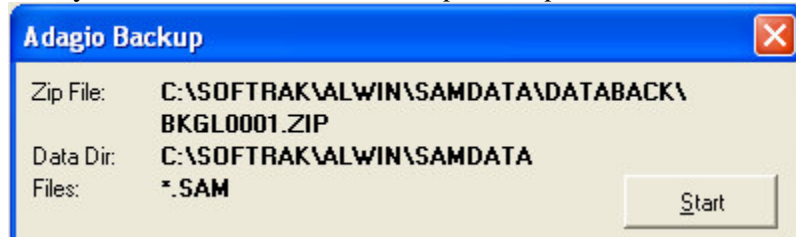
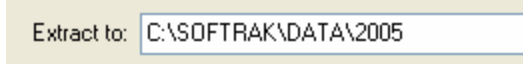


The easy way to make a copy of last year's Adagio data.


1. Make a backup using the Adagio backup facility.
 - a. Make sure everyone is out of Adagio
 - b. In any module, select *File / Backup / Complete Dataset*.

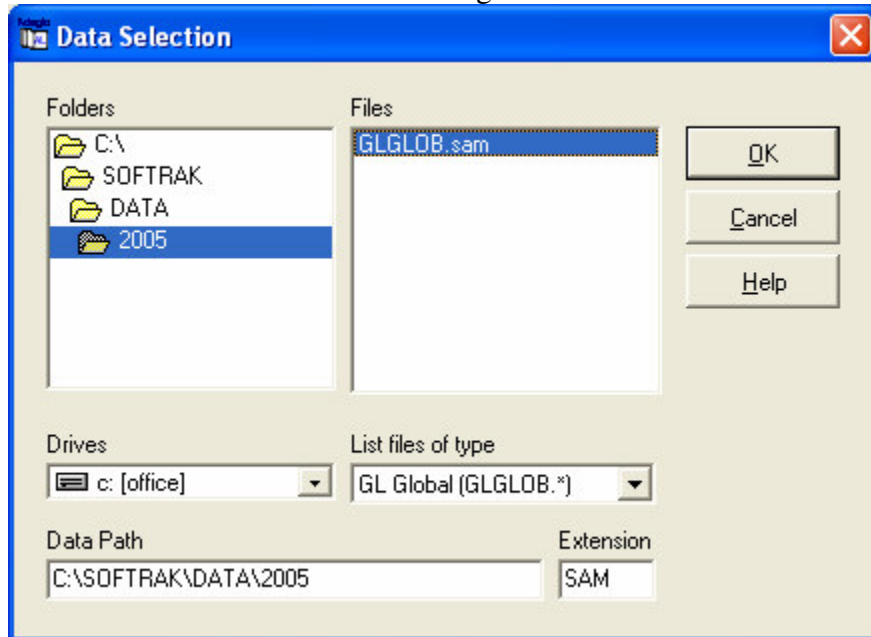


- c. Make careful note of the filename and path for the Zip file, then click *Start*.
 - d. When the process is done click *Close*.

2. Restore the backup to a new folder.
 - a. (Open Windows Explorer (Windows Key – E) and browse to the location you made note of above.
 - b. If you have WinZip installed:
 - i. Right-click on the Zip file and select *WinZip / Extract to*.
 - ii. Type or browse for the location to put the files. (You can type a location that does not exist and WinZip will create it for you.)

 - iii. Click *Extract*.
 - c. If you do not have WinZip, but do have Windows XP:
 - i. Right-click on the Zip folder and select *Copy*.
 - ii. Browse to the location to put the files.
 1. Select *File / New / Folder* to create a new folder if necessary.
 - iii. Right-click on the new folder and select *Paste*.

3. Set up access to the copied data. In each Adagio module, on each computer that will need to access that data:


- a. Start the module and click on the single file folder .



- b. Select the correct drive and browse for the folder. Click on the “xxGLOB.yyy” file, then click *OK*.
- c. Enter the username and password; change the date if necessary, and click on *Open*.
- d. Select *Edit / Company Profile* and click on the *Company Color* check box. Click on the *Background* button and select a new color for the background.



This will allow you to quickly recognize which year’s data you are seeing.

- e. Repeat for the other modules, selecting the same color.
- f. You can now select the data you wish to use by clicking on the multiple file folders icon  and selecting from the list.

