

When to use this procedure

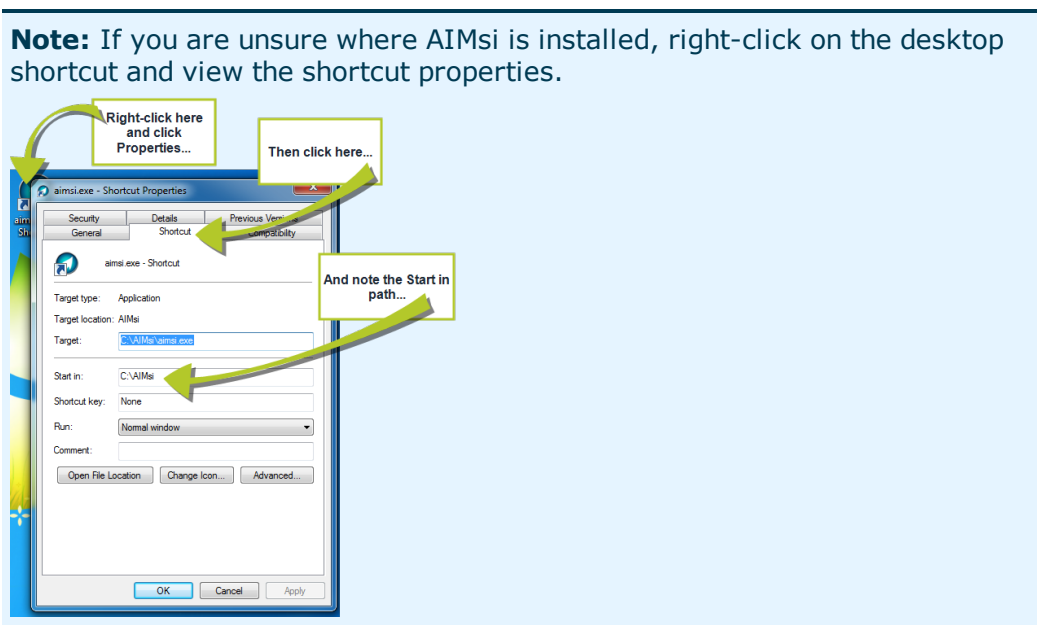
Tri-Tech recommends creating a copy of your AIMsi software to use as a test system. You can use this copy to train new employees, learn new modules, or simply test how certain transactions affect various records in AIMsi — all without affecting your live data.

It is simplest to create a test environment on your server and point to it from the other networked workstations. In this way, when you apply AIMsi updates, you only need to do it once.

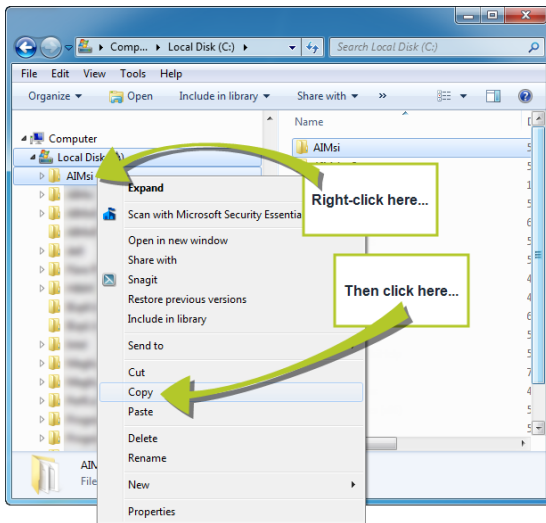
Steps to complete

Prerequisites: Close AIMsi on all of your workstations before beginning this procedure. Then, complete these steps on your AIMsi server (refer to *Install the server copy of AIMsi* for additional information; the default location is C:\AIMsi).

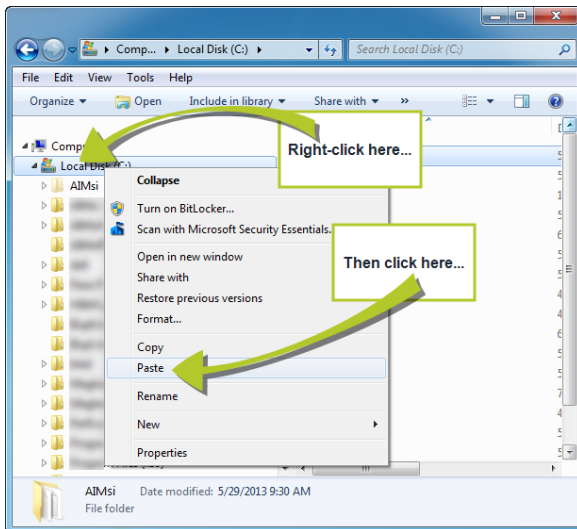
1. Access Windows Explorer and navigate to the location where you installed AIMsi.



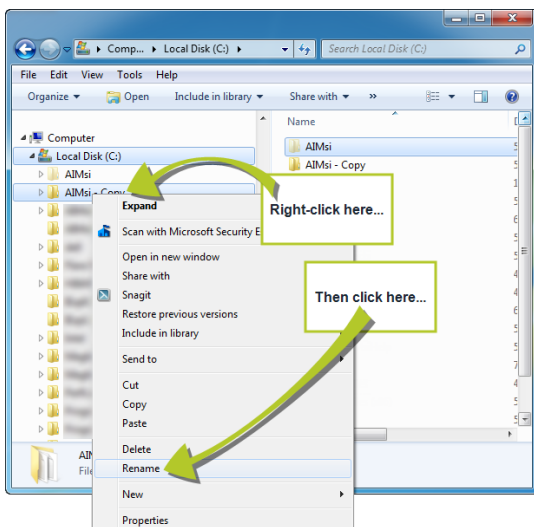
2. Right-click on the AIMsi folder and click **Copy**.



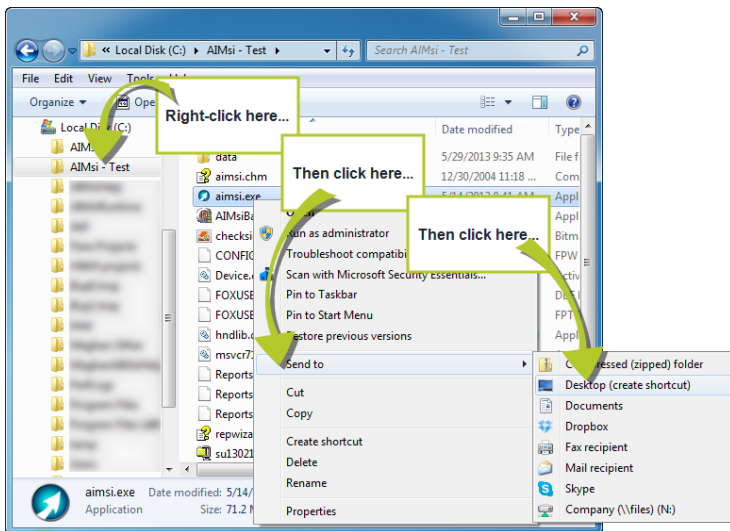
3. Right-click on the folder where you want the test system and click **Paste**. Often, this will be the root folder, (**C:**).



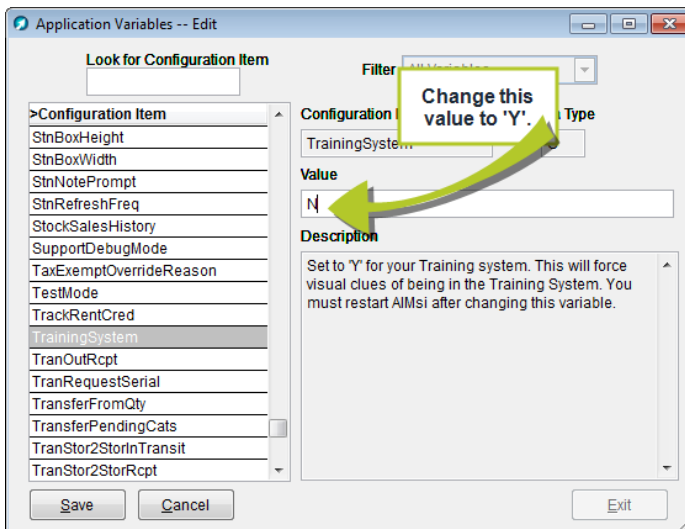
4. Right-click on the **AIMsi-Copy** folder and click **Rename**.



5. Give the folder a meaningful name, such as **AIMsi - Test** (this will help distinguish it from other AIMsi environments you might have).
6. Open the AIMsi - Test folder.
7. Right-click the aimsi.exe file and point to **Send to** then click **Desktop (create shortcut)**.

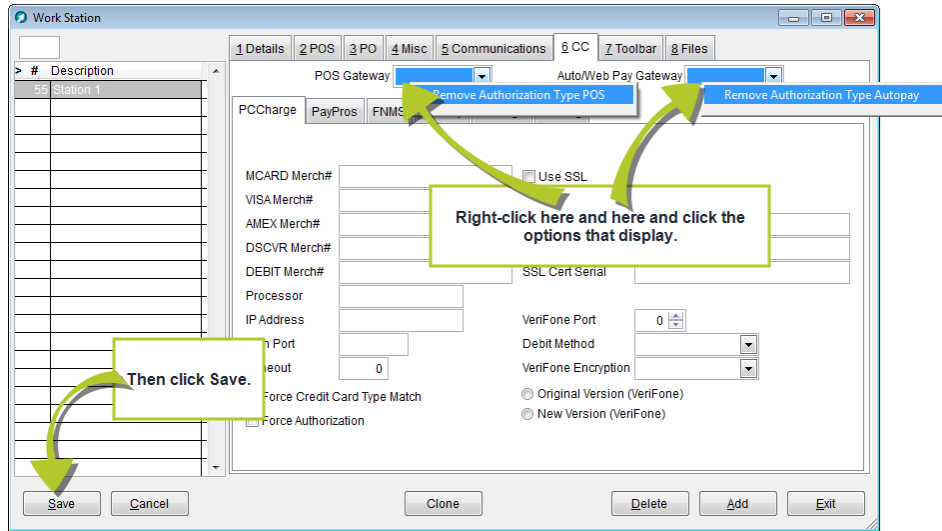


8. On your desktop, right-click your new shortcut and click **Rename**.
9. Enter a new, meaningful name for the shortcut, such as **AIMsi - Test** (this will help distinguish it from other AIMsi shortcuts you might have on your desktop).
10. Open your test AIMsi and log in.
11. On the main menu bar, click **Maintenance**, then point to **General Maintenance** and click **System Variables**.
12. 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.

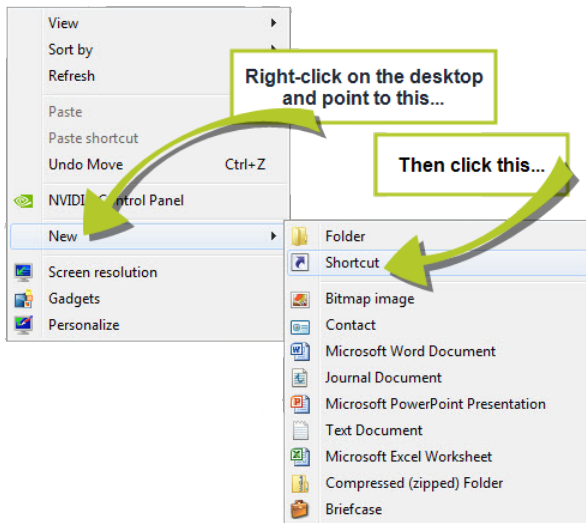


13. Turn off credit card processing. To do so:
 - a. On the main menu bar, click **Maintenance**, then point to **General Maintenance** and click **Work Stations**.
 - b. On the **Work Station** window, click the **CC** tab.

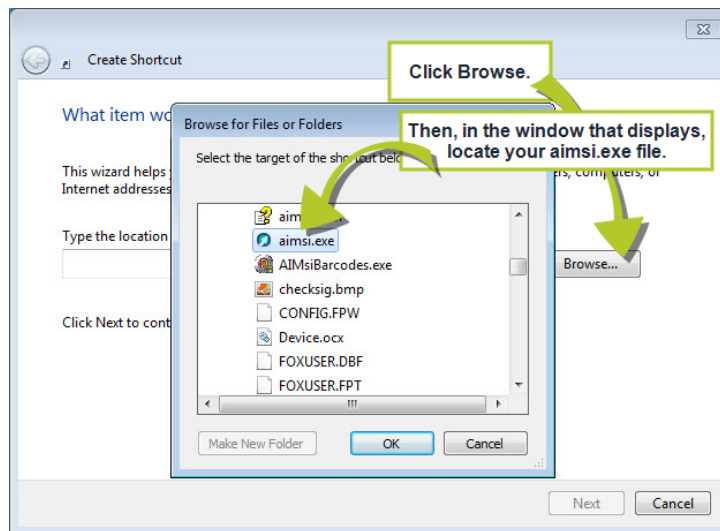
- c. Right click in the **POS Gateway** and **Auto/Web Pay Gateway** boxes and click **Remove Authorization Type POS** and **Remove Authorization Type Autopay**, respectively.
- d. Click **Save**.



- 14. Create a desktop shortcut to the test environment on each networked workstation that should have a test environment. To do so:
 - a. Right-click on your computer desktop, point to **New**, and click **Shortcut**.



- b. On the **Create Shortcut** window, click **Browse**.
- c. Navigate to the location where you installed AIMSi - Test.
- d. Select aimsi.exe and click **OK**.



- e. Click **Next**.
 - f. Enter a name for the shortcut and click **Finish**. The AIMsi shortcut is added to your desktop.
15. Repeat steps 1-14 to create test environments on any server where AIMsi is installed. Then, continue to *Back up AIMsi*.

Note: You will need to update this test system each time you apply AIMsi software updates to your live system.

WARNING Be sure to turn off credit card processing (steps 13.a-d) in all test systems on all workstations. Failure to do so may result in false credit card charges being sent to your credit card processor. You must do this every time you copy your Live system to create a new Test system.