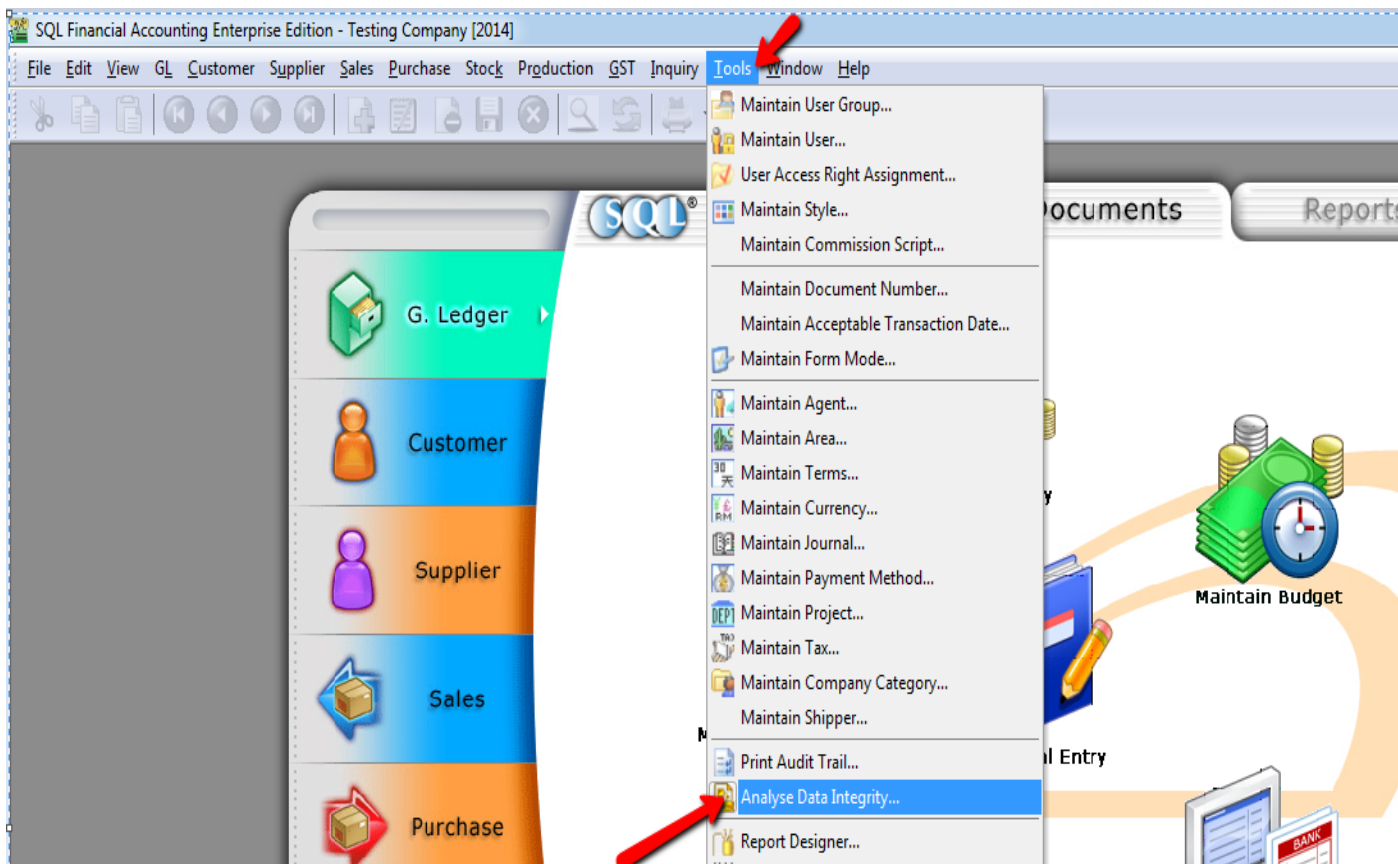# Year End Step (Do it at Main ==Server== PC & Login as ==ADMIN== user)
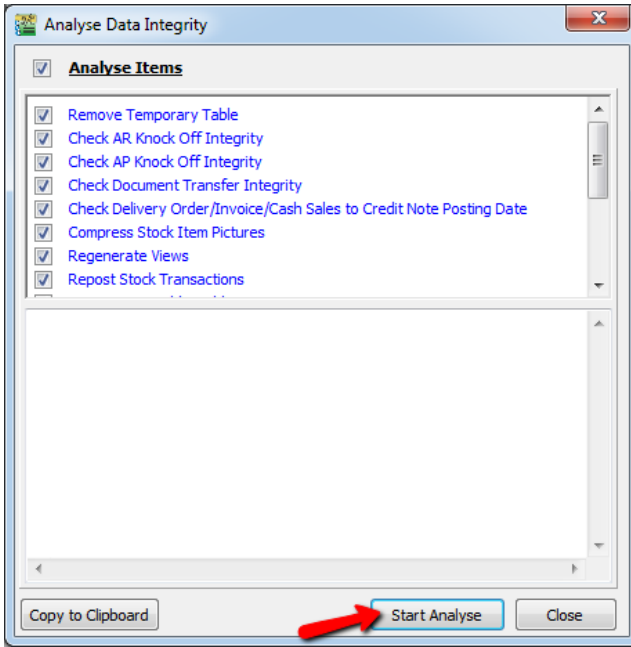
***Make sure all workstation user logout before start year end

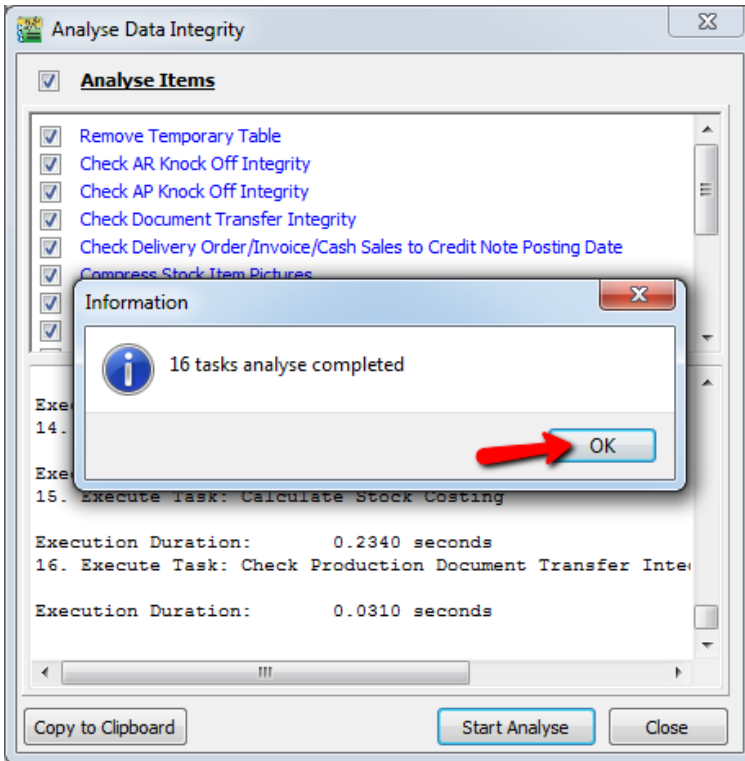## 1) Run Analyse Data Integrity
2) Backup
3) Start year end

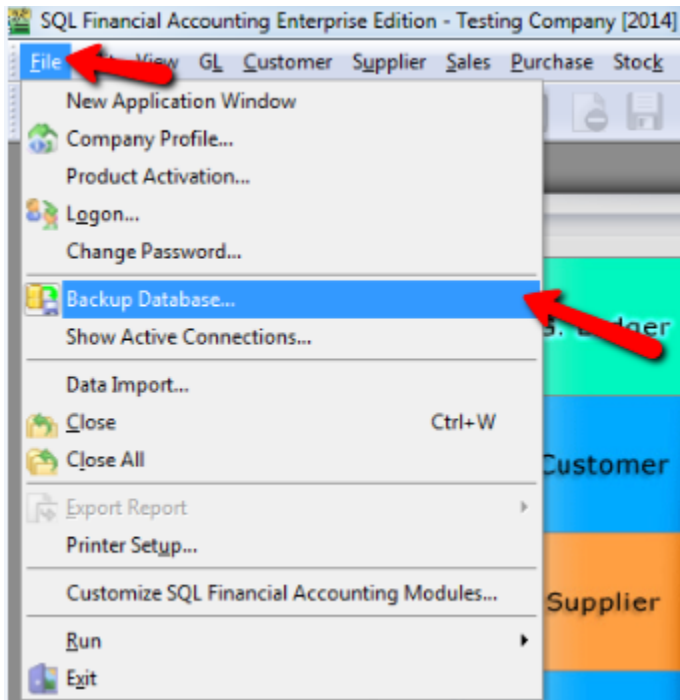## 1) Step to Run Analyse

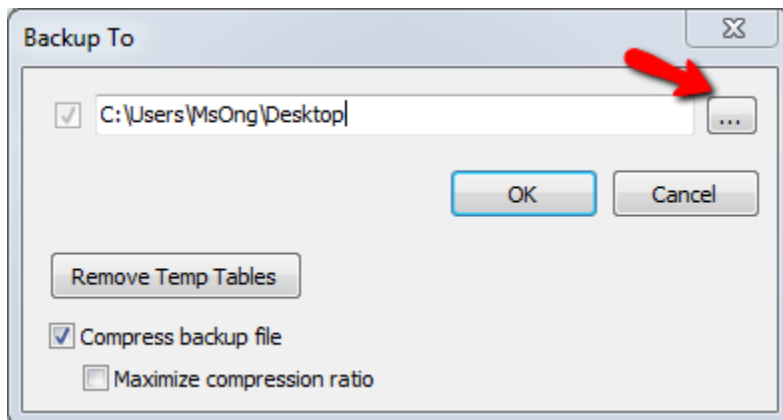1a) Go ==Tools== > Analyse Data integrity
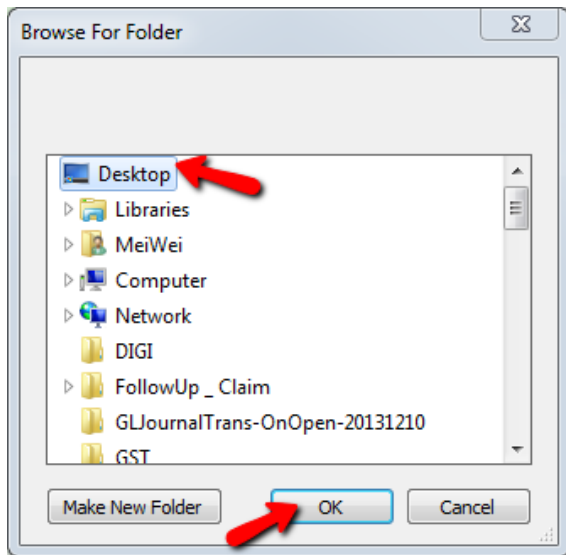
1b) Press Start Analyse

1c) Press OK

2) Step to Backup SQL

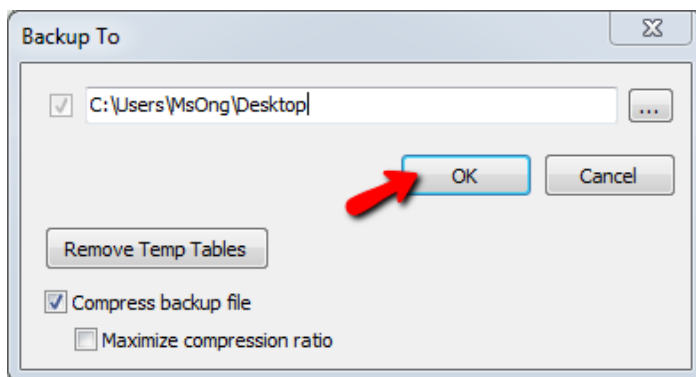2a) File > Backup Database

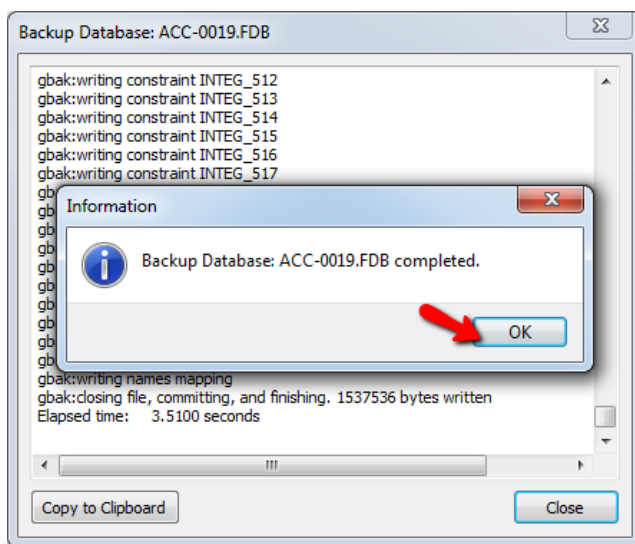2b) : Click the . . . Button

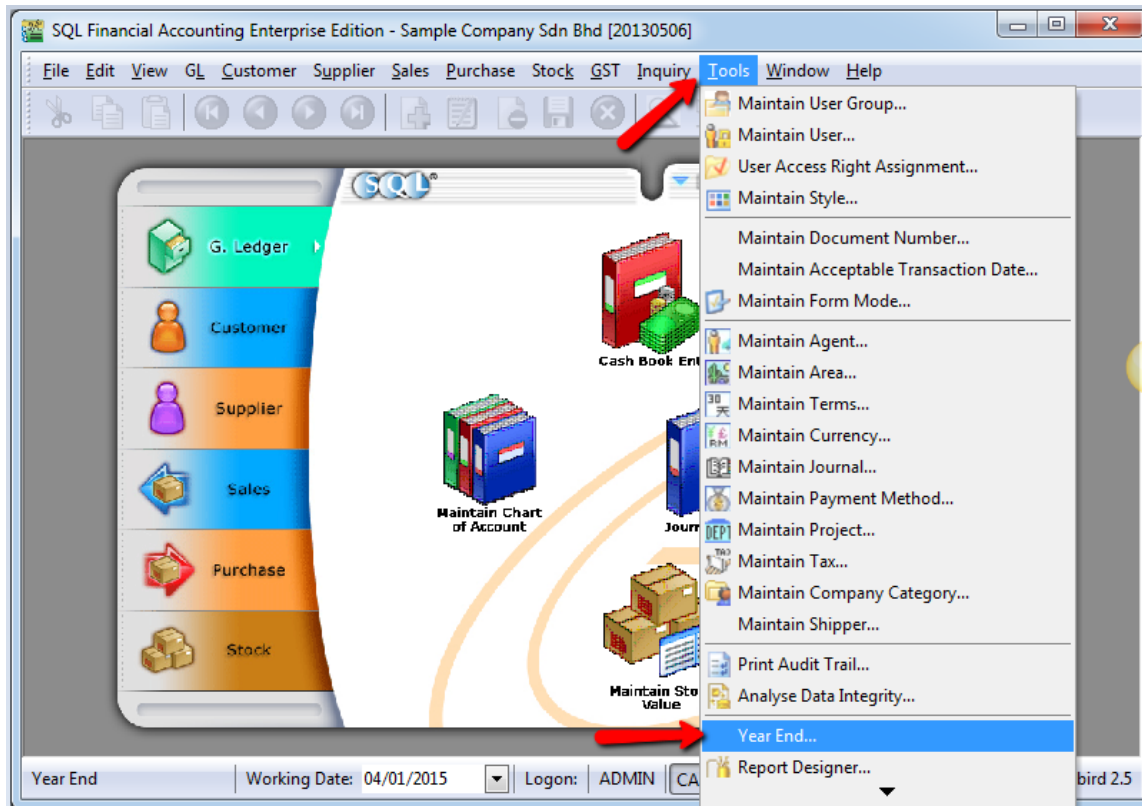2c) : Choose Desktop > Press OK

2d) : Press OK

2e) : Press OK

3) **Step to Run Year end (Make sure do it on <mark>SERVER</mark> and login as <mark>ADMIN</mark> user)**

3a) **PRESS and HOLD your Keyboard** <mark>CTRL</mark> & <mark>SHIFT</mark> > use mouse cursor to click on <mark>Tools</mark> > <mark>Year end</mark>
(it hidden, if you direct click tools , you cant see the year end as above highlighted)

DONE