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Making an Off Site Backup of the Mass Dial Register

The purpose of an off site backup is to have available outside one's own premises all that is necessary and sufficient to operate the Register database. This therefore is not simply a text copy of the data you have entered but is the complete database software, the data, the three help files, the scanned images and all the scanned forms and dummy forms. Although not strictly necessary you should also copy across the original ERM data files and to include on the CD a copy of the nine backed up files from the latest ordinary backup floppy disc.

So, this means that you should aim to copy to CD the following files and subfolders that are in the main Mass Dial Register folder on your PC together with the files that are on the latest floppy disc back up too..

Mass Dial Database v1-2.mdb (ie the complete current database)

Recording Process.doc

County Help.doc

Help.doc

ERM Data3c_text_blanks.xls

In a new "backup" folder on the CD include these files from the latest backup floppy disc:

ApplicationRefs.txt

Condition.txt

Counties.txt

Dials.txt

Photopath.txt

Recorders.txt

Refs.txt

Reports.txt

Switchboard.txt

Photos Folder – all the contents

Report Forms Folder – all the contents

Procedure.

1. Open the database and perform a *Compact and Repair* on it. [Tools/Database Utilities/Compact and Repair Database]
2. Close the database and take an ordinary backup to floppy disc in the usual way. [Utilities/Backup and Shutdown]. Keep the floppy disc in the drive.
3. Place an unused CD-R CD into your CD writer. Either let Windows open its own writing software or open whatever you usually use.
4. At the screen where you specify the files and folders to be copied, drag across all the above files using Windows Explorer to locate them and to set up the new "backup" Folder. Be careful that the files and folders are copied to this window and not moved. [Look for the tiny plus sign as each is dragged to the CD writer window].
5. Select the number of copies you want [one for the offsite backup and possibly one for yourself]
6. Proceed to burn the CD(s) ensuring that the Verification option is selected so that the disc contents are checked after writing.
7. If verification is OK, ensure that each CD is properly identified by writing on the disc with an appropriate pen, the_title [MDR Offsite Backup], the date and the Version of MS Access under which the software runs.
6. Post off the disc to PP for inclusion in the Society archive..