

### **Step1: SIMS .net System Manager backup**

1. Log into SIMS.net
2. Select System from left hand side panel
3. Close the welcome screen
4. Select Tools | Create backup (this can be done while users are logged in)
5. Make a note of the Backup Path displayed
6. Enter a brief description (e.g. January backup)
7. Click Create (Please note this process may take some time depending on the size of the database, the process can be run whilst users are still logged into SIMS)
8. When complete, navigate to the SQL2005 directory from step 5
9. Drag the most recent file (your backup) to the upload folder on the Bexley FTP site as below.

### **Step 2: Uploading data**

1. Open My Computer
2. Type the following into the address bar...  
<ftp://www.bexley-is.org.uk>  
Click Go or press return
3. When prompted enter....  
User name = public  
Password = bexley
4. Open the Upload Folder
5. Drag your files to upload into the window and wait for the upload to complete