

Transferring Shop Database File

The purpose of this document is to educate a user on the required steps needed to transfer a shop MDB (Microsoft Access Database) file in the event a computer needs to be replaced.

To do so, the computer MUST have the ability to power on as the data needed is stored on the hard-disk drive.

Power on the computer and log-in to the Windows Desktop Environment.

Navigate on the C: drive to **C:\Program Files (x86)\Materials Manager**

Note: on older computers, the pathing is C:\Program Files\Materials Manager

Caution: Make sure Materials Manager is NOT open during the following steps.

While inside the Materials Manager folder, find the file called MatMgr.mdb. It should be the largest file contained in this folder (size may vary).

 MatMgr.mdb	3/23/2017 2:40 PM	Microsoft Access Database	9,388 KB
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Right-click on the file and select Copy.

Paste the file to a removeable thumb drive in a location easily accessible.

On the computer you wish to recover the data too, navigate to the directory Materials Manager is installed (**C:\Program Files (x86)\Materials Manager**).

Find the File called MatMgr.mdb and delete it.

Plug-in the flash-drive which contains the file you wish to copy over to the new computer.

Right-click on the File (MatMgr.mdb) and **Paste** (*not Cut*) it into the Materials Manager folder.

Open up Materials Manager.

Note: Materials Manager will attempt to recover the database. Once it has finished it will close the program. Reopen the program and verify that data such as Tech ID's and Products are still in the database.

Should an error occur during recovery, the database might become corrupt resulting in a loss of data. Should this occur, please contact ClipLizard Tech Support.