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Please Read Carefully Before Proceeding:

1. **Backup Your Dossier Database(s).**

    a. **Important Note: Do not skip this important step!**
    b. If you do not make a backup copy of your Dossier database and something goes wrong during the update, you could lose your fleet data and/or we may not be able to recover your data without a reliable backup.

    c. See the *Dossier Database Backup Instructions* Appendix for instructions on backing up your database.

    d. If you need assistance backing up your Dossier database, please **STOP** and call (**800) 525 – 5256** and then dial extension 6, to connect to the Support Department.

2. **Read and understand the following documents!**

    a. Dossier IT Upgrade Planning Manual v6.3
    b. Dossier Application Upgrade Planning Manual v6.3

3.   **Follow instructions in the *Dossier 6.3 Installation Instructions* document**

    This document contains complete instructions for upgrading to version 6.3, including database upgrade instructions.

    If you have any questions or problems performing the upgrade please STOP and call our Support Department at 800-525-5256 ext. 6.

Dossier Database Backup Instructions Appendix

SQL Server database backup files essentially allow you to create a copy of your database and save it in a backup file. The backup file can be used to recover the database in the event it becomes damaged or corrupted.
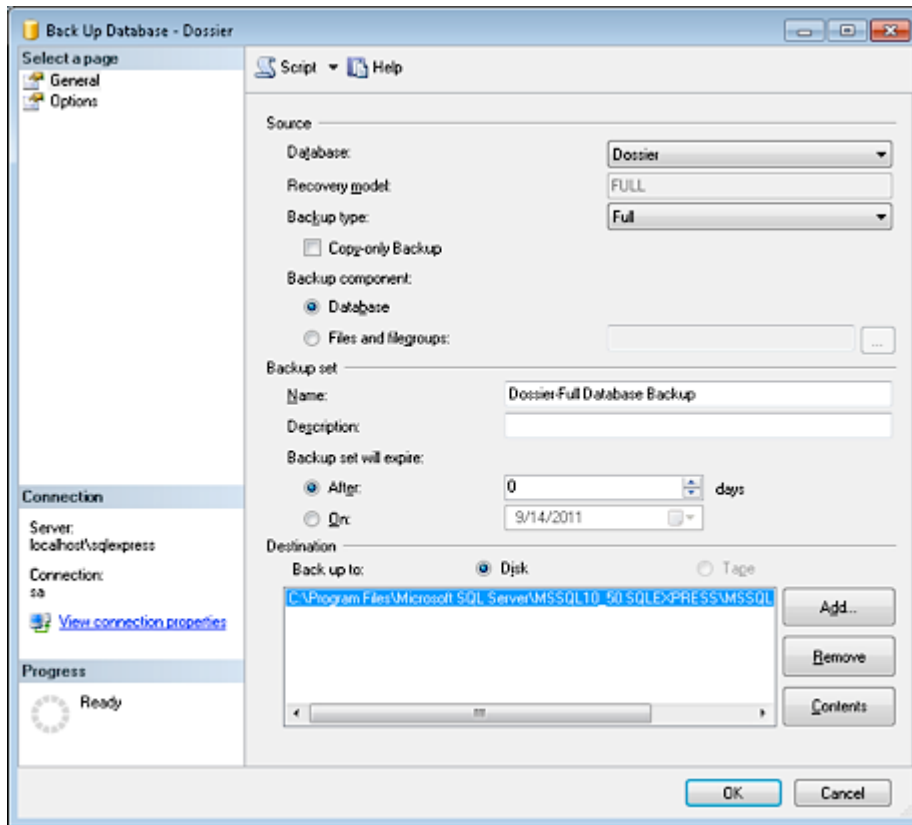
To create a backup of your Dossier database:

1. Open SQL Server Management Studio from the following menu path: Start > All Programs > Microsoft SQL Server 2008 (or Microsoft SQL Server 2008 R2, or Microsoft SQL Server 2012) > SQL Server Management Studio. The Connect to Server window displays.
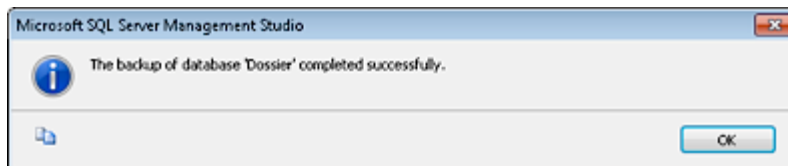

2. Choose the server on which the Dossier database resides.

3. Enter a valid SQL Server login name and password, and then click the Connect button to connect to the server. The Object Explorer window displays.

4. In the Object Explorer window, expand Database and locate the Dossier database.

   NOTE: If the Object Explorer window is not visible, it can be opened via the Object Explorer command on the View menu.

5. Right-click the database, click Tasks, and then click Back Up. The Back Up Database window displays.

6. The backup file will be saved in the path shown in the Destination panel. To choose a different location, click the Remove button. Then click the Add button and navigate to and select another location.

7. Click OK to create the database backup. Depending on the size of the database, this might be lengthy process. When the back up operation is complete, a success message is displayed.

We recommend copying the backup file to external media for safe keeping. Ideally, the external media should be kept offsite in a secure location for disaster recovery purposes.