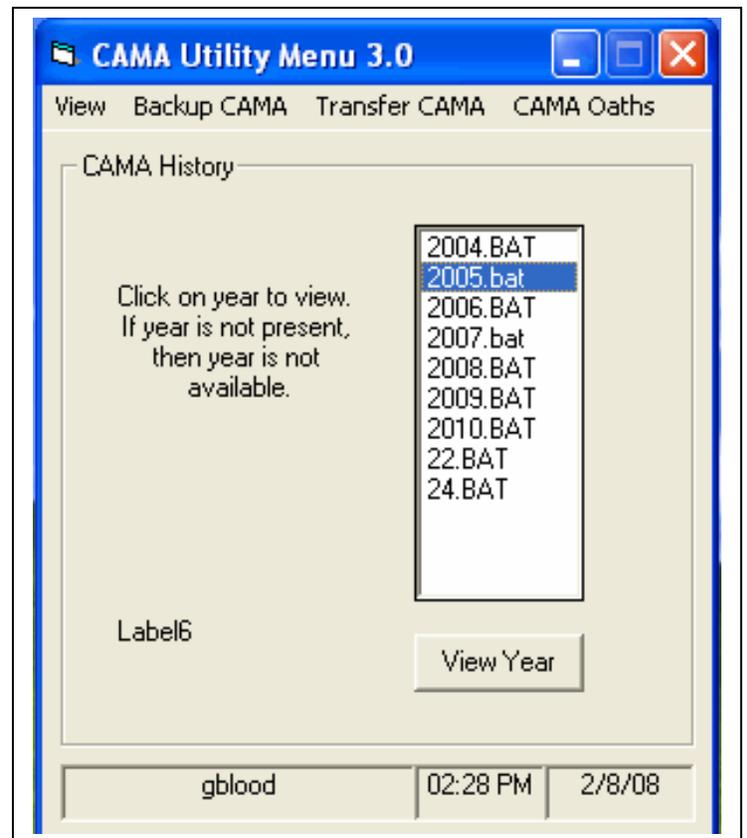
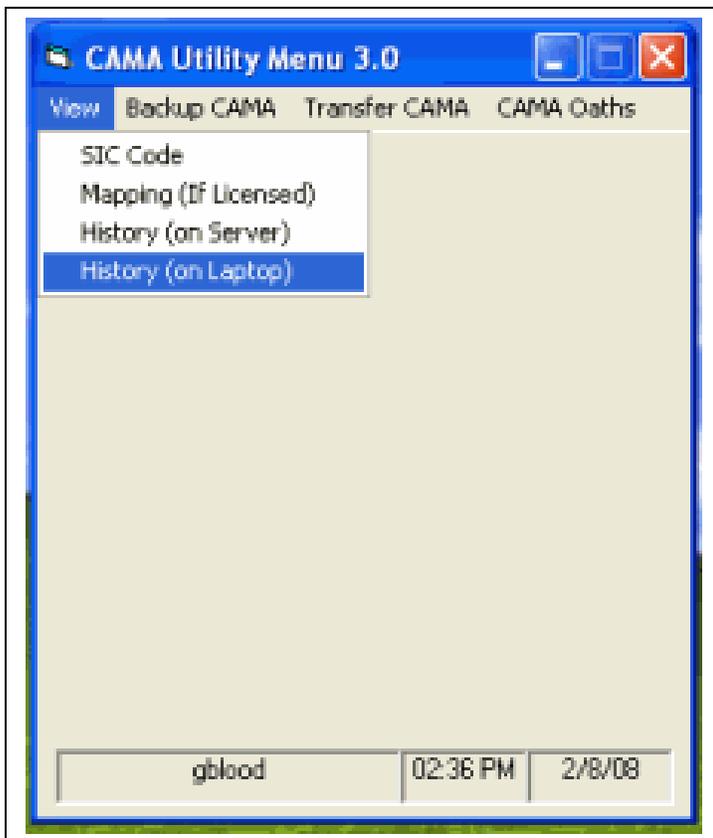
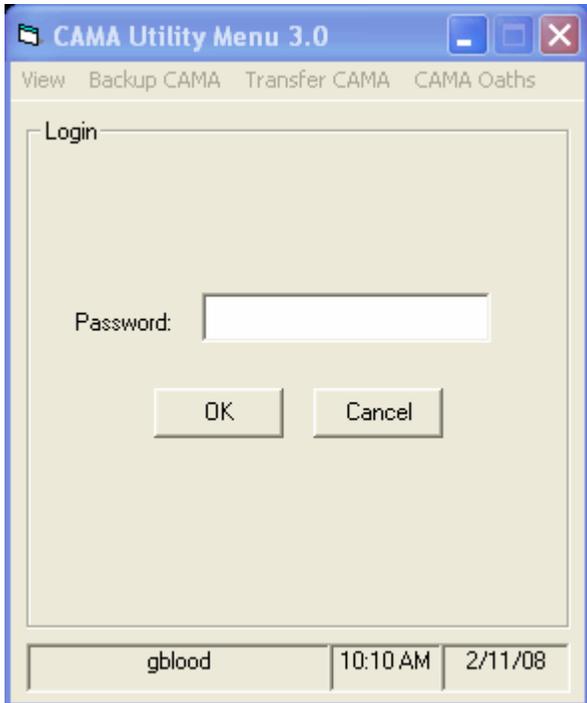


You will have to know the two Passwords for the previous years of CAMA.



BACKUP CAMA

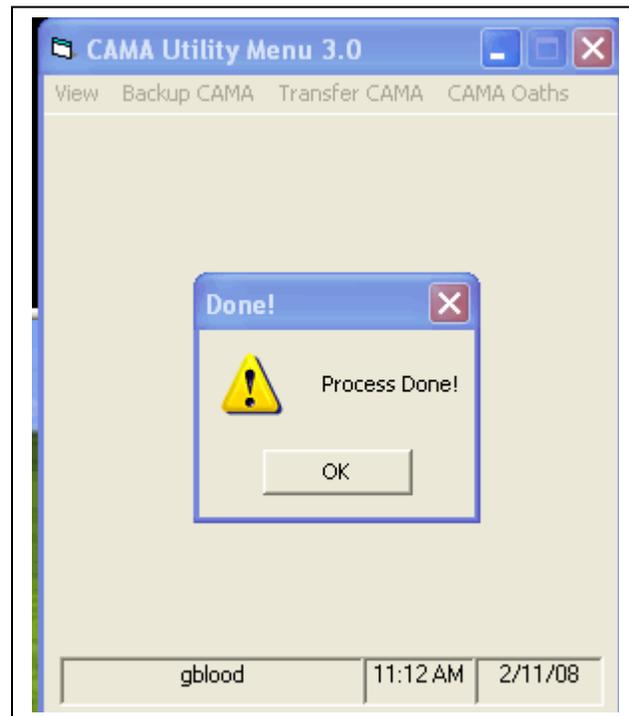


Before this operation is performed make sure everyone is out of CAMA. (**This means everyone, no exceptions**)

This is to save the current data to the History on Server. It will need to be decided when to perform this procedure. It could be done as soon as the Personal property is transferred to A.A., or after the abstract report is completed around June 15th.

The CAMA Utilities Password will be need to perform this operation. After the password is entered, click OK and a screen will pop up with a list of the data histories that are already stored on the server in CAMA. (See the next screen below.

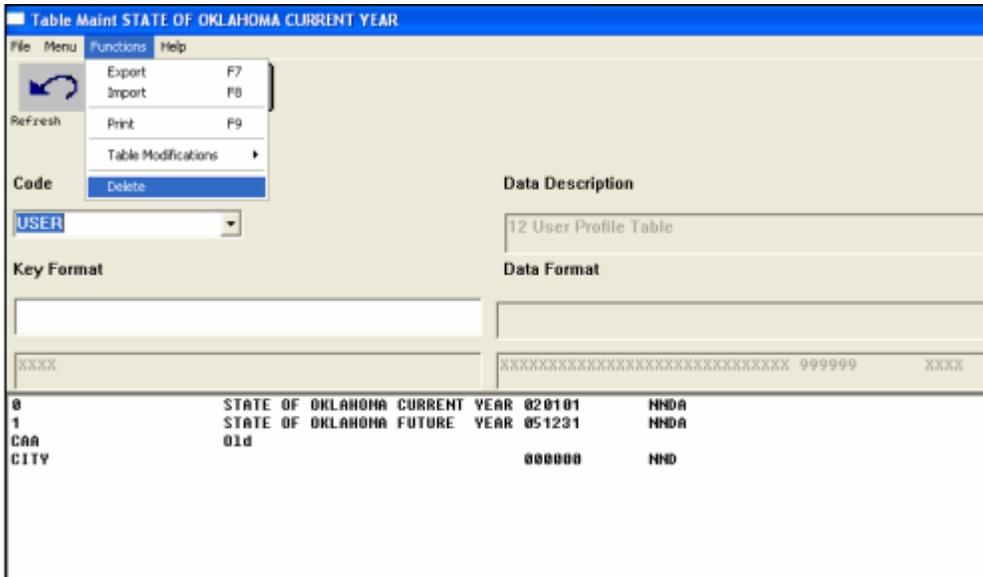
Simply put in the history year being saved, in the area provided, if it is not already in there. Next click on the Backup Year button and wait for the Process Done! Screen to pop up, then click OK.



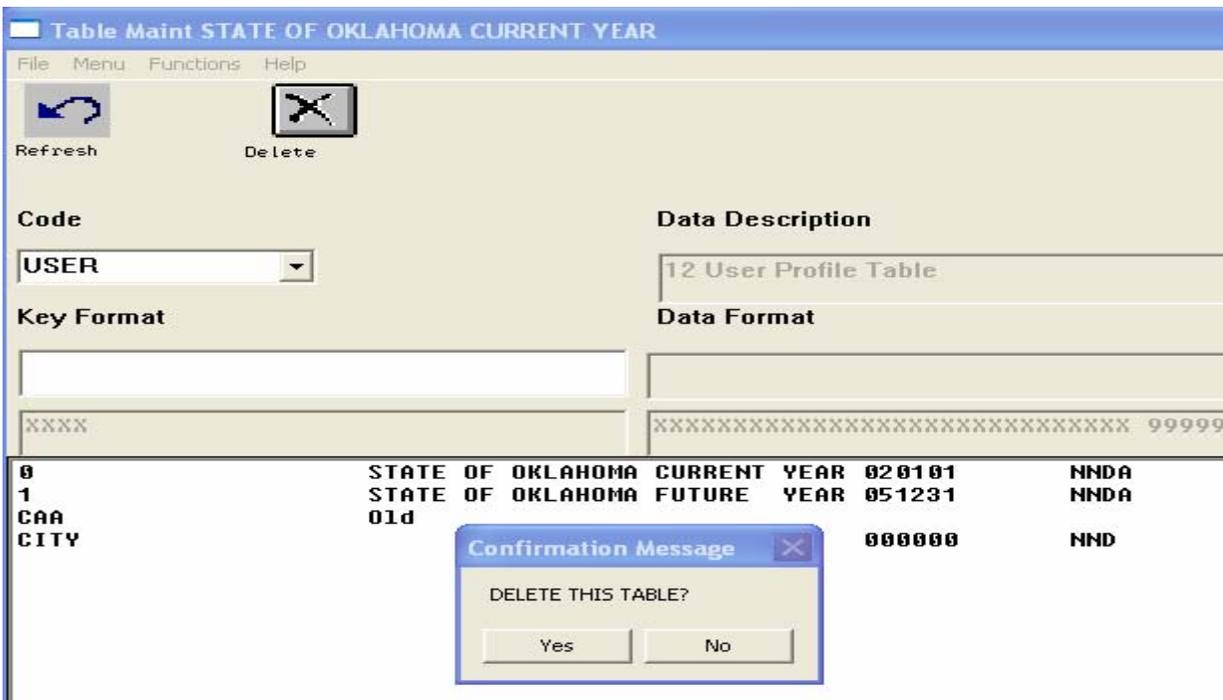
Once the Backup CAMA process is done, click on the View tab and select History (on Server), then the year just backed up. When, the Password window comes up, notice that the Title Bar reads State of Oklahoma Current Year. Now enter T1830 as a Password. This will bring up the Table Maintenance screen.

(!!!Warning!!! -- do not get out of the Table Maintenance screen until you have finished this process.)

At the Table Maintenance screen in the **Code** field type **USER** and press <Enter>, then click back in the **Code** field so **USER** is highlighted.



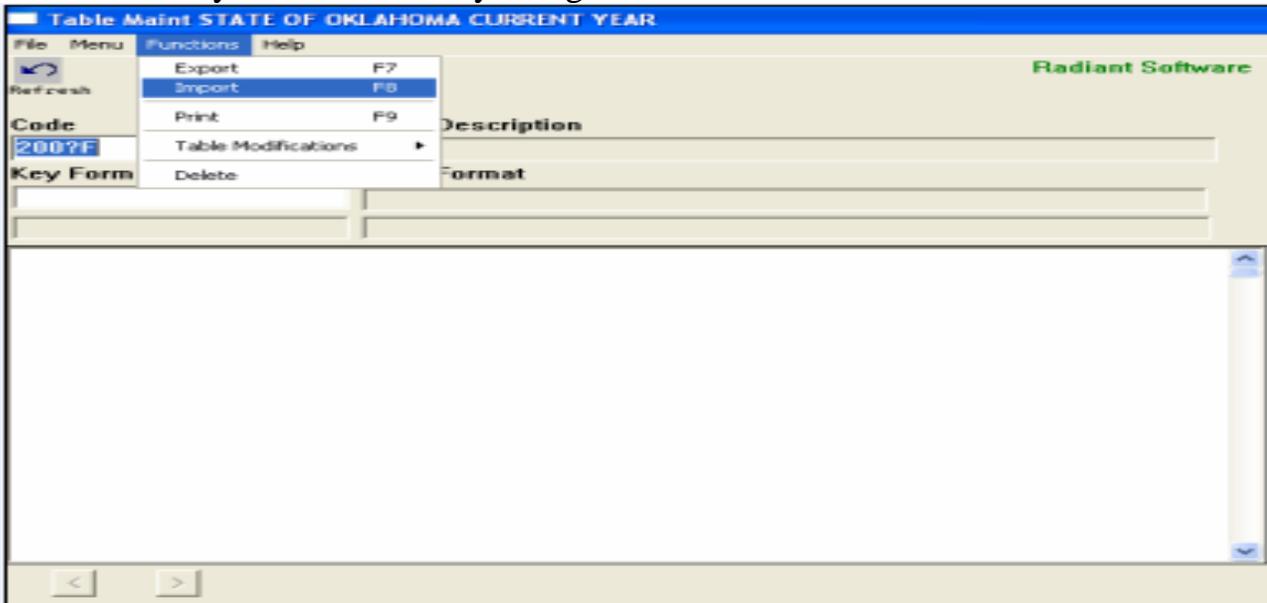
Now click the Delete button and click the Yes button in the Confirmation Message box.



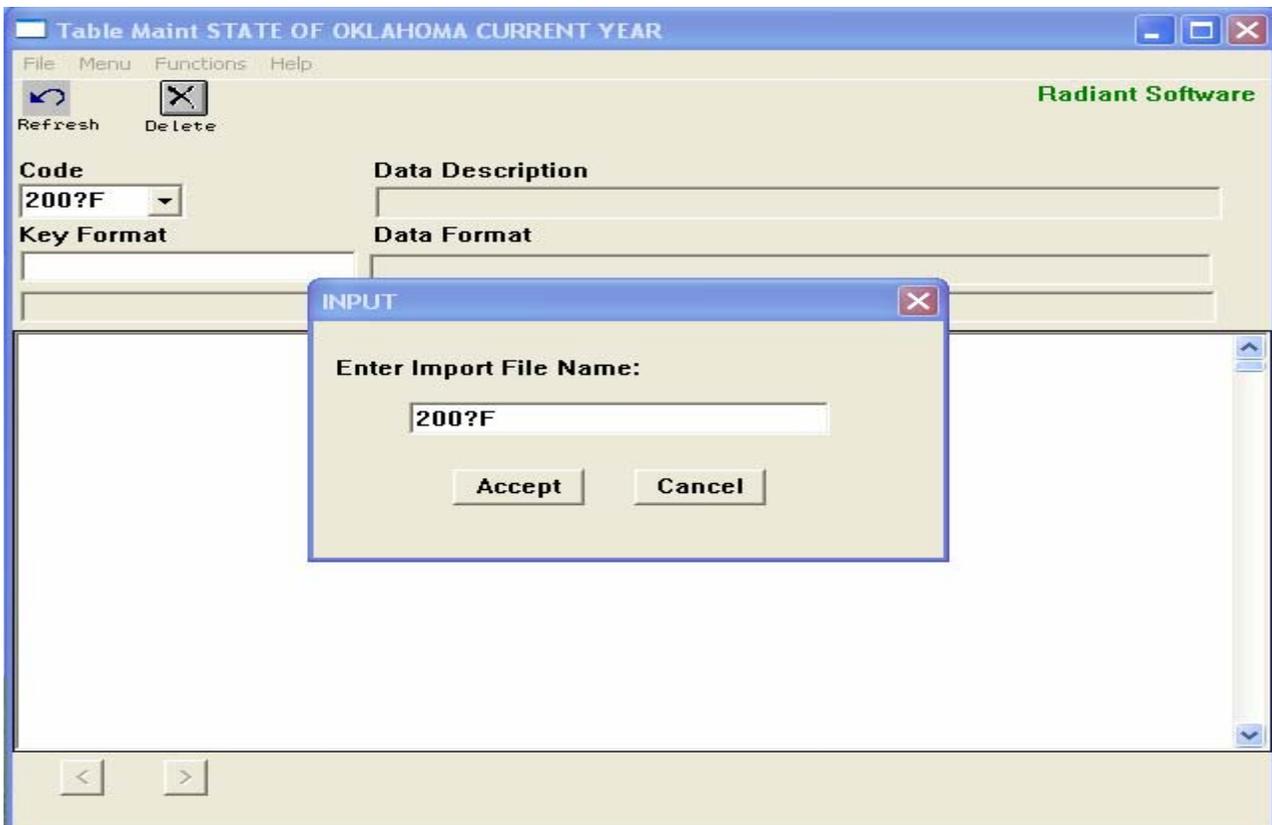
Now type, **PASS** in the **Code** field (do not press <Enter>) just click the Delete button and then Yes, then type **FILE** in the **Code** field, then click Delete again and click Yes again.

Now type 200?F in the Code field and click the Functions Tab at the top, then click Import.

The “?” is the year of the History being created.



Now type 200?F in the Input box and click Accept.



When the TABLE IMPORT COMPLETE box pops up, click OK.

Table Maint STATE OF OKLAHOMA CURRENT YEAR

Code: FILE

Data Description: Dynamic File Assignment Table

Code	Data Description	Key Format	Data Format
ACCT-BACK	C:\CAMA\B\OKTMSTR.BAK		
ACCT-BAK	C:\CAMA\B\OKTMSTR.BAK		
ACCT-FILE	C:\CAMA\D\2008\OKTMSTR.DAT		
ACCT-FILE-SUR	C:\CAMA\D\2008\OKTMSTR.DAT		
ACCTA-FILE	C:\CAMA\D\2008\OKTMSTRA.DAT		
ACCTA-FILE-SUR	C:\CAMA\D\2008\OKTMSTRA.DAT		
ACCTDBA-FILE	C:\CAMA\D\2008\OKTMSTRD.DAT		
ACCTDBA-FILE-SUR	C:\CAMA\D\2008\OKTMSTRD.DAT		
ACCTID-FILE	C:\CAMA\D\2008\OKTMSTRI.DAT		
ACCTID-FILE-SUR	C:\CAMA\D\2008\OKTMSTRI.DAT		
ACCTN-FILE	C:\CAMA\D\2008\OKTMSTRN.DAT		
ACCTN-FILE-SUR	C:\CAMA\D\2008\OKTMSTRN.DAT		
ACCTRE-FILE	C:\CAMA\D\2008\OKTMSTRR.DAT		
ACCTRE-FILE-SUR	C:\CAMA\D\2008\OKTMSTRR.DAT		
ADMIN-BACK	C:\CAMA\B\OKDADMIN.BAK		
ADMIN-BAK	C:\CAMA\B\OKDADMIN.BAK		
ADMIN-FILE	C:\CAMA\D\2008\OKDADMIN.DAT		
ADMIN-PRT	C:\CAMA\H\ADPRT		
ADMIN-SUM	C:\CAMA\H\ADSUM		
ATTN-FILE	C:\CAMA\H\CAMAR2.DAT		

Message: TABLE IMPORT COMPLETE

OK

Now get completely out of CAMA Utilities, then go back into CAMA Utilities. When the CAMA Utilities screen comes up, click on the View tab at the top of the screen and choose History on Server.

CAMA Utility Menu 3.1 Tulsa School...

View Backup CAMA Transfer CAMA CAMA Oaths

- NAICS Code
- History (on Server)
- History (on Laptop)
- CAMA to AA - Real Property - Reports
- CAMA to AA - Personal Property - Reports

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CAMA Utility Menu 3.1 Tulsa School...

View Backup CAMA Transfer CAMA CAMA Oaths

CAMA History

Click on year to view.
If year is not present,
then year is not
available.

- 20.BAT
- 2004.BAT
- 2005.bat
- 2006.BAT
- 2007.bat
- 2008.bat
- 22.BAT
- 24.BAT

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Click on the History Year just created, then click on the View Year button.

Just click OK on the Run Time 5 Error Window, and all that will be left is the Password screen. Notice the Title Bar at the top of the Password screen. The Title Bar should have the History Year that was just created on it.



The Password **GUEST** will allow you to view CAMA and print Property Record cards and Personal Property renditions, but that is all. There is a Password that will allow maintenance to be done on the History Year, but it should be reserved for those who are authorized to perform such task.