Creating a History Company

The following instructions are intended to be used by customers using the E2 Shop System with an Access database. There are separate instructions for SQL database companies.

Steps:

1. First, we need a lock on the master so have all users exit the E2 Shop System. Shut down Data Collection and PC Data Collection.

2. Verify there are no stuck user licenses by going to the **E2\blswin32\dat** directory. If any files with the extension following extensions exist, **USR**, **TCH**, or **DCL**, delete them. The copy will not work if another user is in the software.

3. To create the history company, go to **File|Company Maintenance|** and select the company to copy and click the **Copy** button. The following message appears: **"You have chosen to copy company <company name>. This operation will create a duplicate copy of the selected database. Do you wish to continue with this operation? Yes or No."** Click **Yes** to create a copy of the selected company.

4. Type a new company name in the **Company Code** field and tab to the description. Enter a new description. For example use History2005. Click **OK** to save.

5. If you need assistance, contact Shoptech Support at (800)-677-9640.