**Architect Manager Maintenance Checklist**

Use this checklist to make sure your company’s investment in SalesDoc Architect is safe. If you ever need to recreate your system setup, this checklist will provide the information you need!

**☐** This is the link to your initial SDA setup file for end users, in case you need to install an end-user.

 Location: <http://corspro.fileburst.com/x3ph9vj8xl4b/Setup_SDA_End_User.exe>

**☐** This is the link to or location of your initial content file, in case you need to re-install. Replace [ClientNameGoesHere] with your Client Name (which you can obtain in Architect Manager via File – Setup - Network Setup).

 Location: [http://corspro.fileburst.com/x3ph9vj8xl4b/0SDA\_Initial\_Content\_[ClientNameGoesHere]\_Manager.zip](http://corspro.fileburst.com/x3ph9vj8xl4b/0SDA_Initial_Content_%5BClientNameGoesHere%5D_Manager.zip)

**☐** The safe and backed up location for the Winzip Pro, WinzipSelf-Extractor, and Winzip Command Line add-in setup files is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Record the Winzip programs registration information here:

|  |  |  |  |
| --- | --- | --- | --- |
| WinZip Registered Name  |  | WinZip License Key |  |
| WinZip Self-Extractor Registered Name |  | WinZip Self-Extractor License Key |  |

[ ]  Your Client Name and User Key (also available in AM via File- Setup - Network Setup)

 Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ User Key: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Data Backup Methods – you should be using one of the following:

1. We have a natural backup method because our updates are pushed to:
	1. An FTP site (Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
	2. A shared network folder (Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
2. We don’t have a natural backup method and instead use the following approach to back up our data. (Folders to be backed up include C:\CorsPro\PQuote and its subfolders)
	1. Backups are automatically pushed (using backup software) to the following location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. I use another backup method, which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Useful links: <http://www.corspro.com/resources/help-sda-managers>

<http://www.corspro.com/resources/support-faqs>

C:\CorsPro\PQManager\Manuals\Manager\_User\_Guide.pdf