (SP2)	Free download from <a href="http://www.microsoft.com">www.microsoft.com</a>
Internet Explorer 6 or higher	Free download from <a href="http://www.microsoft.com">www.microsoft.com</a> . <i>Do not download any beta version, as they are not stable and official versions.</i>
<i>Your system must be set to meet these requirements otherwise the server installation will fail.</i>	
<b>Windows Vista (Home Premium, Business, Ultimate).</b> Please be aware that Home Premium has a resource limitation and cannot be used in a fully fledged business environment.	
<b>Windows 7</b> <a href="#">Vista Home Basic is not recommended.</a>	
Windows Vista is the latest operating system from Microsoft and is known to be up to date as opposed to XP and Windows 2000. Therefore no update procedures are required at this time. Vista Security – User Access Control (UAC) However, you require admin rights to install and run Night Express. Please note that your Vista installation does not automatically provide you admin rights and you must explicitly enable the admin account. A discussion on Vista security issues is beyond the scope of this document and you are please requested to consult your Vista documentation for details and <a href="http://www.microsoft.com">www.microsoft.com</a> for any other information as these topics are comprehensively explained there. A brief introduction is provided in the <b>APPENDIX 3</b>	

**Table 1: Installation Requirements**

## 1.3 Getting Started

We recommend that you first copy all the files from the installation CD into a folder (name it: **Night Express\_InstallationFiles\_from\_CD** ) on your hard disk before installing the software. All files, if came

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zipped, then they must be unzipped before you attempt to install them. If you do not have Winzip, then go to [www.winzip.com](http://www.winzip.com) and download a trial version to get started. You may also want to print out the installation instructions and have it next to you for easier and faster reference.

## Firewalls and Antivirus

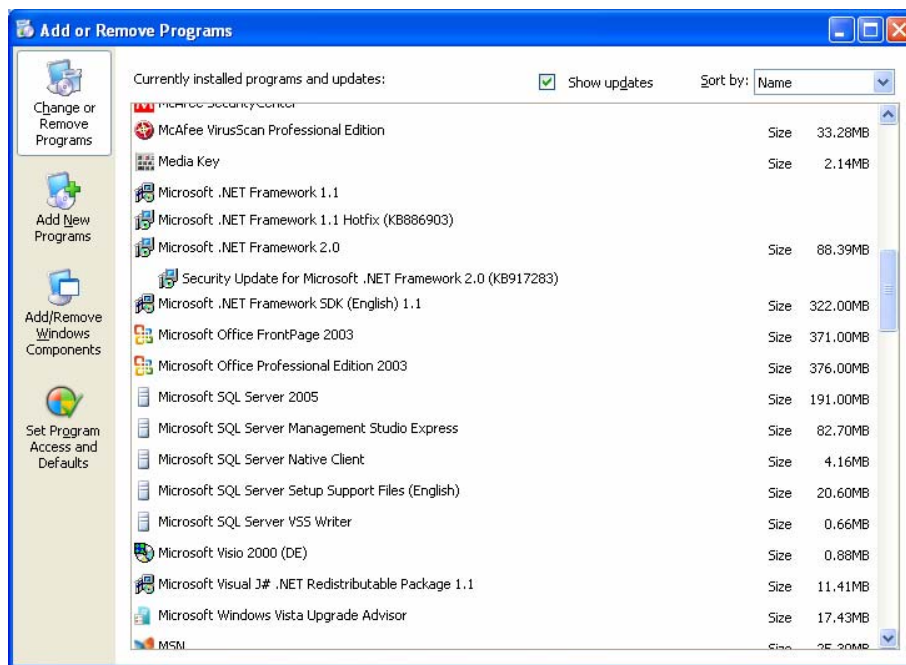
Stop any Anti Virus and Firewalls. They are known to interfere with software installation procedures. If you are asked to reboot the computer during the installation then you must make sure that you stop them again before proceeding, as the reboot by default will automatically start them.

## OLDER VERSIONS OF Microsoft SQL SERVER (MS SQL 2000, 2002)

Please read the **APPENDIX 1** at the end of this document before commencing the installation as this may save you time.

**Figure 1** below will be often referred to during the installation process and is shown here for illustration purposes to help you orientate. To open the screen shown below:

Click Start > Settings (*applicable Win2000*) OR Control Panel > Add/Remove Programs



**Figure 1 Add or Remove Programs**

## 1.3.1 Updating your system

Before commencing the installation you are required to update some of your systems utilities. These are the windows **Installer utility** and **Dot Net Framework**.

Follow the instructions and whenever asked to restart your system, please do so before continuing.

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- Install **WindowsInstaller-31.exe**.
- Install the Dot Net Framework 2.0 - **DotNet20\_32b.exe**. Please remove any older versions of the framework. See Figure 1 to identify any previous version.

*In Vista the above utilities are generally known to be already updated.*

**NOTE:** *All systems are different. Sometimes you computer may also have a later version of Dot Net Framework 2.0 - DotNet20\_32b.exe and any attempt to install this version will be disallowed, which is normal. See Figure 1 to identify any later versions.*

## 2 STEP 1: INSTALL MICROSOFT SQL SERVER 2005

### Part 1 Install the SQL Database Server

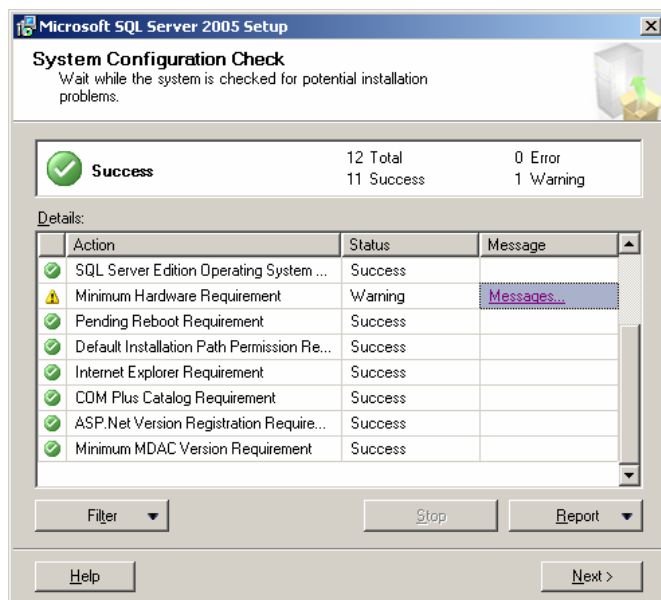
Operating Systems	
Windows 2000	Install MDAC_28.EXE Reboot once MDAC has installed. Install SQLEXPRESS2005_DBServer_SP2.exe
Windows XP Home and XP Professional Vista	Install SQLEXPRESS2005_DBServer_SP2.exe
<b>Note:</b> <i>Install MDAC_28.EXE (only if required, else there is no need to do so on these platforms).</i>	

**Table 2: Database Server Installation**

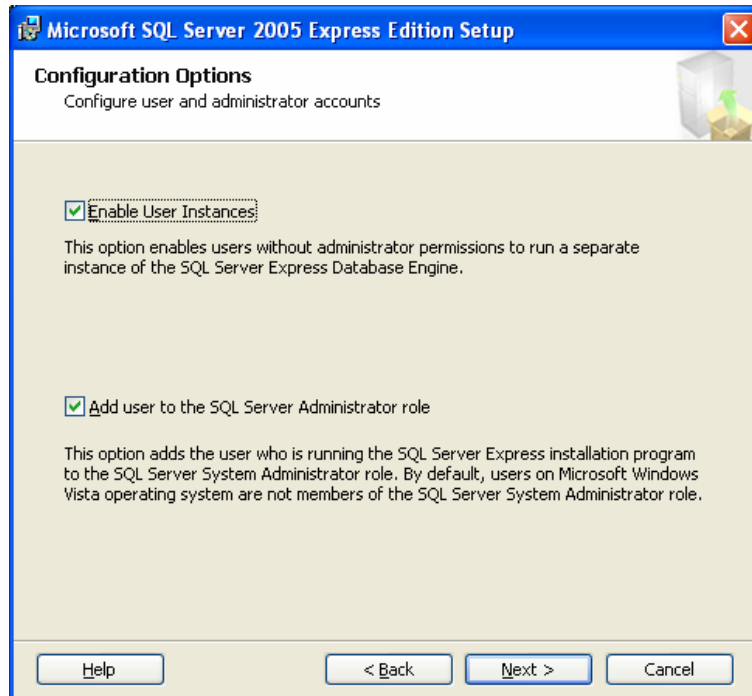
The setup process will check whether you meet all the setup requirements. You should see this screen as shown in Figure 2 below once that process is completed.

In the case of critical or severe errors, that is, *not* fulfilling the setup requirements for the SQL Server installation, you will be *prevented* from continuing unless you rectify the situation. See **Table 1** for the requirements. Correct the situation to fulfil the requirements and retry the installation. If there are warnings you can continue with the installation, however, this may affect your performance later, but to get started is not critical. If there are no errors, the installation procedure will allow you to continue.

Click **Next** to proceed.



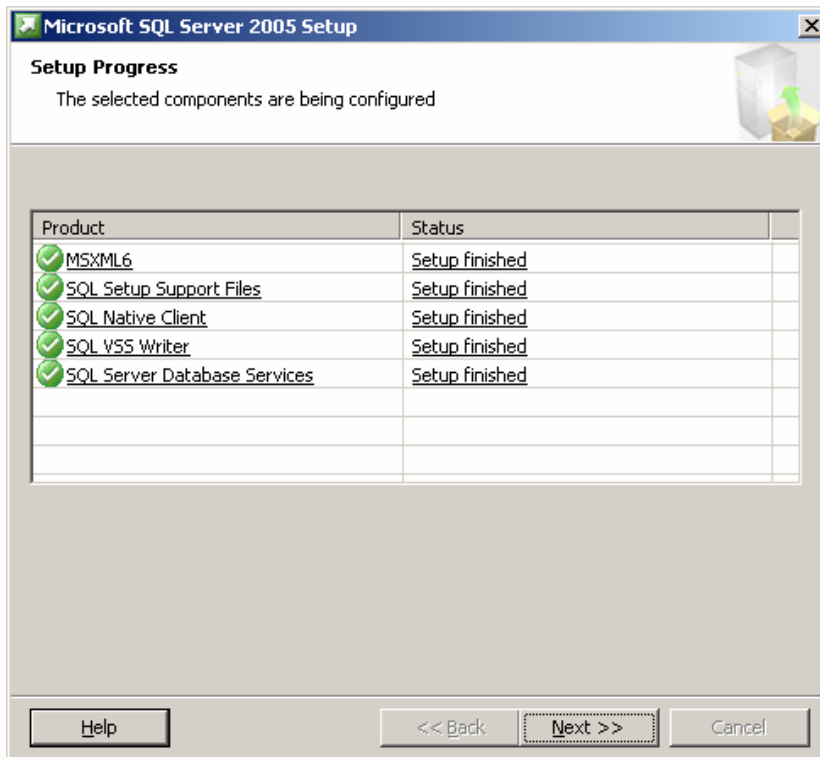
**Figure 2: System Configuration Check**



**Figure 2b Configuration Options for user and admin accounts**

During the installation process the screen in **Figure 2b** will be displayed.

- Make sure that both Checkboxes are checked.
- Click Next.



**Figure 3: Successful DB Server installation**

If the database server installation was successful, you should see the screen as shown in **Figure 3**. Also see **Figure 18** for a screen shot of an example of a failed server installation.

## Part 2 Install the SQL Server Management Studio Express (Database Manager)

The database manager is a professional tool that enables you to manage your database. With it you can create databases, do backups, restores etc.

- Install **SQLServer2005\_DBManager\_x32\_SP2.msi**. This procedure is automated and will take some minutes. Follow the instructions.
- Reboot your system.

*This completes the installation of the Database Server and Database Manager on your computer.*

## 3 STEP 2 - CREATE THE DATABASE AND TABLES ON THE SERVER

### Important:

*The procedure you are about to perform may appear to be a little tedious and SAP-RAPIDE has no control over it is a Microsoft requirement. However, it is described comprehensively and made simple to follow.*

**Microsoft** has built tighter security checks in SQL SERVER 2005 as compared to previous versions. Therefore many server options which were previously activated as a default after the installation, are now as standard de-activated. Therefore if you start the server you will encounter **access errors exceptions**. Before continuing with step 2 you have to manually verify the installations settings and activate these options on. *Please go to **Appendix 2 to do this** before continuing. If the steps in Appendix 2 are not performed it will be impossible to use the database server.*

Having performed the steps in Appendix 2 the database server may be started and the tables can be created.

**Reminder:** *If the computer was not re-booted after performing the steps in Appendix 2, please do so now before continuing.*

### 3.1 Creating the Database on the Server

In order to use the Database Server, a database and its tables must be created.

How to login in and create the database is explained in detail below.

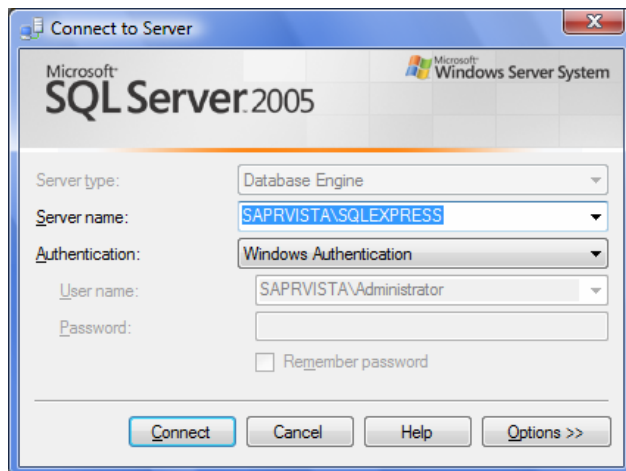
Click the **Start button** on the bottom left hand side of your desktop to open the **Program Panel** and follow the procedure in the table below.

Operating Systems	
Windows 2000	Click Programs Select the group Microsoft Server SQL 2005 Select SQL Server Management Studio Express
Windows XP Home and XP Professional Vista	Click All Programs Select the group Microsoft Server SQL 2005 Select SQL Server Management Studio Express

**Table 3: Procedures for Win2000 and XP Environments**

Having made the selection as described in the **Table 3** the following screen will appear.

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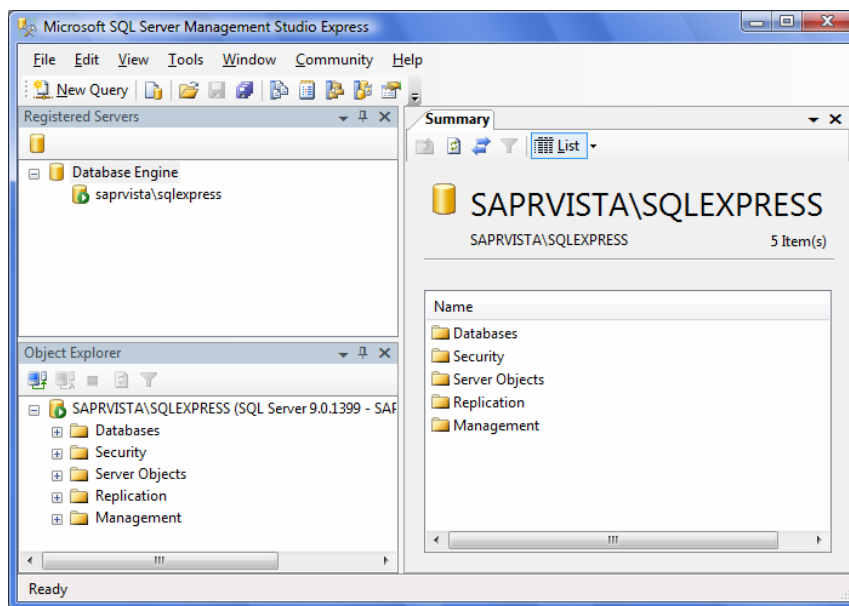
**Figure 4: SQL Server 2005 Login**

By default the DB Server name is *your* Computer Name + SQLEXPRESS. In the example in **Figure 4** SAPRVISTA is the computer name of SAP-RAPIDE. *You will have a different name.* The **Server Name** and the **Authentication** fields should already contain some values in them. Accept these values.

Click **Connect**.

If the fields contain *no* values then:

- Select the **Server Name** from the dropdown box.
- Select **Windows Mixed Mode**.
- Click **Connect** and the DB Server manager opens as shown in **Figure 5** below.

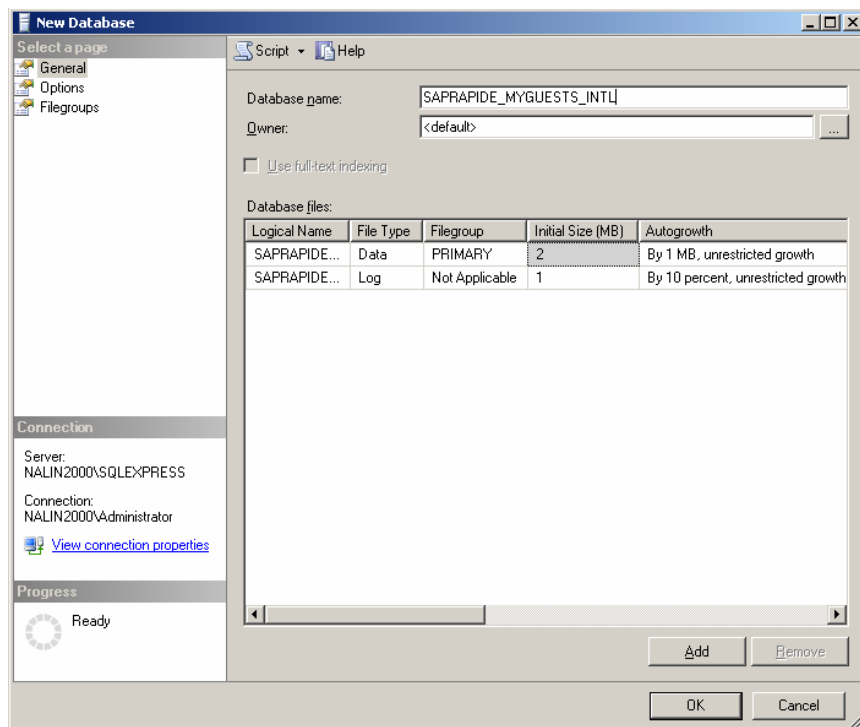


**Figure 5: SQL Server Management Studio Express**

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In **Figure 5** you can notice that the screen is divided in to 3 window panes namely, **Registered Servers**, **Object Explorer** and **Summary** tab. In the **Registered Servers** pane you will notice the database server is active and running. The little green circle with the arrow indicates this. If the server was not running it will be indicated by red.

In the **Object Explorer** pane **Right click** the tree node Databases. The context menu opens. Click **New Databases**. The screen as shown **Figure 6** will be displayed.



**Figure 6: New Database screen**

Enter the database name **SAPRAPIDE\_MYGUEST\_INTL** exactly as shown in **Figure 6**.

**Click** the **OK** button to create the database.

If you expand the node Databases now you will see the database **SAPRAPIDE\_MYGUESTS\_INTL**.

*This completes the creation of the Database.*

RESTORING THE DATABASE SAPRAPIDE\_MYGUESTS\_INTL with the TABLES

## 3.2 Restore the Database with the Tables

SAPRAPIDE\_MYGUESTS\_INTL must now be restored with the database tables.

The tables are located on the installation CD, or in the downloaded files in a file called **NIGHTEXPRESS\_DATABASE\_BKUP**. If you are using the free myGUESTS see the ZIP file for this file,

which carries from the name stated here.

Do the following:

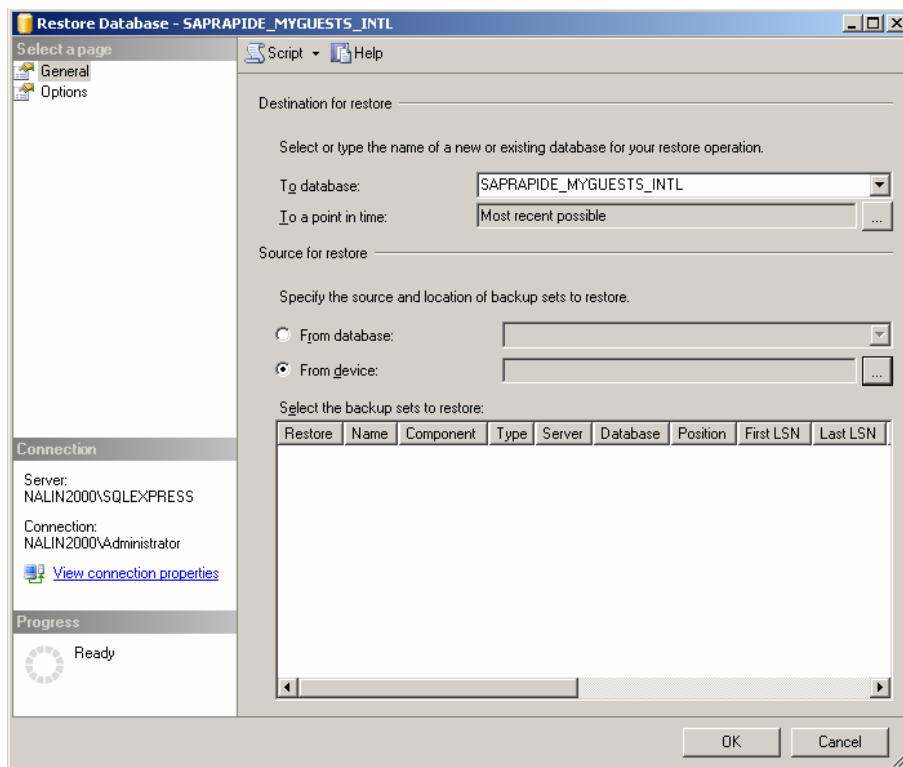
Right click on the node **SAPRAPIDE\_MYGUESTS\_INTL**. The context menu opens.

Move the mouse pointer to the option **Tasks**. A sub-menu opens.

Move the mouse pointer to the option **Restore**.

Click the option **Databases**.

The screen as shown in **Figure 7** opens.



**Figure 7: Restore Database – SAPRAPIDE\_MYGUESTS\_INTL**

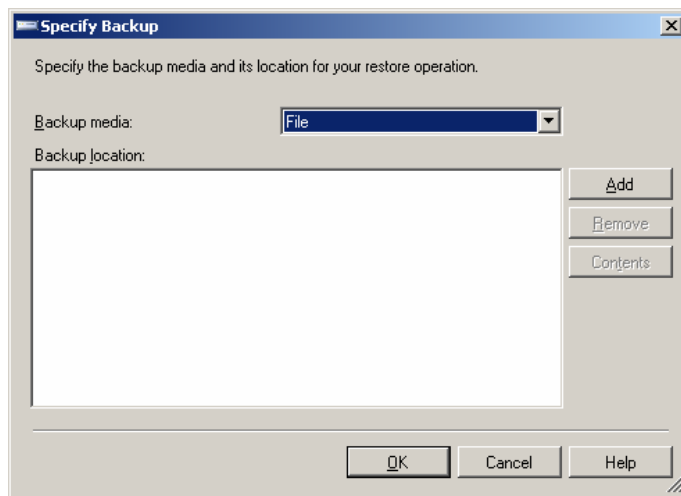
In the field labelled **To database** select the database **SAPRAPIDE\_MYGUESTS\_INTL**

**Click** the Radio button **From device**

**Click** the small button with the **Ellipses (...)** which is on the right hand side of the screen.

The screen below is displayed.

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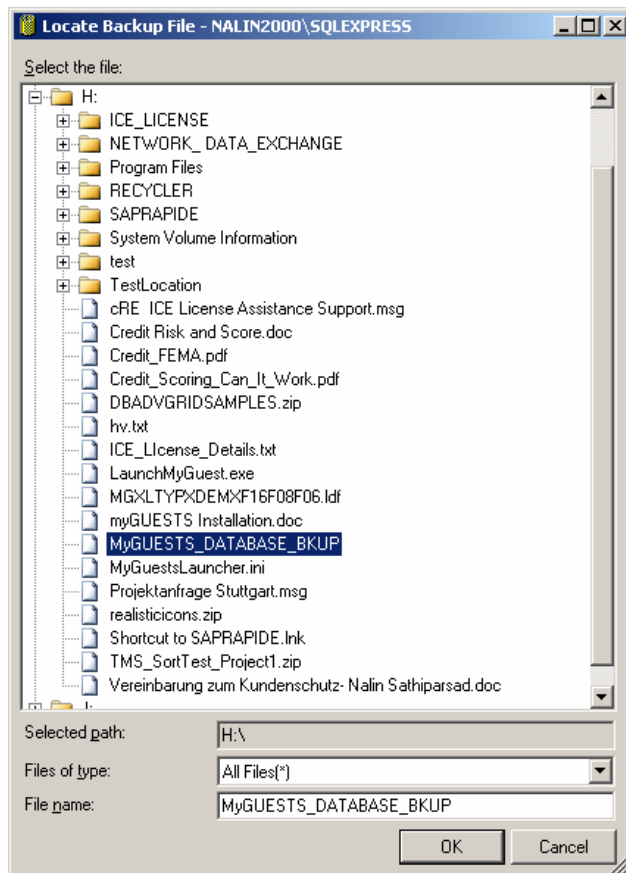


**Figure 8: Specify Backup**

Make sure that Backup media **File** is selected.

**Click** the **Add** button to locate the **NIGHTEXPRESS\_DATABASE\_BKUP** file on your computer. *If you copied the files from the CD to a directory (Folder) on your computer, then this file should be located there.*

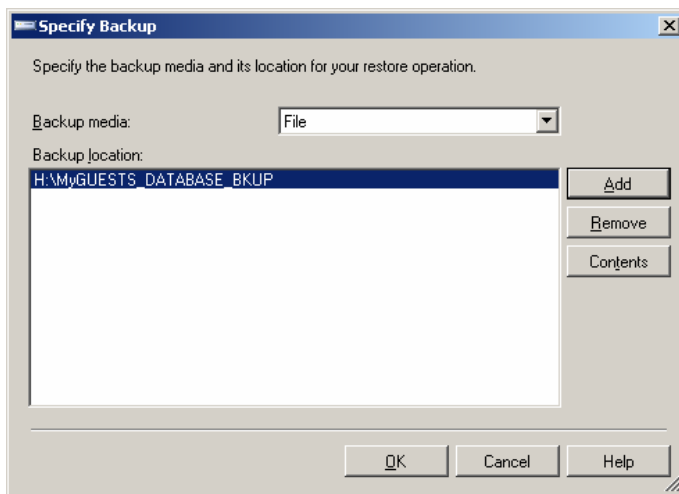
The screen in **Figure 9** below will be displayed.



**Figure 9: Locate Backup File**

To locate the file do the following:

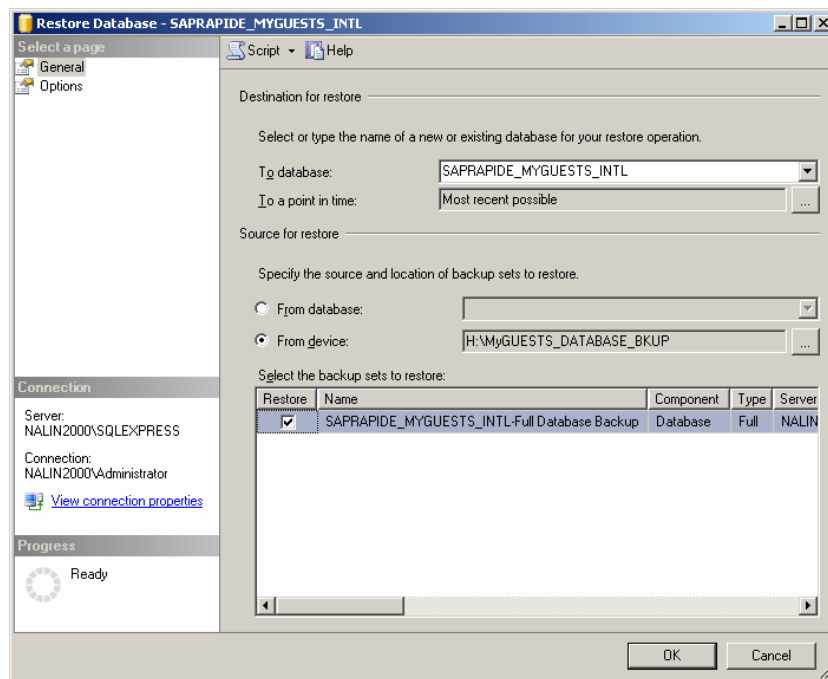
- **Select** the option **All Files(\*)** as shown in **Figure 9**.
- **Navigate** to the path where the CD files were copied.
- **Click** **NIGHTEXPRESS\_DATABASE\_BKUP** to select it.
- **Click** **OK**. The screen closes.



**Figure 10: Specify Backup**

The file selected will now appear as shown in **Figure 10**.

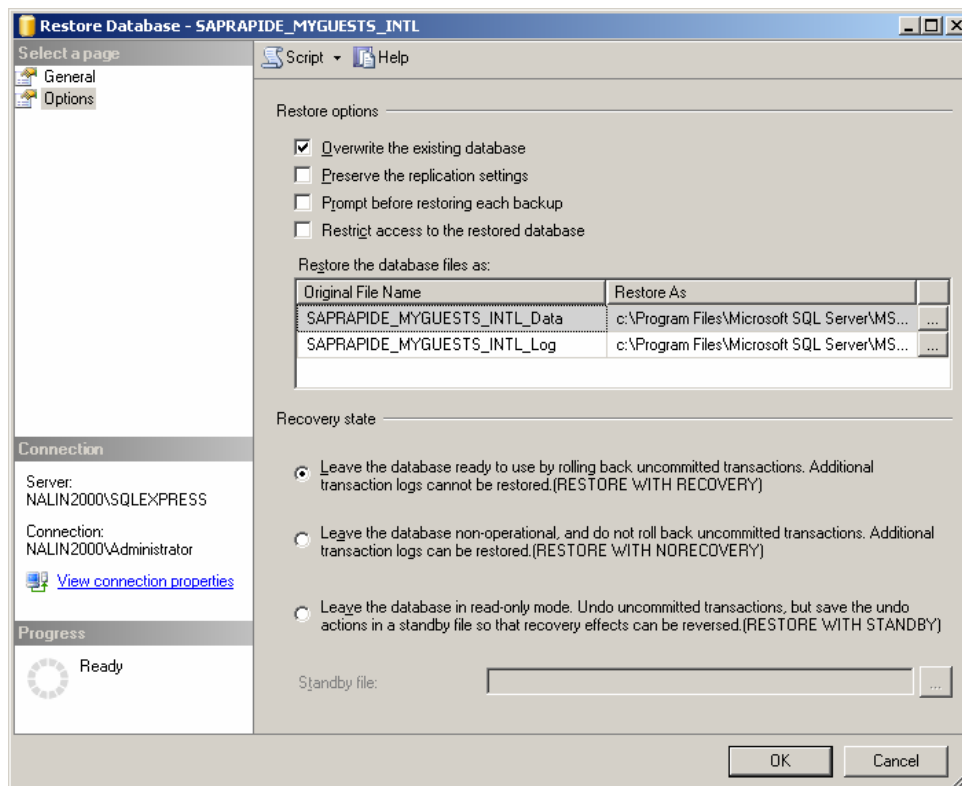
**Click** **OK**. The screen previously shown in **Figure 7** now looks as that shown in **Figure 11** below.



**Figure 11: Restore Database**

Under the **Restore** column check the **Checkbox** is as shown above. This indicates the file that is being used for the restore.

In the Window pane titled **Select a page**, (on the top left hand side), **Click Options**. The screen below appears.



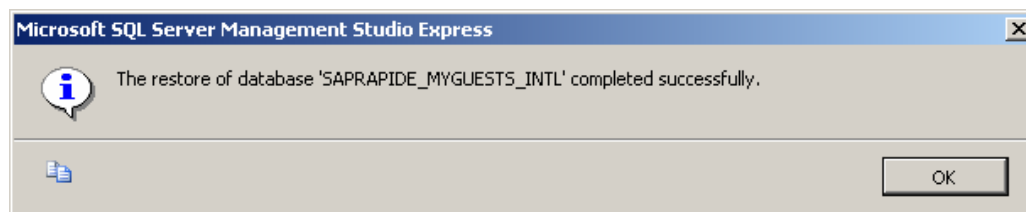
**Figure 12: Restore Database – SAPRAPIDE\_MYGUESTS\_INTL**

Select the Restore Options **Overwrite the existing database** by checking the **Checkbox**.

**Click OK** to restore the database.

The message below will appear if successful.

**Click OK** to close it



**Figure 13: Successful Database Restore**

*This completes creating the database on the server and defining the respective data tables using the restore operation.*

## 4 STEPS INSTALL NIGHT EXPRESS

Run the setup program - **NightExpressSetup.exe**. Follow the instructions and the setup procedure will guide you automatically.

*This completes the installation of the software package. Please read the help files to learn how to use the software.*

*If for any reason you need to re-install Night Express, you must first de-install the previous version. See **Figure 1** to locate the program.*

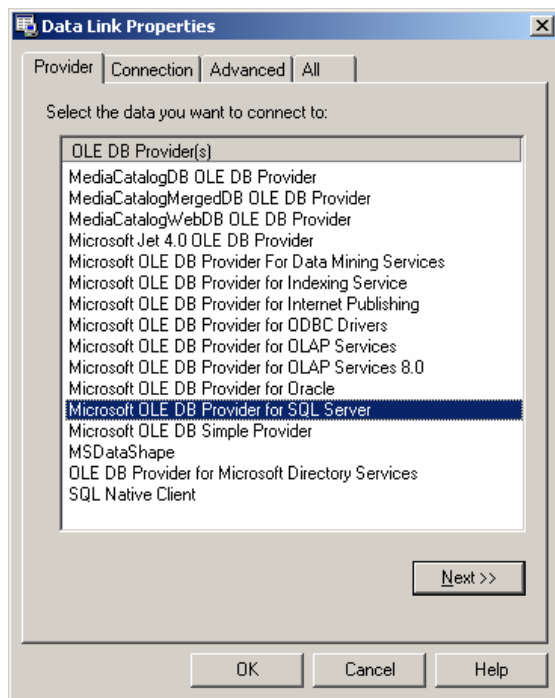
### STARTING Night Express

Before you can start the Night Express you must configure the **Database Connection** to Night Express and your **License Key**.

### 4.1 Configure the Database Connection

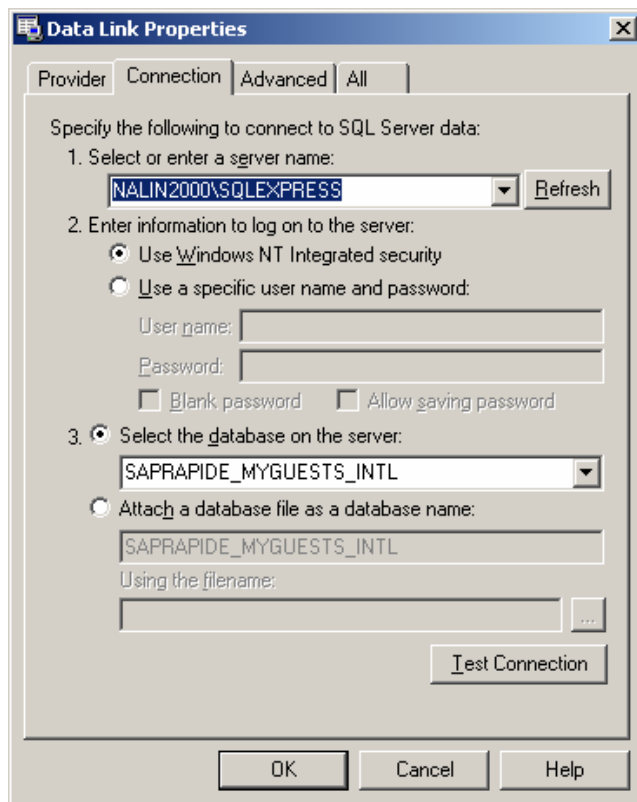
In the directory (i.e. Folder) where Night Express was installed, locate a file named **NightExpressUDLDataLink.udl** and double click it.

The **Data Link Properties** dialogue will open and click the **Provider Tab** as below.



**Figure 14: Data Link properties (Provider Tab)**

- **Select - Microsoft OLE DB Provider for SQL Server** as shown above.
- **Click Next** to navigate to the **Connection Tab** as shown in **Figure 15**.



**Figure 15: Data Link properties (Connection Tab)**

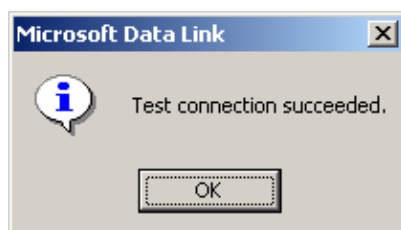
Select the **Database Server** in which you created the **SAPRAPIDE\_MYGUESTS\_INTL** database and tables as was described in **Step 2** and **click refresh**. For example in **Figure 15** the server name is **NALIN2000\SQLEXPRESS**. Note **NALIN2000** is my computer name and it will be a different name on your computer. You may have to enter the server name if this field is blank. The format is **YOURCOMPUTERNAME\SQLEXPRESS**

Select **Use Windows NT Integrated Security**

In point 3 **Select the database on the server** – **Select** SAPRAPIDE\_MYGUESTS\_INTL

**Click** Test Connection.

If alls well this message will appear.



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- Click **OK** to close it.
- Click **OK** to close the Data Link Properties screen.

*Night Express is now connected to the database.*

## 4.2 Configure the License Key

Copy the license key that was issued to you into the directory (i.e. Folder) where you installed Night Express.

- Click **Start** to open the Program panel and locate the program group **SapRapide Night Express**
- Click on **Night Express License Manager**. The screen below will open.
- Click the **Browse** button and locate the license key in the folder where you installed Night Express. The license key will appear in the **License Key** field as shown in **Figure 16**.
- Click **Save**.



**Figure 16: Night Express License Manager**

*Night Express can now be started. Please read the help file to learn how to use the system.*

When asked for a login type in Sysadmin as shown below. No password is required.



## 5 APPENDIX 1

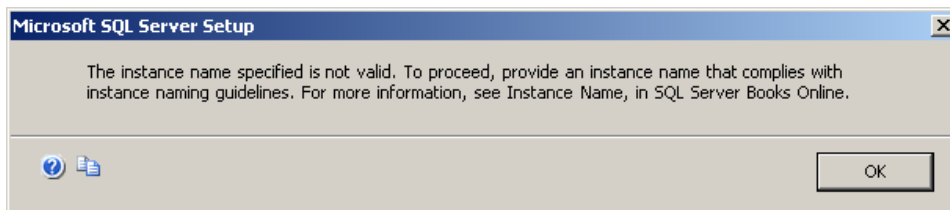
### 5.1 Older Version of Microsoft SQL SERVER ( MS SQL 2000)

If Microsoft SQL SERVER (MS SQL 2000) OR Microsoft Server SQL 2005 is already installed on your computer, then you can omit **Step 1** and proceed directly to **STEP 2**: Create the Database and Tables on the Server

**IMPORTANT:** MS SQL 2000, 2002 have compatibility issues on Vista. It is recommended to consider to upgrade to Microsoft Server SQL 2005.

#### 5.1.1 ADVANCED SQL Server Installation

Recommended *only* for advanced users with a good knowledge of servers. During the installation when check box “Hide advanced configuration options” is unchecked, the advanced server installation options will be made available. Amongst the options is that you can change the name of the instance of the server that will be installed. However, if you leave it blank the message below will appear.



**Figure 17: Setup Message**

**Warning:** The installation does *not* provide you a second chance to enter the instance name. You must cancel the installation process and restart the server installation process again.

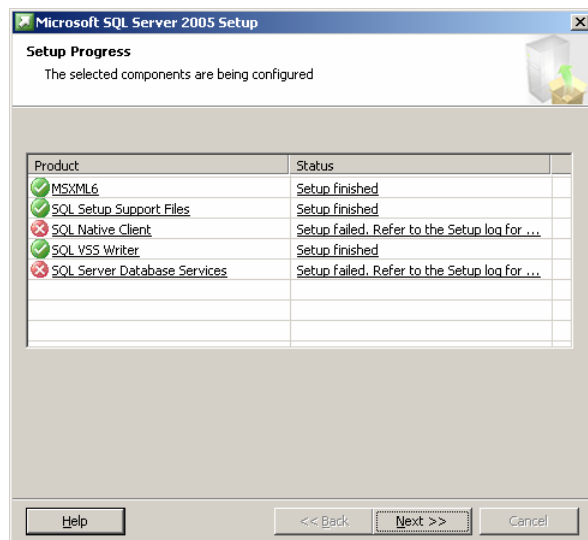
#### RESTARTING THE SERVER INSTALLATION

*Before restarting the installation process, you must reboot the computer.*

Then open the dialogue shown in **Figure 1** and remove the following programs which were installed before you cancelled the installation procedure:

- Microsoft SQL Server Native Client
- Microsoft SQL Server Support Files

*When a server installation failed a screen below should be displayed.*

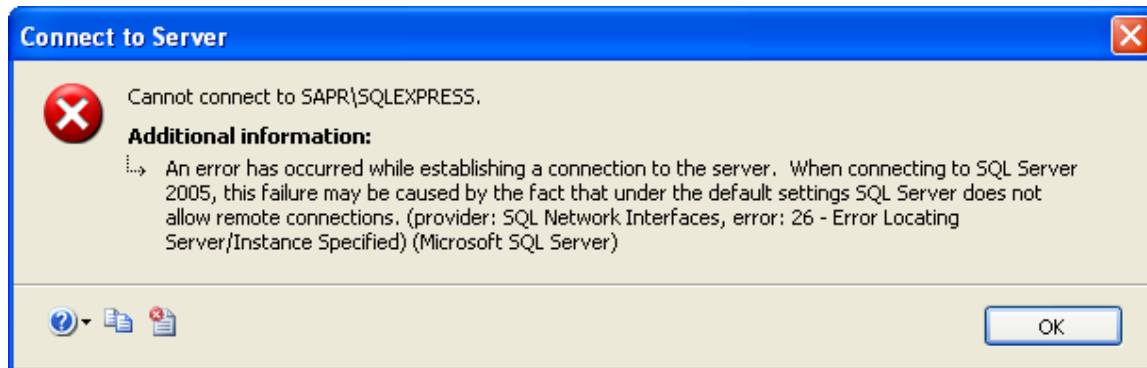


**Figure 18: SQL Setup failed**

## 6 APPENDIX 2 – Activating the Server Options

### 6.1 Overview of possible errors that can be encountered

Possible exception that may be encountered when you try to start and connect to the database.



#### Exception Message

You may also receive the following error message when you use the SQLCMD utility to connect to SQL Server:

**Sqlcmd: Error:** Microsoft SQL Native Client: An error has occurred while establishing a connection to the server. When connecting to SQL Server 2005, this failure may be caused by the fact that under the default settings SQL Server does not allow remote connections.

#### CAUSE:

*This problem may occur when SQL Server 2005 is not configured to accept remote connections. By default, SQL Server 2005 Express Edition and SQL Server 2005 Developer Edition do not allow remote connections. To configure SQL Server 2005 to allow remote connections, complete all the following steps:*

- **Enable remote connections** on the instance of SQL Server that you want to connect to from a remote computer.
- Turn on the **SQL Server Browser Service**.
- **Configure the firewall** to allow network traffic that is related to SQL Server and to the SQL Server Browser service.

#### TOOL TO USE:

Use the SQL Server 2005 Surface Area Configuration tool. The Surface Area Configuration tool is installed when you install SQL Server 2005.

Enable Remote Connections for SQL Server 2005	
1.	Click <b>Start</b> , point to <b>All Programs</b> , locate <b>Microsoft SQL Server 2005</b> , point to <b>Configuration Tools</b> , and then click <b>SQL Server Surface Area Configuration</b> .
2.	On the SQL Server 2005 Surface Area Configuration page, click <b>Surface Area Configuration for Services and Connections</b> .
3.	On the <b>Surface Area Configuration for Services and Connections</b> page, expand <b>Database Engine</b> . Click <b>Remote Connections</b> , click <b>Local and Remote connections</b> Click <b>Using both TCP/IP and Named Pipes</b> Click <b>Apply</b>  <b>Note:</b> Click <b>OK</b> if you receive the following message: Changes to Connection Settings will not take effect until you restart the Database Engine service.
4.	On the <b>Surface Area Configuration for Services and Connections</b> page, expand <b>Database Engine</b> , click <b>Service</b> . Select Startup Type Automatic. Click <b>Stop</b> , wait until the MSSQLSERVER service stops, and then click <b>Start</b> to restart the MSSQLSERVER service.

## Steps to Enable Remote Connections for SQL Server 2005

Turn on the SQL Server Browser Service	
1.	Click <b>Start</b> , point to <b>Programs</b> , point to <b>Microsoft SQL Server 2005</b> , point to <b>Configuration Tools</b> , and then click <b>SQL Server Surface Area Configuration</b> .
2.	On the SQL Server 2005 Surface Area Configuration page, click <b>Surface Area Configuration for Services and Connections</b> .
3.	On the Surface Area Configuration for Services and Connections page, click <b>SQL Server Browser</b> , click <b>Automatic</b> for <b>Startup type</b> , and then click <b>Apply</b> .  <b>Note</b> When you click the <b>Automatic</b> option, the SQL Server Browser service starts automatically every time that you start Microsoft Windows.
4.	Click <b>Start</b> , and then click <b>OK</b> .
Verify the SQL Server Browser Service is Active	
1.	Click <b>Start</b> , point to <b>Programs</b> , point to <b>Microsoft SQL Server 2005</b> , point to <b>Configuration Tools</b> , and then click <b>SQL Server Configuration Manager</b>
2.	Double click SQL Server 2005 Services. On the right window pane, SQL Server Browser should be visible
3.	Right click it and click Properties.
4.	Click the advanced tab and check that Active is set to Yes. If it is not then set it to Yes. Click <b>Apply</b> Click <b>OK</b>

## Steps to Turn on the SQL Server Browser Service

## Create an exception for SQL Server 2005 in Windows Firewall

These steps apply to the version of Windows Firewall that is included in Windows XP Service Pack 2 (SP2) and in Windows Server 2003. If you are using a different firewall system, see your firewall documentation for more information.

If you are running a firewall on the computer that is running SQL Server 2005, external connections to SQL Server 2005 will be *blocked* unless SQL Server 2005 and the SQL Server Browser service can communicate through the firewall. You must create an exception for each instance of SQL Server 2005 that you want to accept remote connections and an exception for the SQL Server Browser service.

To create an exception for **SQL Server 2005** in Windows Firewall, follow these steps:

1.	In Windows Firewall, click the <b>Exceptions</b> tab, and then click <b>Add Program</b> .
2.	In the Add a Program window, click <b>Browse</b> .
3.	Click the C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Binn\sqlservr.exe executable program, click <b>Open</b> , and then click <b>OK</b> .
<b>Note:</b> The path may be different depending on where SQL Server 2005 is installed.	

## Create an exception for the SQL Server Browser service in Windows Firewall

To create an exception for the SQL Server Browser service in Windows Firewall, follow these steps:

1.	In Windows Firewall, click the <b>Exceptions</b> tab, and then click <b>Add Program</b>
2.	In the Add a Program window, click <b>Browse</b> .
3.	Click the C:\Program Files\Microsoft SQL Server\90\Shared\sqlbrowser.exe executable program, click <b>Open</b> , and then click <b>OK</b> .
<b>Note</b> The path may be different depending on where SQL Server 2005 is installed.	

**RE BOOT THE COMPUTER**

## 7 APPENDIX 3 Vista Security – User Access Control (UAC)

This section briefly discusses Vista Security. Full information is available on [www.microsoft.com](http://www.microsoft.com)

UAC is meant to enable users to run with standard user rights, as opposed to administrative rights. Administrative rights give users the ability to read and modify any part of the operating system, including the code and data of other users—and even Windows® itself. Without administrative rights users cannot accidentally (or deliberately) modify system settings. In Windows Vista, the built-in administrator account is disabled by default. In previous versions of Windows, an Administrator account was automatically created during Out-of-Box-Experience (OOBE) with a blank password. An Administrator account with a blank password was seen as a security risk. To better protect the system, the built-in Administrator account is now disabled by default in all clean installations and upgrades of Windows Vista.

As in most cases you are a SME you will require to change your access to explicitly activate the administrator rights as you were used to previously.

You can do this as follows:

### **Use the Local Users and Groups MMC console**

Change the properties of the Administrator account by using the Local Users and Groups MMC console.

- Open the MMC console and select Local Users and Groups.
- Right-click the Administrator account and select Properties. The Administrator Properties window appears.
- On the General tab, clear the Account is Disabled box.
- Close the MMC console.
- Administrator access is now enabled.

### **OR**

Reboot the computer and while the system is rebooting press **F8** to get into Safe Mode.

Once in Safe Mode select the Command line prompt to enter MD DOS.

Enter the command: **net user administrator /active:yes**

### **Disabling the Administrator**

Enter the command: **net user administrator /active:no**

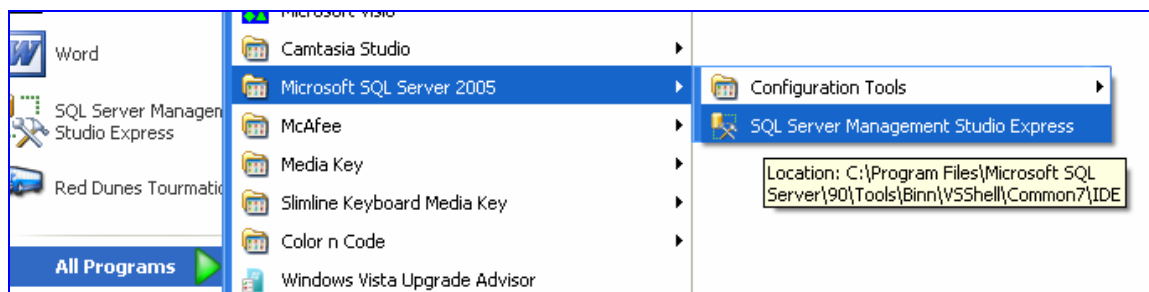
## 8 APPENDIX 4 BACK UP THE DATABASE

In order to backup your data base, the SQL Server already provides you with a robust tool. Below is a detailed description how to use this tool.

Firstly **create a folder** on any of your drive called **MY\_Database\_Backups** (You can if you wish name it anything else).

### LOCATE THE BACKUP TOOL ON YOUR COMPUTER

- Click the START button and then click **All Programs**.
- Locate the Program Group Microsoft SQL Server 2005.
- Locate the Program SQL Server Management Studio Express and **Click it**.



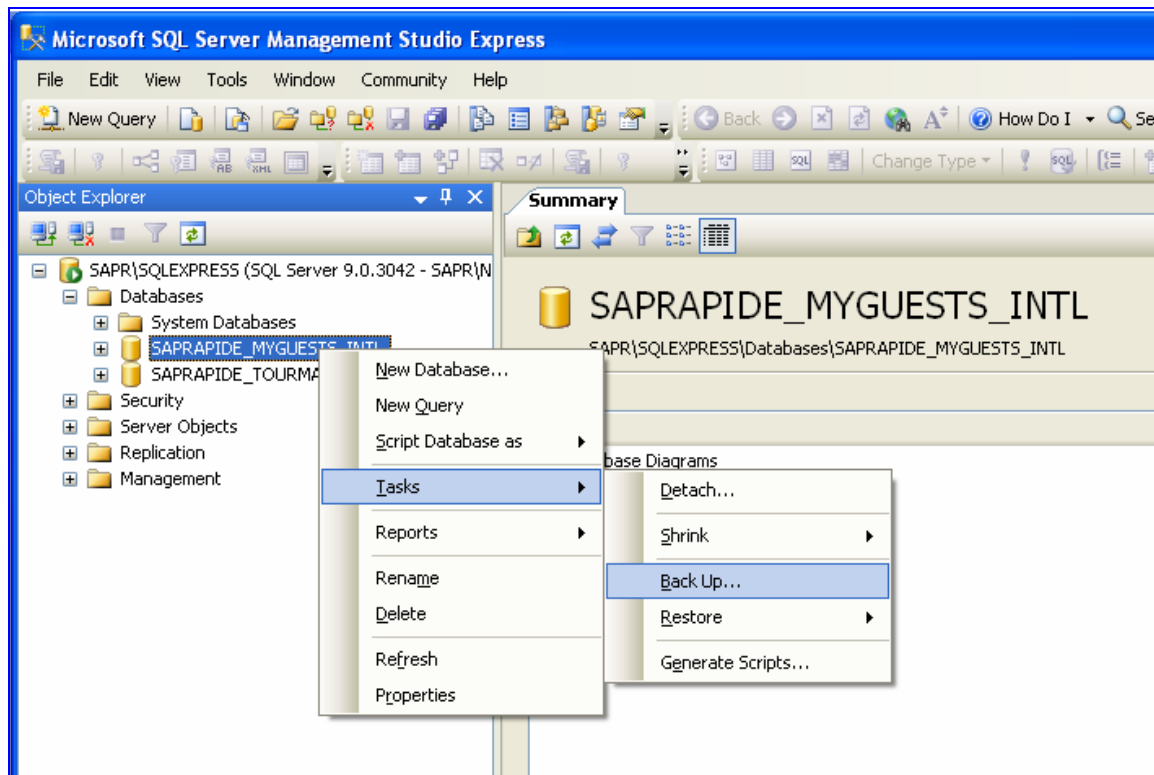
The following screen will appear. Click the **Connect Button**.



### START THE BACKUP PROCEDURE

# SAP-RAPIDE

---



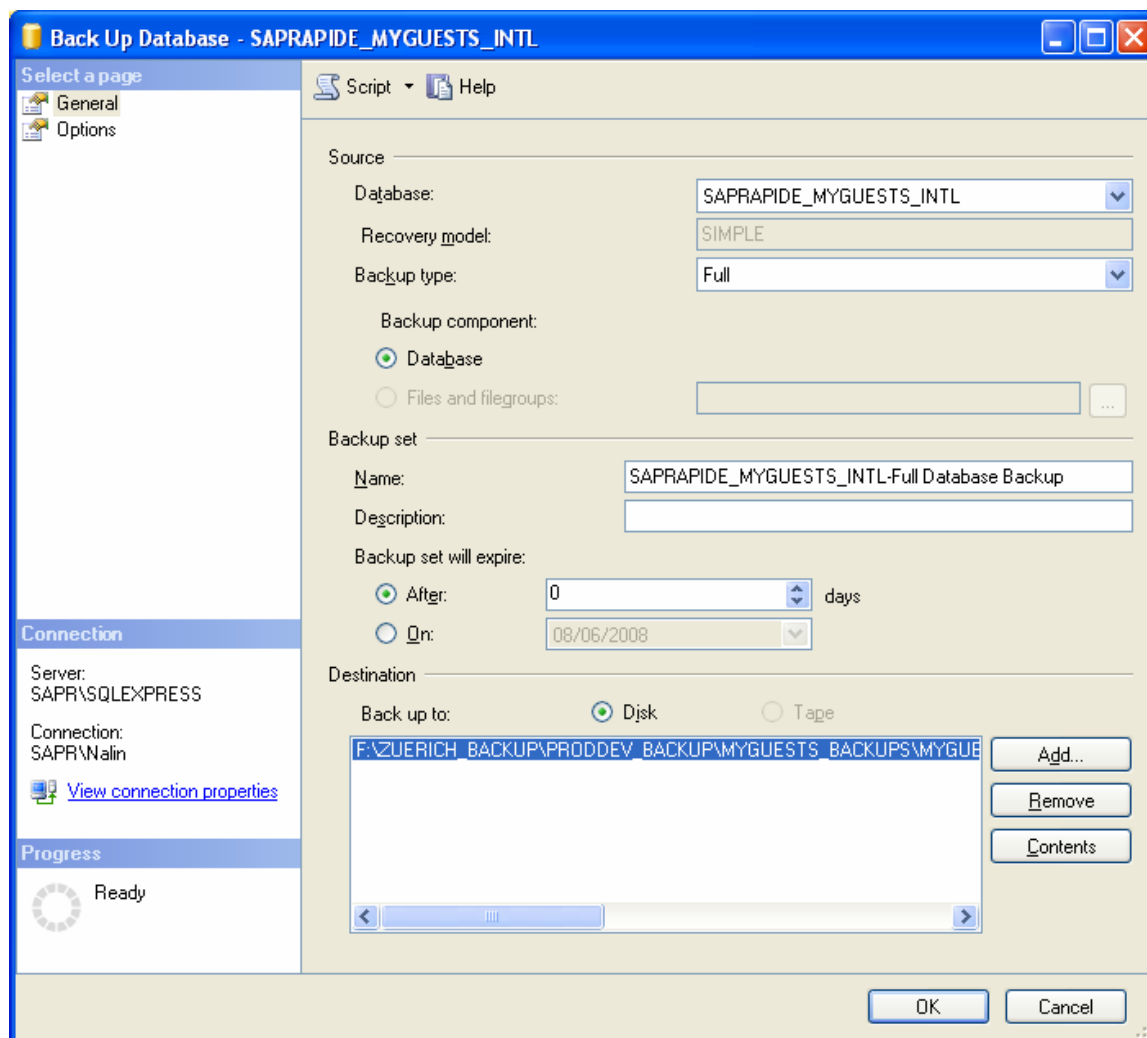
The SQL Management Studio opens.

As shown above **right click** the Database SAPRAPIDE\_MYGUEST\_INTL to open the context menu. **Click Tasks**. Another context menu opens. **Click Backup**.

**NOTE:** The database name will depend on the product you are using. However the procedure is the same as above.

The following Screen appears

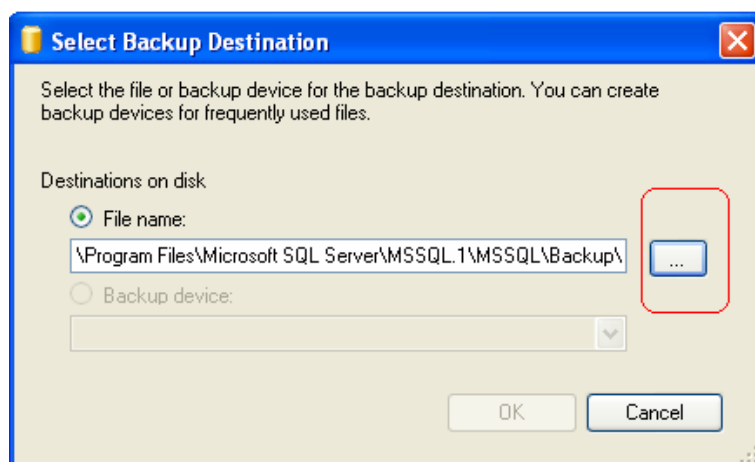
# SAP-RAPIDE



Click Remove

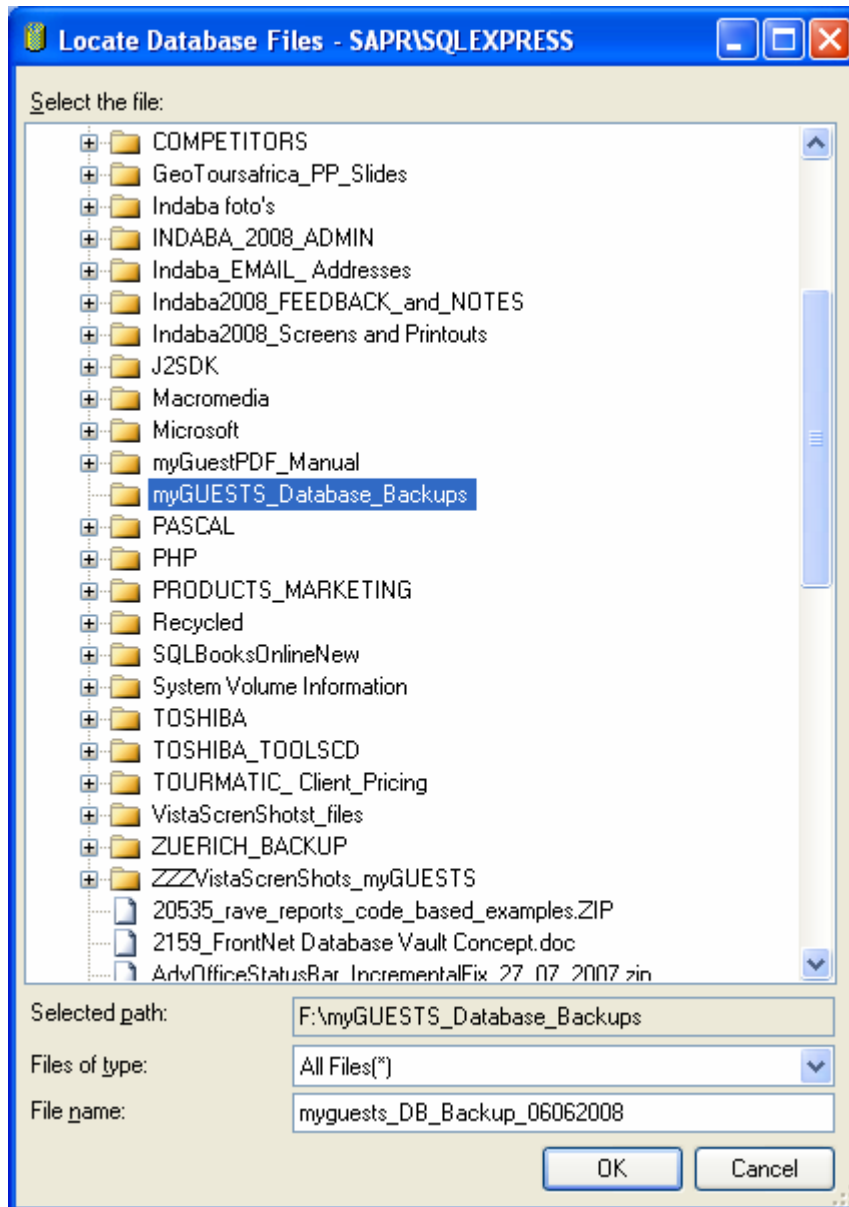
Click Add...

The following screen appears.



# SAP-RAPIDE

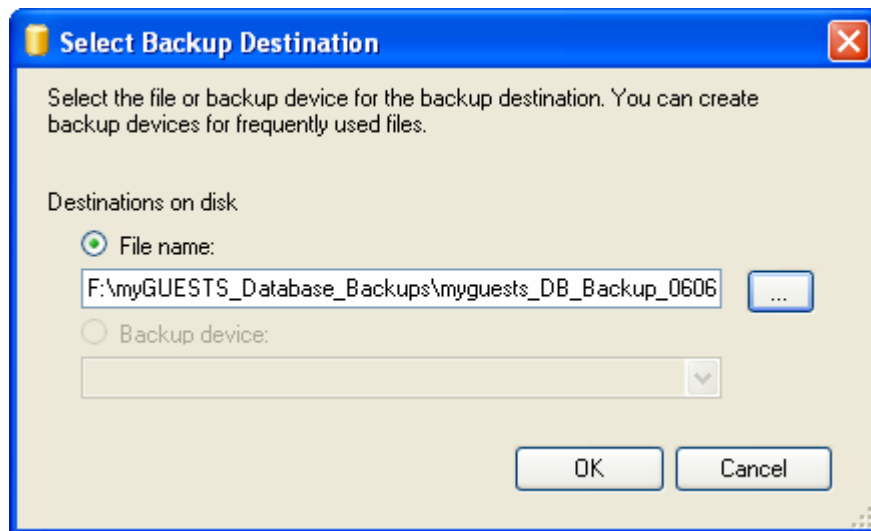
Click the Button circled in Red above. The following screen opens.



As shown above do the following:

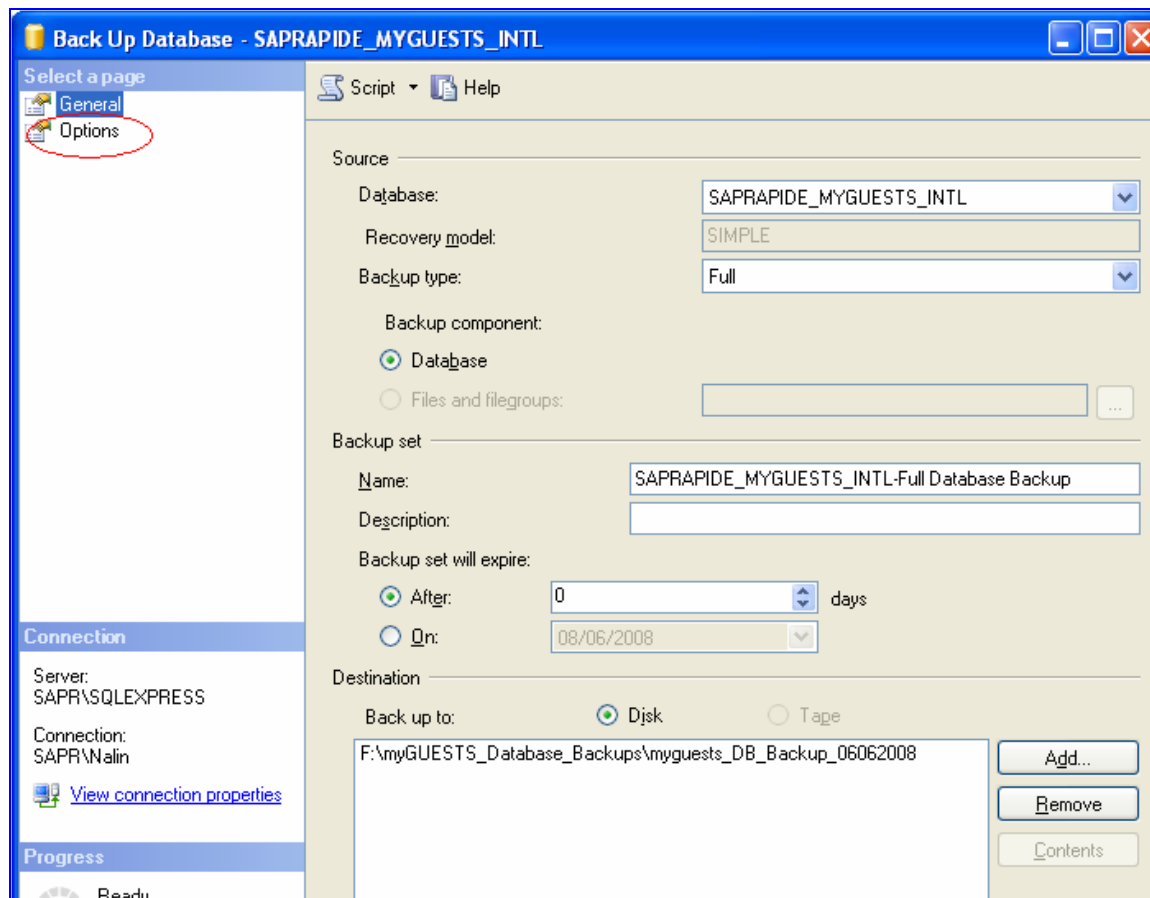
- Select Files of type as All Files(\*).
- Navigate to the folder your created, that is **My\_Database\_Backups**.
- In the **File\_name** edit box enter the name of the backup file. It is recommended that you enter the date on which you did the backup as shown above. *This will help you to identify the backups you made by date.*
- Click OK. The screen below appears.

# SAP-RAPIDE



Click OK

The screen below appears.



Click the Options as shown in red above

# SAP-RAPIDE

Select a page

General  
Options

Script Help

Overwrite media

☒ Back up to the existing media set  
☐ Append to the existing backup set  
☒ Overwrite all existing backup sets  
☐ Check media set name and backup set expiration

Media set name:

☐ Back up to a new media set, and erase all existing backup sets

New media set name:

New media set description:

Reliability

☐ Verify backup when finished  
☐ Perform checksum before writing to media  
☐ Continue on error

Transaction log

☐ Truncate the transaction log  
☐ Back up the tail of the log, and leave the database in the restoring state

Tape drive

☐ Unload the tape after backup  
☐ Rewind the tape before unloading

Progress

Ready

Server: SAPR\SQLXPRESS  
Connection: SAPR\Nalin  
[View connection properties](#)

OK Cancel

The screen above appears.

Click the radio button **Overwrite all existing backup sets** as circled in red above.

Click OK.

When done the following screen will appear. Click OK.

