

Notification and Backup

1. Notify users that the system will be down at a scheduled time, and they should log out before starting the process.

Give at least 24-hour notice and a reminder 15 minutes before taking the system offline.

2. Back up the code tree.

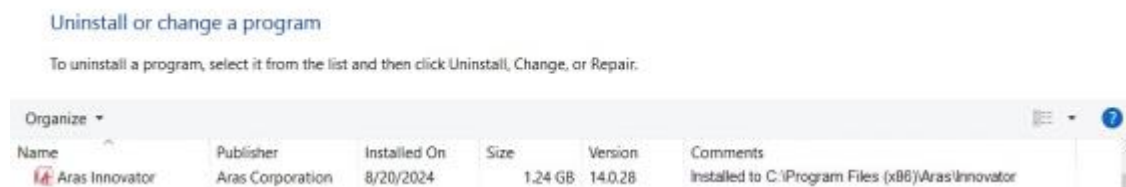
The 'Code Tree' refers to files and folders installed on the disk when Aras Innovator was first installed.

The default path for the Code Tree installation would be something similar to:

`C:\Program Files (x86)\Aras\Innovator`

The installation folder can be confirmed with the following steps:

1. From the Windows search field, enter **Control** to access the **Control Panel**
2. Select **Programs and Features**
3. Right-click the **Name** column and select **More...**
 - Select the **Comments** header if it is not checked
 - Click **OK**
4. Search for the **Aras Innovator** entry in the **Programs and Features** window.
5. View the value set in the **Comments** column for the Aras Innovator entry:



Once the location of the code tree installation is determined, backup the folder and its contents.



3. Disconnect all users from the database.

The easiest way to prevent client sessions from committing any further changes to the database is to change the database connection string in the `InnovatorServerConfig.xml` from `<DB-Connection ...` to `<xDB-Connection` and restart the `w3svc` service (IIS). This expires all sessions and prevents all new connections to the Aras Innovator database through the existing instance.

4. Backup the database.

Place this file in a safe location. If the application fails, it will need to be restored from there.

5. Enable database connections.

After the database backup has been completed, enable the database connection string in the `InnovatorServerConfig.xml` by simply changing it from `<xDB-Connection ...` to `<DB-Connection` and restarting the **w3svc service (IIS)**.

