



***This topic is under construction. It may be incomplete and is subject to change.***

## When to use this procedure

Follow the steps below to create a copy of your AIMsi software. You may need to do this if you are installing AIMsi updates or if this is your preferred backup method.

If you are following these steps as your AIMsi backup method, Tri-Tech recommends saving the copy to a flash drive or external hard drive and storing the backup offsite to prevent against fire or other unexpected damage or loss of your backups.

**Important!** Tri-Tech strongly recommends backing up your AIMsi system daily. If you do not use this method for backups, you may use a backup and recovery service, such as the one offered by Divinsa, to back up your software regularly and automatically.

### Example of use

example text here

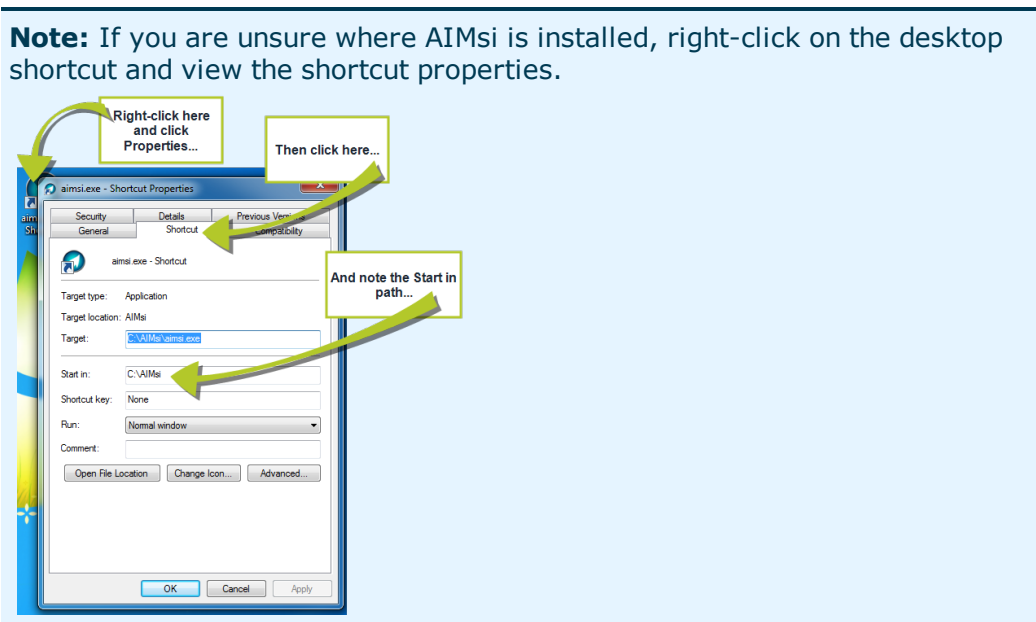
## Steps to complete

Complete the following steps from your AIMsi server.

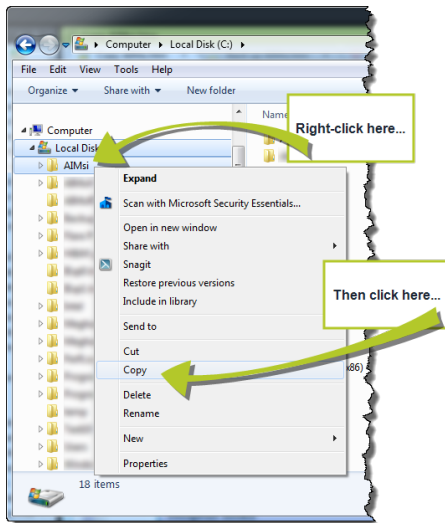
**Prerequisites:** Everyone must be logged out of all copies of AIMsi and AIMsi must be closed.

1. In Windows Explorer, navigate to the location where AIMsi is installed. By default, this is C:\AIMsi.

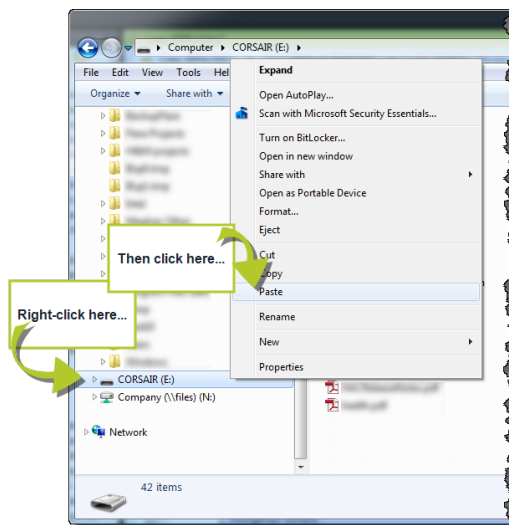
**Note:** If you are unsure where AIMsi is installed, right-click on the desktop shortcut and view the shortcut properties.



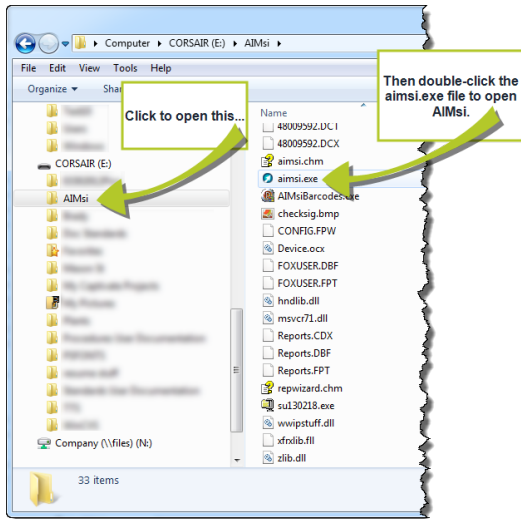
2. Right-click on the AIMsi folder and click **Copy**.



3. Navigate to the location where you want to copy AIMsi. This may be a location on your computer, a flash drive, or an external hard drive, depending on your needs.
4. Right-click on the location and click **Paste**.



5. Once the copy is complete, open the copied AIMsi folder and double click **aimsi.exe** to open AIMsi. If it opens, you have successfully created a current, working backup copy.



## When to use this procedure

Follow the steps below to install any AIMsi updates that may have been posted since you purchased your software. Each update includes changes made in prior updates for the version so you only need to run the most recent update for your version of AIMsi, unless otherwise noted.

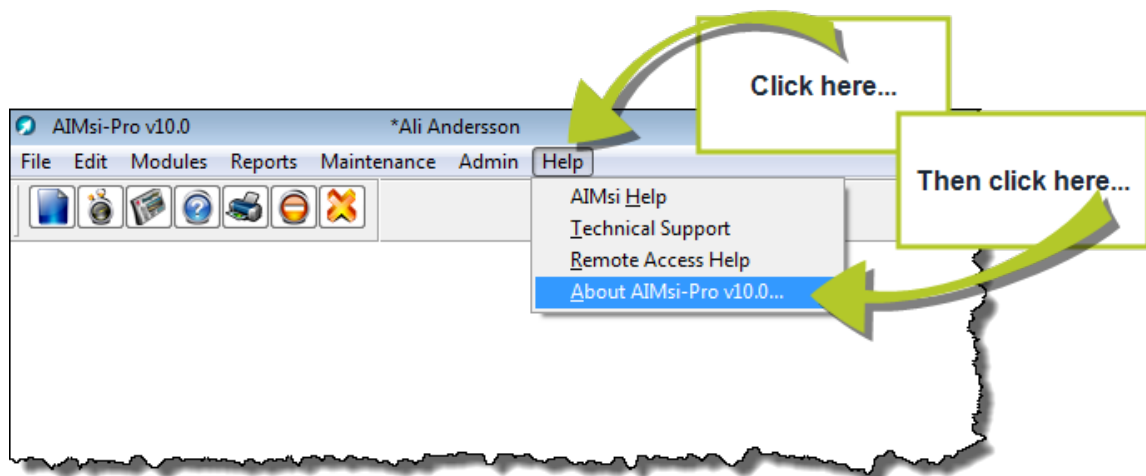
You can check for updates by following steps 1-7 below and looking at the update dates in the **Description** column. Applicable version numbers display in the **VER** column.

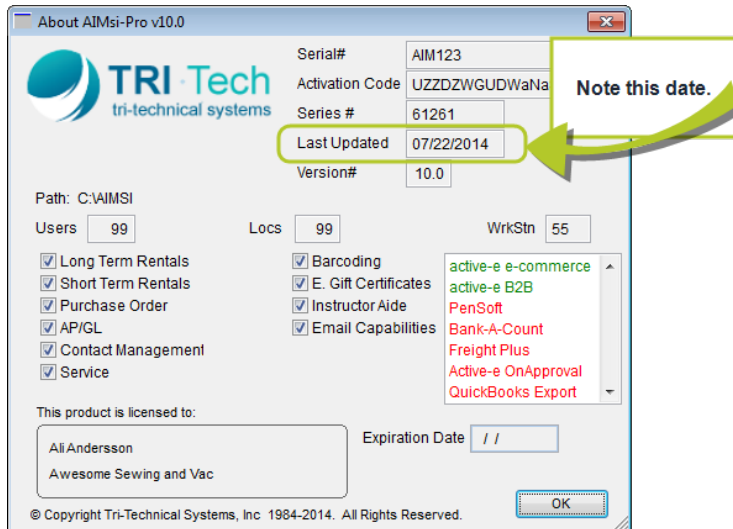
Updates only need to be applied to the server or machine where you installed AIMsi in [Install the server copy of AIMsi](#). If you also have a test system, you can apply the updates to that system by following the steps below or you can copy your live system, with the updates, to the location of your test system.

## Steps to complete

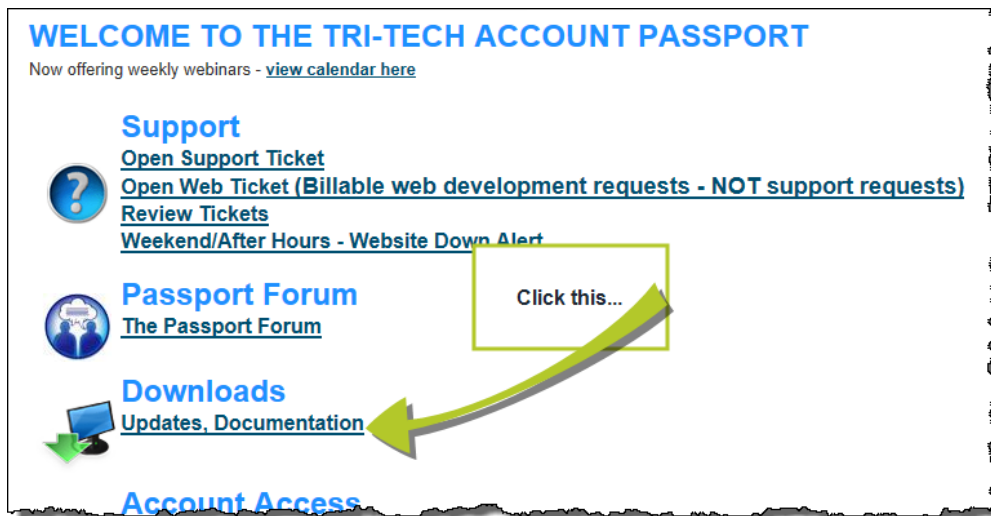
*Prerequisites:* If you have any data in your AIMsi system that you do not want to lose, make a backup before completing the following steps. You should also make sure that no one is currently using AIMsi.

1. Log in to AIMsi.
2. On the **Help** menu, click **About AIMsi**. The **About AIMsi** window displays. Note the date in the **Last Updated** box.

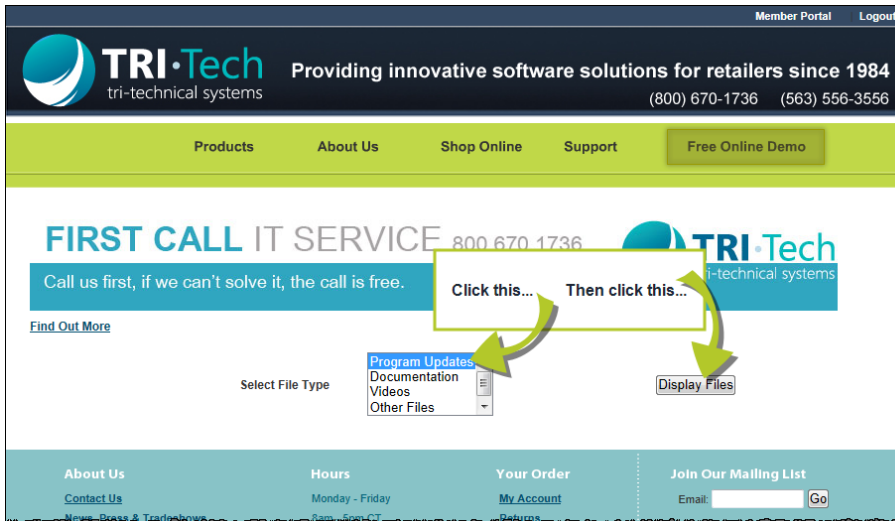




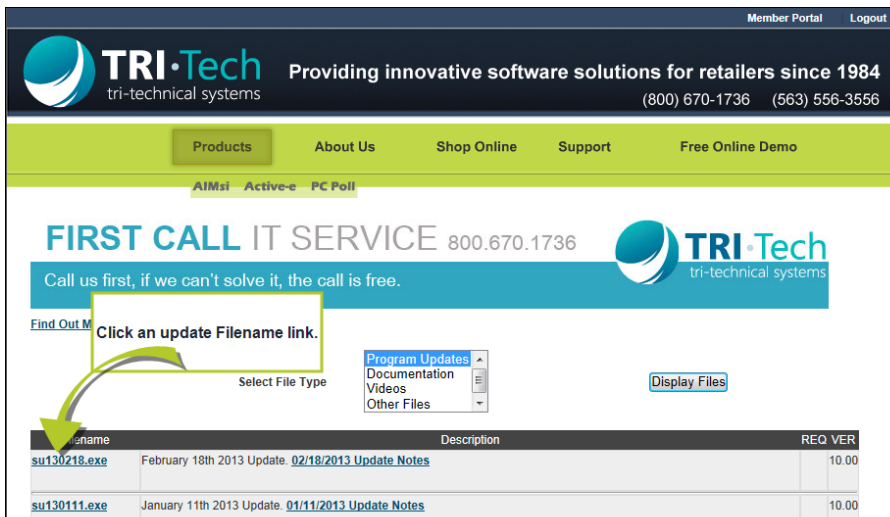
3. Log in to the Tri-Tech member portal here: <https://www.technology4retailers.com/t-MemberPortal.aspx>. Contact Tri-Tech Support if you have any trouble logging in.
4. Click the **Updates, Documentation** link in the **Downloads** section.



5. Select **Program Updates** (it is selected by default) and click **Display Files**.



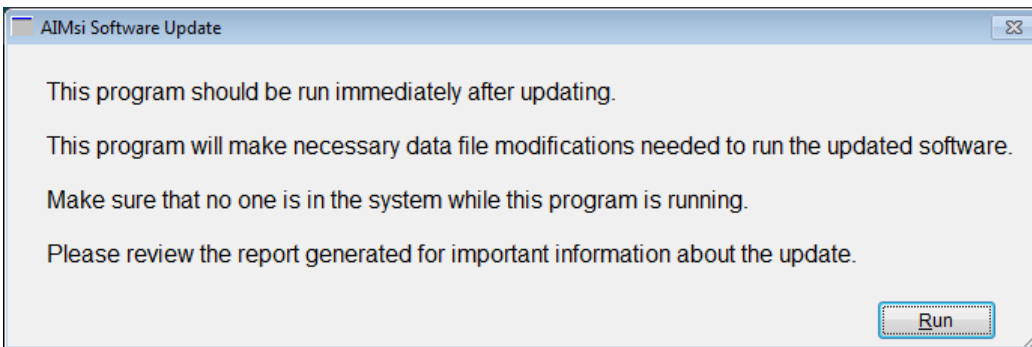
6. The page refreshes and displays relevant information. Note the date of the most recent update. If it is more recent than the date from step 2, continue to step 7. Otherwise, you do not need to complete the remaining steps.
7. Click the link in the **Filename** column for the update you want to install. Click the link in the **Description** column to view the release notes (a brief description of all the changes in an update) for that update.



8. On the message that displays, choose to download the file to your desktop.
9. If a security message displays, click to allow the download. Then, on the message that displays, click **OK**.
10. Locate the file on your desktop and click or double-click to open it.
11. On the WinZip Self-Extractor, verify that the Unzip To Folder location is the same as the location where you installed AIMsi and click **Unzip**.



- The files are unzipped and AIMsi automatically opens. Enter your password and click **Run** on the Update message.



- The update completes. You and your staff can access AIMsi.

**Note:** If you receive a message stating "can't create output file ... aimsi.exe," someone else is currently accessing AIMsi. Verify everyone is out of AIMsi and then retry the update.

If you receive a message stating "scvars.dbf does not exist," the path you entered in on the WinZip Self Extractor was incorrect. Verify the path and try again.

If everyone is out of AIMsi and you continue to get this message, reboot your server machine.



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## When to use this procedure

Follow the steps below to apply any recent AIMsi software updates to your test environment(s).

Alternatively, you may choose to follow the steps in [Install any AIMsi updates](#) to apply updates to your test environment(s).

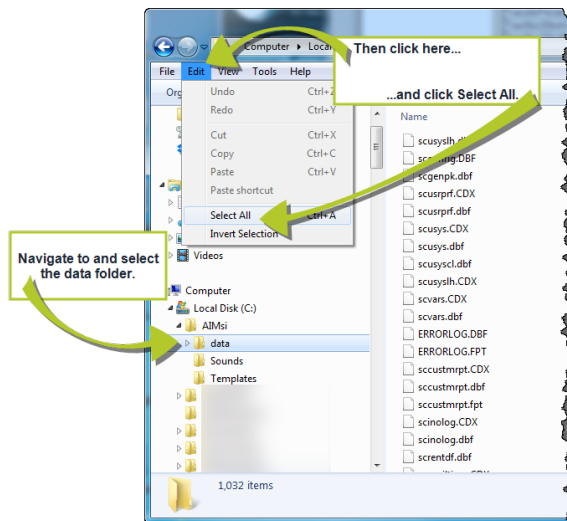
### Example of use

example text here

## Steps to complete

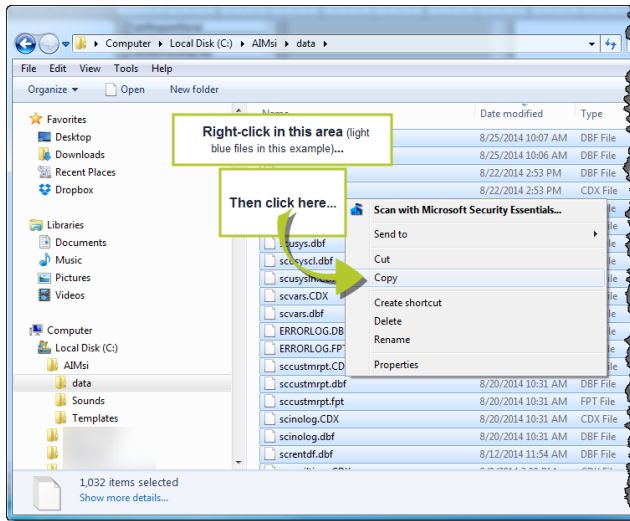
*Prerequisites:* Close AIMsi on all of your workstations before beginning this procedure. Then, complete these steps on your AIMsi server.

1. Access Windows Explorer and navigate to the location where you installed AIMsi in [Install the server copy of AIMsi](#).
2. Expand the AIMsi folder and click the **data** sub-folder.
3. On the Windows Explorer **Edit** menu, click **Select all**.

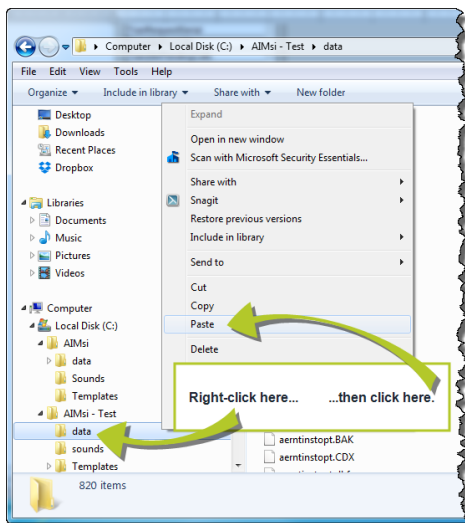


4. Right-click in the file list pane and click **Copy**.

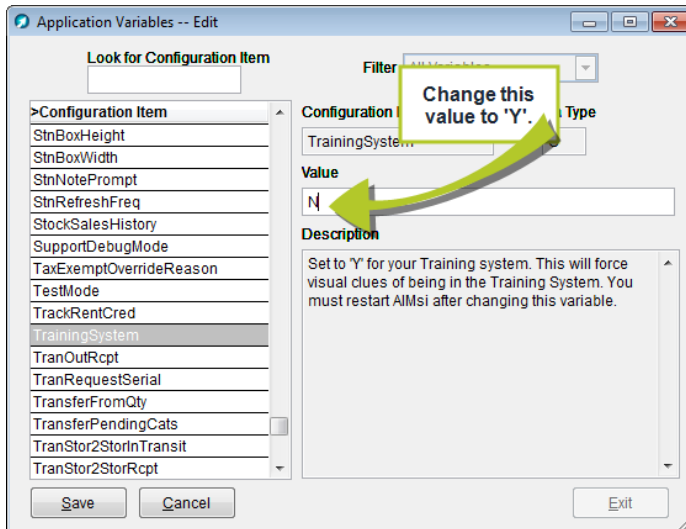




5. Navigate to the AIMsi - Test folder you created in Create a test environment.
6. Right-click the **data** sub-folder and click **Paste**. If you are presented with a message to copy and replace, click Yes to All.



7. Open your test AIMsi and log in.
8. On the main menu bar, click **Maintenance**, then point to **General Maintenance** and click **System Variables**.
9. Set the value for **TrainingSystem** to **Y**; this will change the AIMsi workspace from white to blue as a visual indicator that this is a test system.



10. Turn off credit card processing. To do so:
  - a. On the main menu bar, click **Maintenance**, then point to **General Maintenance** and click **Work Stations**.
  - b. On the **Work Station** window, click the **CC** tab.
  - c. Right click in the **POS Gateway** and **Auto/Web Pay Gateway** boxes and click **Remove Authorization Type POS** and **Remove Authorization Type Autopay**, respectively.
  - d. Click **Save**.

