

Case Study Download Instructions

Sage BusinessWorks - Version 6.x

Follow the instructions below to download Case Studies for use with Sage BusinessWorks Sage Software Certified Curriculum. Complete each step in the order listed.

Downloading the Case Study

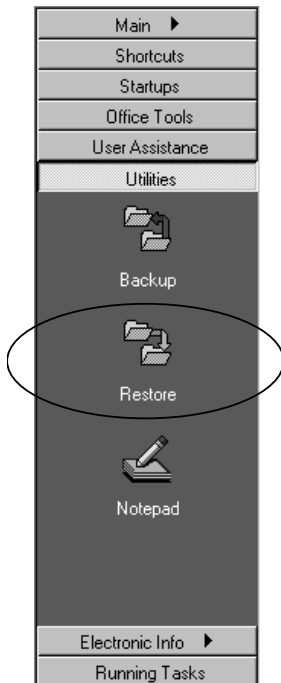
The instructions in this section are used when downloading the case study required for activities and labs.

1. Create a directory on your workstation for the case study files. For example, you can create a directory called **ICase Study**.
2. If you are already on the Sage Software Training Web page, skip to step 3; otherwise, go to <http://sagesoftware.com/education> on the Internet.
3. Under Student Course Resources, click the Case Studies link.
4. Select Sage BusinessWorks Accounting as the product.
5. Select the appropriate case study based on the name of the class and the version of the curriculum you received. The curriculum version is printed in the footer section of the course curriculum.
 - a) For example: **Core Applications Case Study version 8.0**.
6. After selecting the case study, the File Download window displays.
 - a) Click Run to open the file for downloading.
 - b) If security settings prevent you from opening the file, click Save to save the file to your workstation.
7. If you selected to open (run) the file, you are prompted automatically to unzip the files. If you save the file to your workstation, double-click on the file to access the WinZip Self-Extractor program.
 - a) Select the directory created in step 1.
 - b) Click Unzip. This unzips the files.
 - c) Click OK after the process completes.
8. Close the WinZip Self-Extractor window.

Restoring the Companies in BusinessWorks Gold

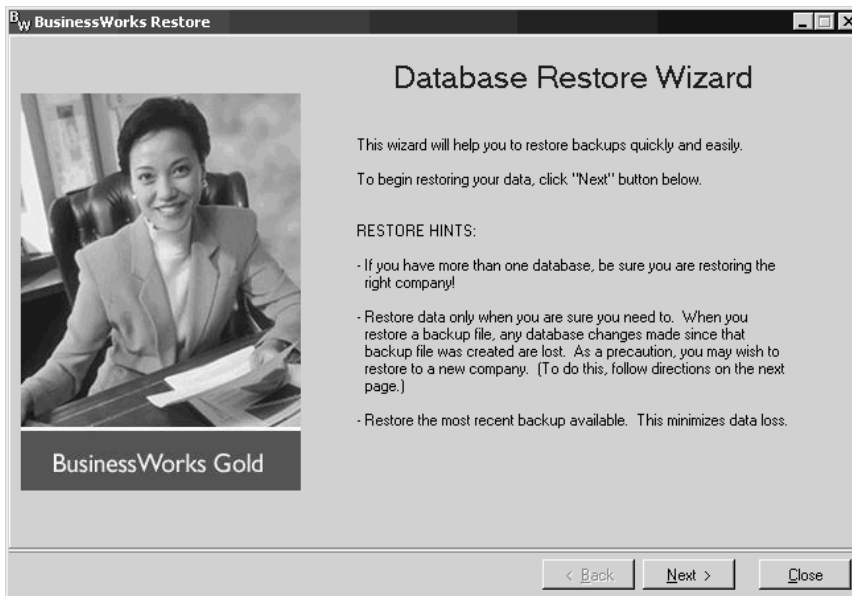
After downloading the case study, use the Restore utility in BusinessWorks Gold to unzip the company files.

1. Launch Sage BusinessWorks.
2. From the Utilities menu or the Resource bar, select Restore.



It may take a minute for the restore program to launch.

3. This launches the Database Restore Wizard. Click Next to continue.



4. In the Select Restore File window, select the Dixie.zip file you downloaded previously and click Next.
5. The Begin Restore window displays. The Company ID field automatically defaults to the name of the file you are restoring. Always use the ID associated with the zip file downloaded as part of the case study.

6. When you are satisfied with the name, click Next.



7. Repeat these steps to install any additional case studies. If needed, you can also use the Restore utility to refresh the data at any time.