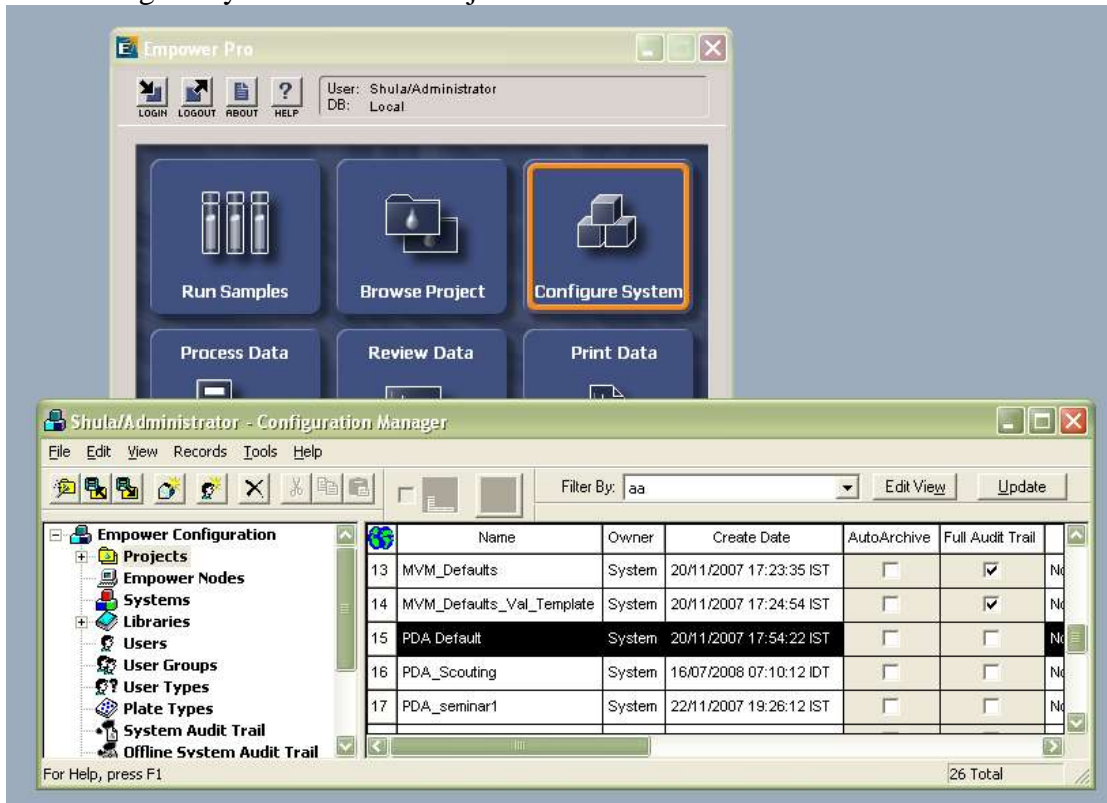
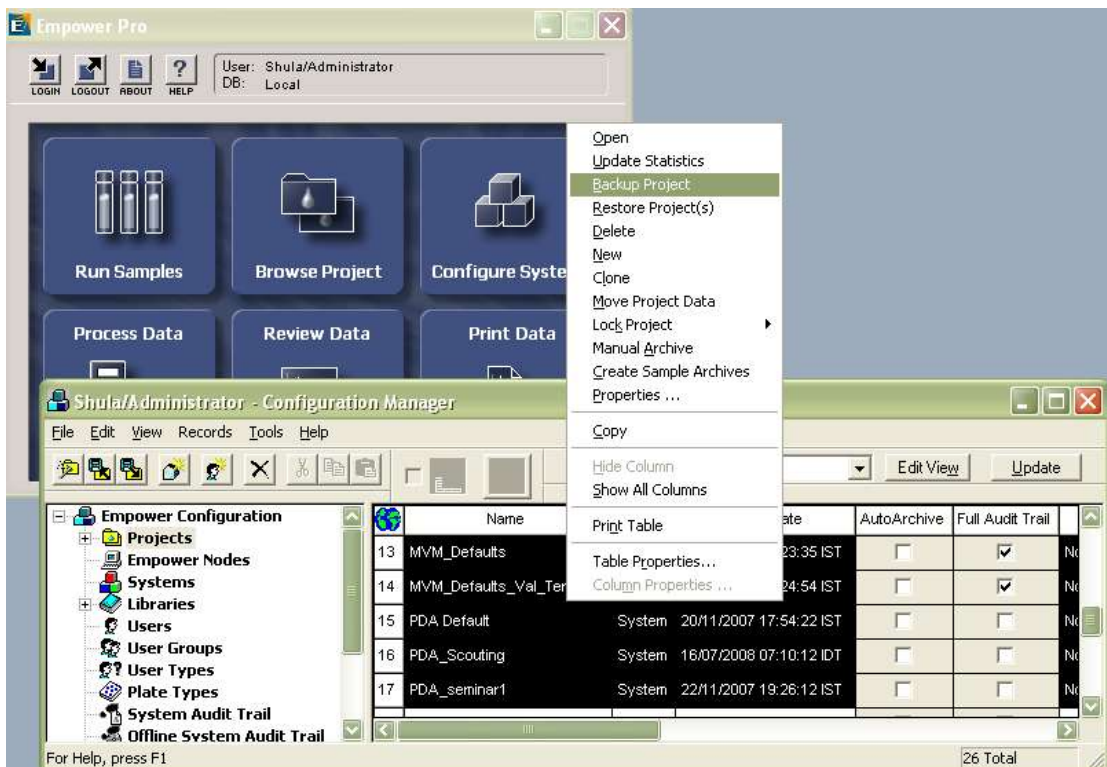


## Backup of Projects in Empower 2 Workstations (Archiving)

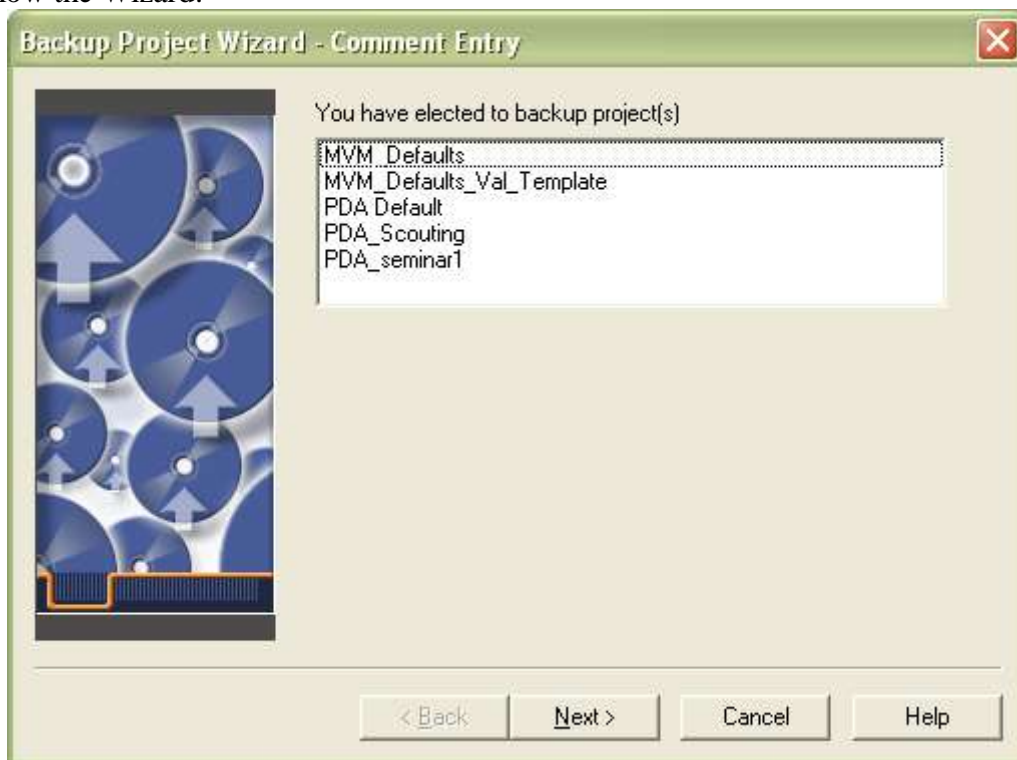
Go to the Configure System Screen->Projects



Select the Projects that you need to backup (One or more) ->Right Click (or File->) Backup Project:



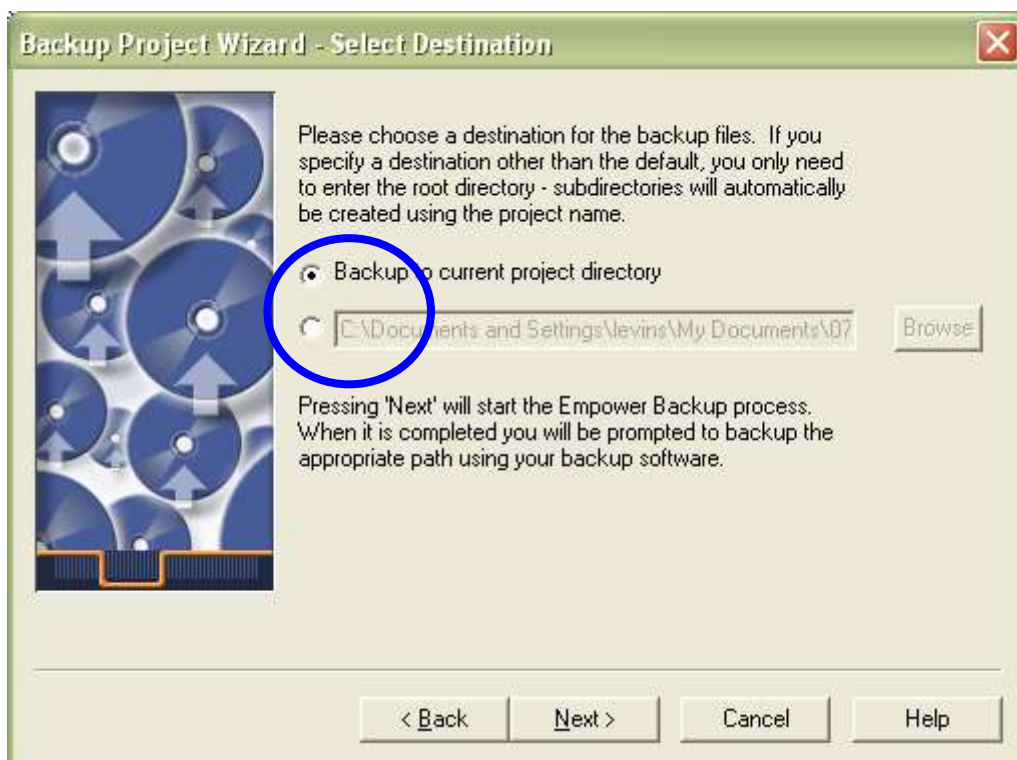
Follow the Wizard:



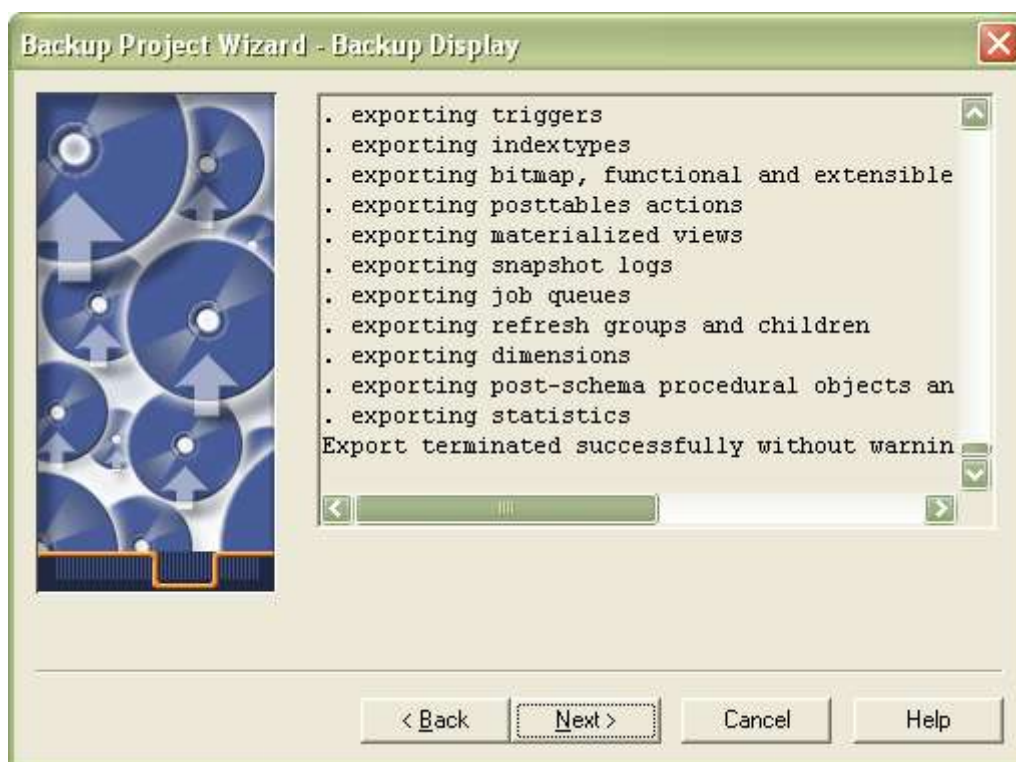
**NEXT:**

Two options:

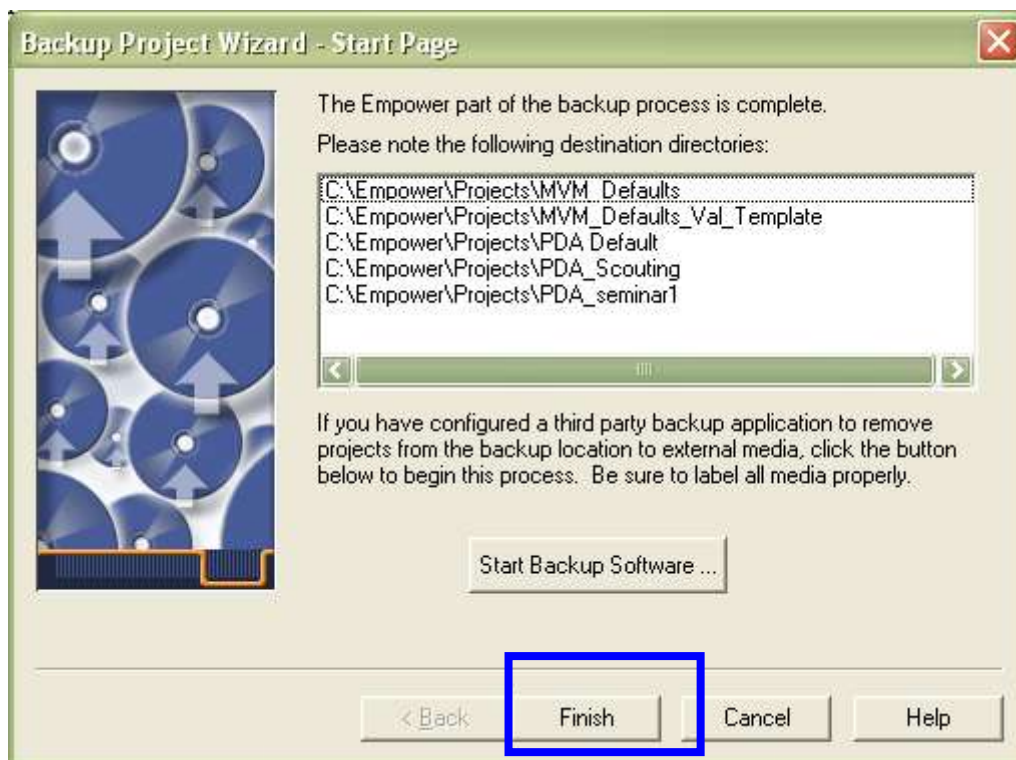
1. Select the default choice: Backup to current project directory. Then you can just copy the entire Projects' directory to another backup folder outside the current computer.
2. Select directly another backup folder outside the current computer.



CLICK ON **NEXT** and the projects will be backed up one after the other automatically.

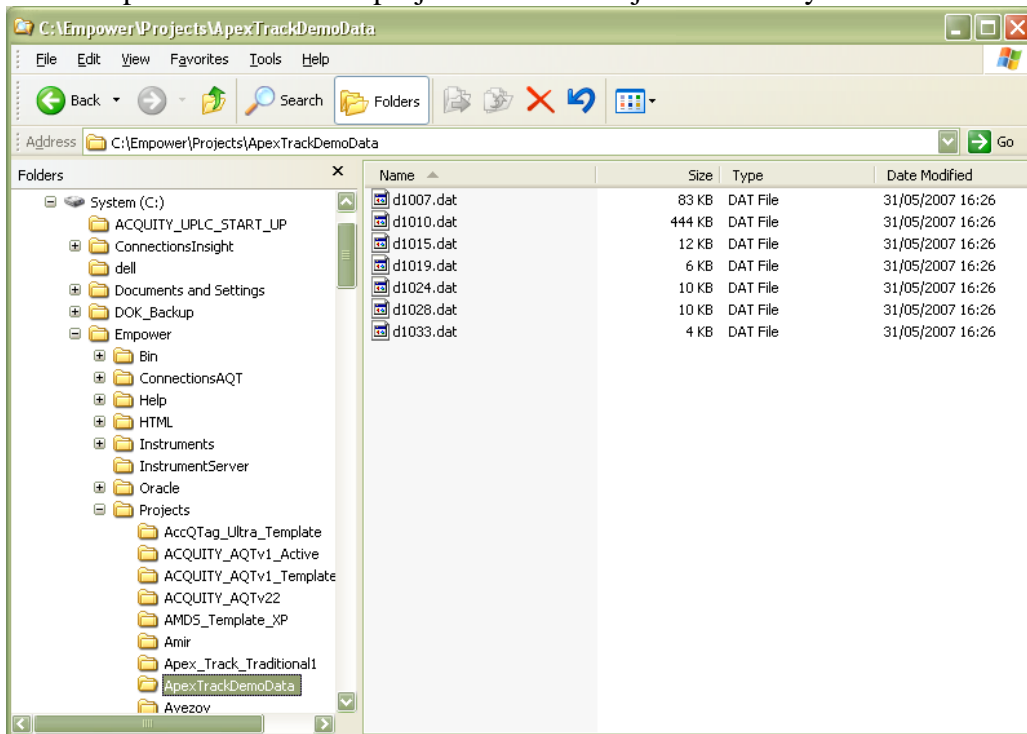


When it finishes the **FINISH** is active, Click on it.



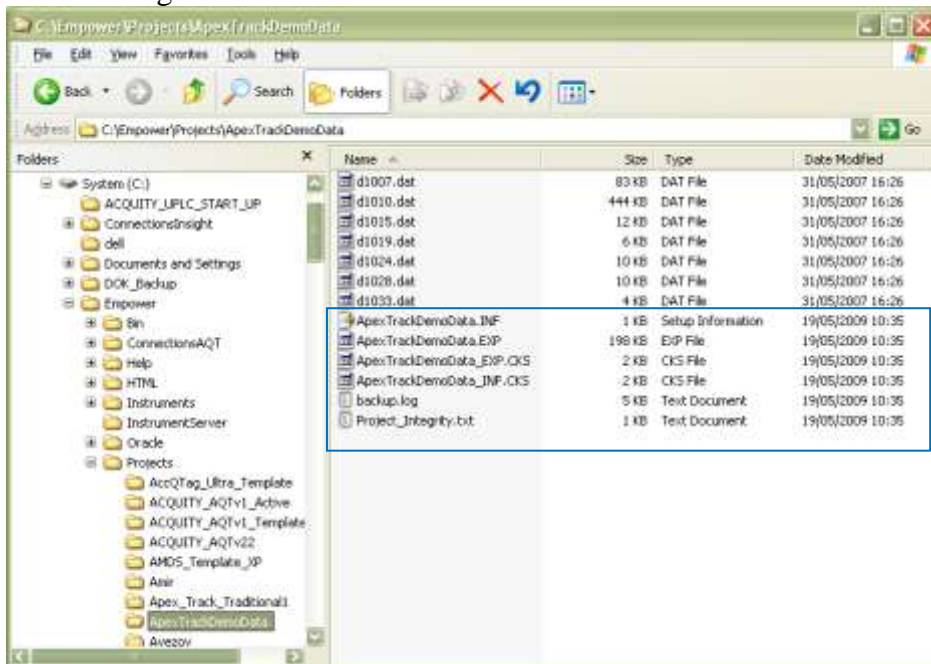
**NOTE: The software starts "backing up" the projects by adding files to its current directory in Windows:**

For example: a look inside a project from the Project's directory before the backup:



dxxxx.dat, where the xxxx is actually the channel ID inside the Empower Project.

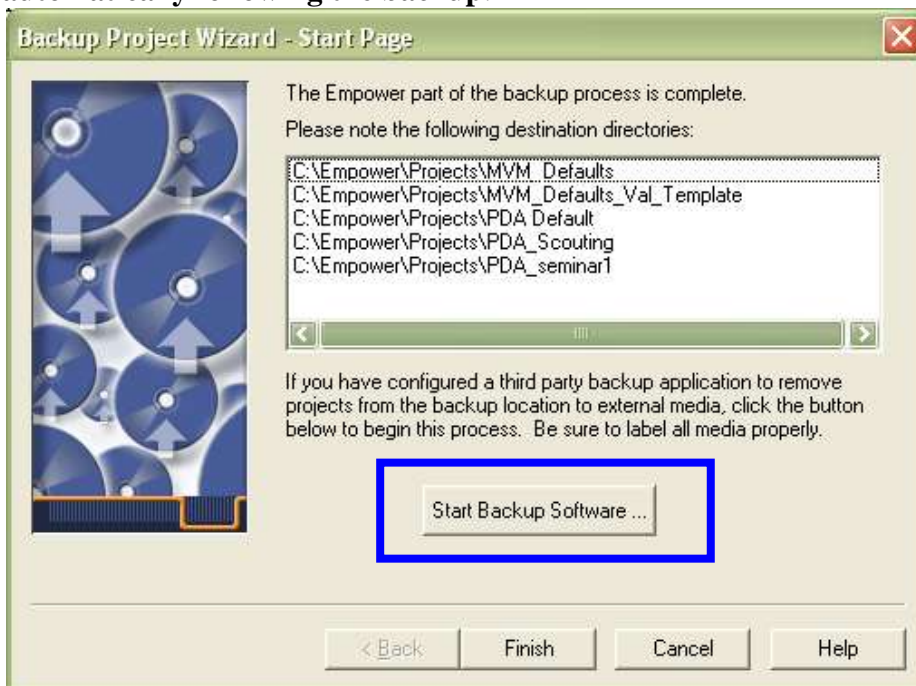
After the backup additional files are created with the time stamp of the moment of the backup, as the following:



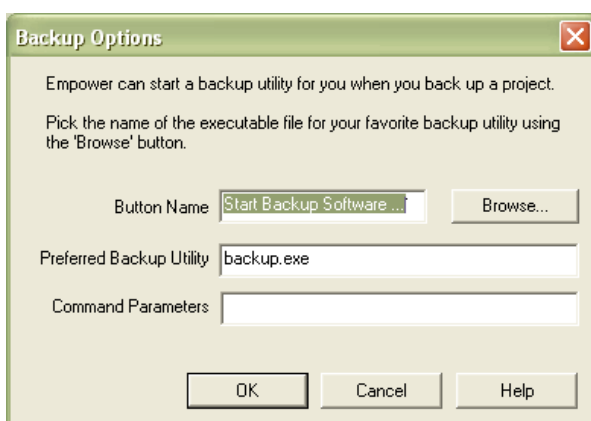
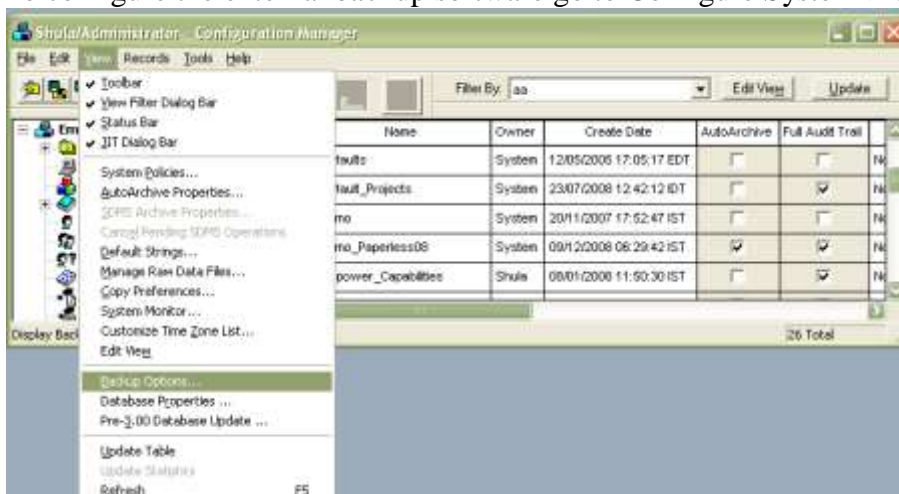
**If you selected "Backup to current project directory" YOU MUST COPY THE PROJECTS TO ANOTHER MEDIA, Otherwise it is not a real backup!**



**This can be done by external backup software which will copy the entire Projects directory automatically following the backup.**

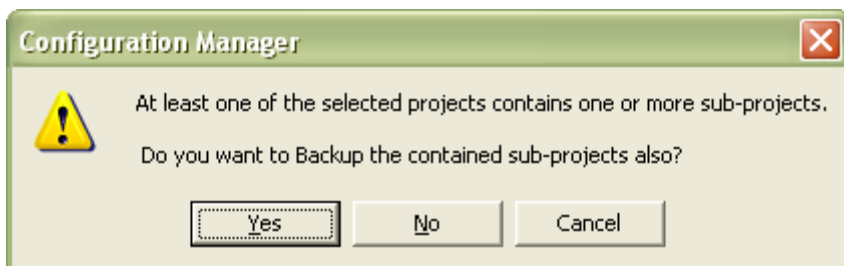


To configure the external backup software go to Configure System->View->Backup Options



*More Information from the Empower HELP:*

When backing up a project that has sub-projects a message appears asking if you want to back up the sub-projects as well. If you do, the project hierarchy remains intact. You need to have the appropriate access privileges to the sub-projects.

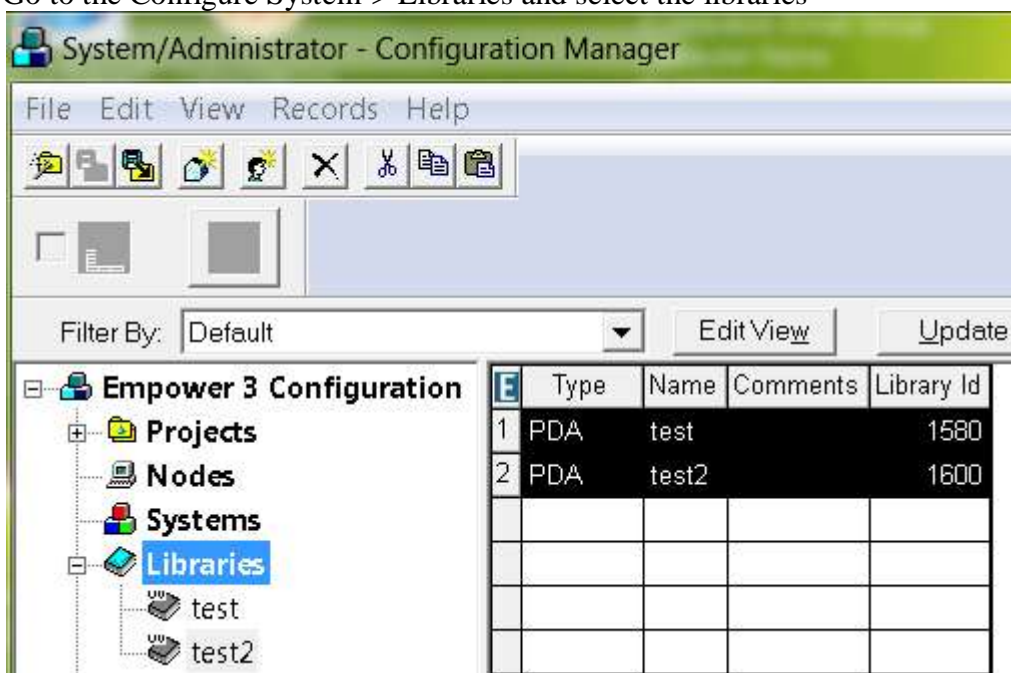


Also:

Although it is an option, backing up a project to the current directory where the raw data files reside is not recommended. If you are using a remote **backup** device in an Empower Enterprise configuration, you can instruct Empower to copy the project files to that network. The System Administrator can then back up the files from that network drive. In this case, you do not need to click Start **Backup** Software.

### **Backing up Empower PDA/MS libraries**

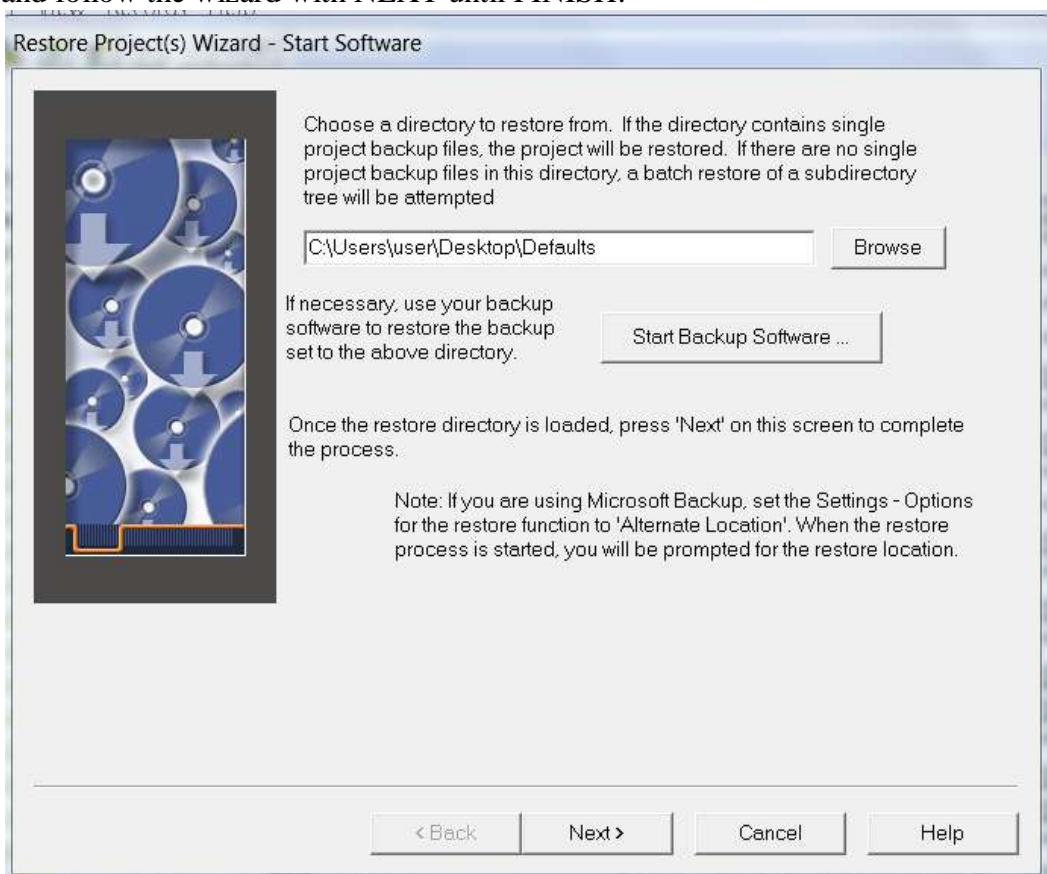
Go to the Configure System-> Libraries and select the libraries



Drag them as is the destination folder anywhere in your computer. Files by the format libraryname.mlu are created. These files can be transferred back to the workstation/server by dragging them into this screen of the Configure System.

### Restoring a Project or a Group of Projects

Go to Configure System-> File ->Restore Project(s). Select the project from its backup location and follow the wizard with NEXT until FINISH:



Restore Project(s) Wizard - Start Software

Choose a directory to restore from. If the directory contains single project backup files, the project will be restored. If there are no single project backup files in this directory, a batch restore of a subdirectory tree will be attempted.

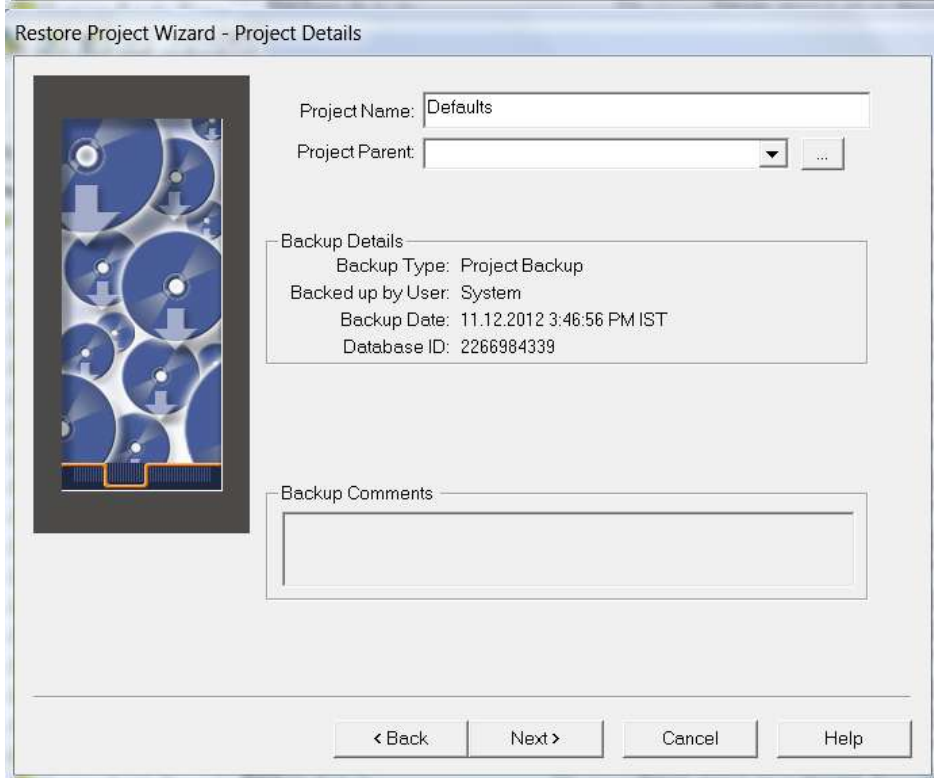
C:\Users\user\Desktop\Defaults

If necessary, use your backup software to restore the backup set to the above directory.

Once the restore directory is loaded, press 'Next' on this screen to complete the process.

Note: If you are using Microsoft Backup, set the Settings - Options for the restore function to 'Alternate Location'. When the restore process is started, you will be prompted for the restore location.

< Back   Next >   Cancel   Help



Restore Project Wizard - Project Details

Project Name: Defaults

Project Parent:  ...

Backup Details

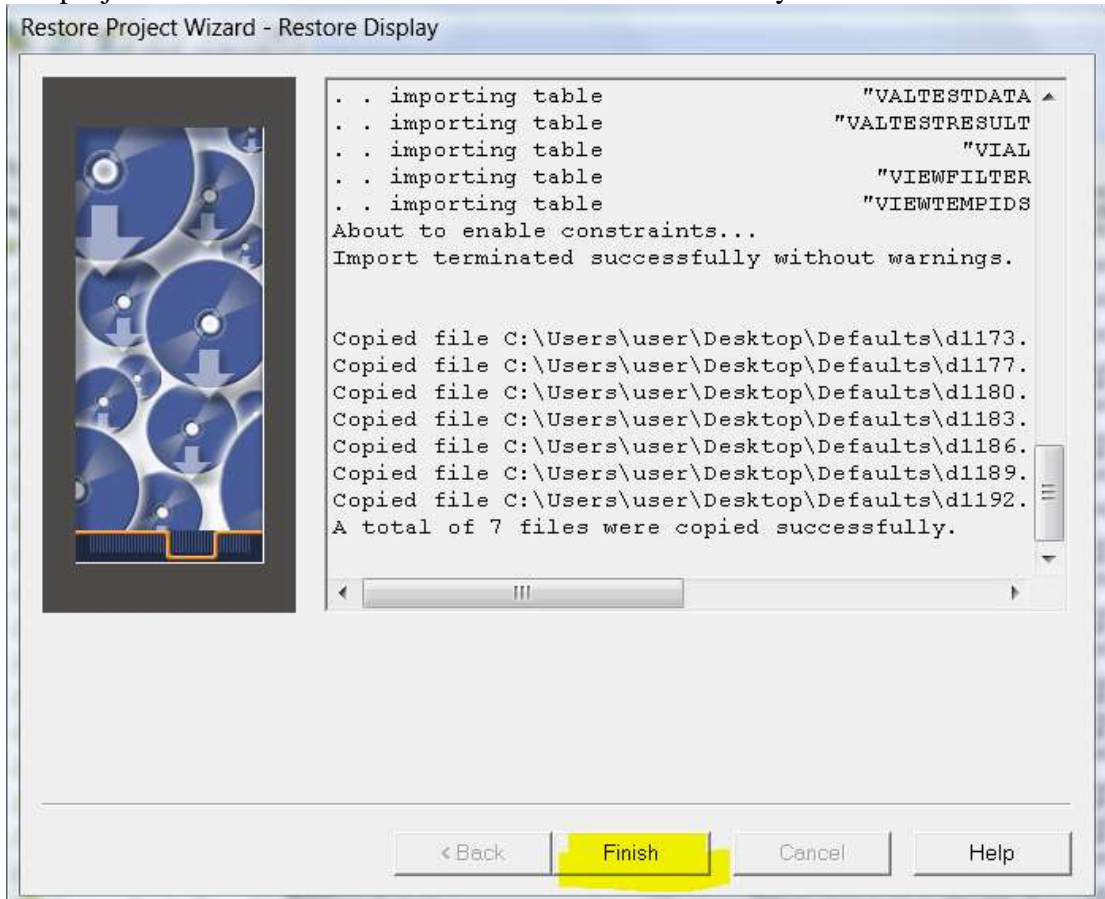
Backup Type: Project Backup  
Backed up by User: System  
Backup Date: 11.12.2012 3:46:56 PM IST  
Database ID: 2266984339

Backup Comments

< Back   Next >   Cancel   Help

If the project's name exists, a warning will appear and the name must be revised.

The projects will be restored one after the other automatically.



Sometimes there is an error message regarding the “Integrity” of the project. This occurs when the files in Windows do not coincide with the files expected to be inside the Empower software. It could be due to data files deleted by the user.



A group of projects can be backed up or restored as a group:

Restore a Group:

Restore Project(s) Wizard - Set Project Parameters

	Name	Restore?	Proposed Name	Path	Full Audit Trail	A
1	Defaults	<input checked="" type="checkbox"/>	Defaults1	C:\Empower\Projects	<input type="checkbox"/>	Site
2	Demo	<input checked="" type="checkbox"/>	Demo1	C:\Empower\Projects	<input type="checkbox"/>	Site
3	Empower_PDA_Training	<input checked="" type="checkbox"/>	Empower_PDA_Training1	C:\Empower\Projects	<input checked="" type="checkbox"/>	Site

Carefully check all columns for all projects to be restored. Note that if a project being restored already exists in this database, a new name will be proposed for the restored version of the project.

You may alter the restored projects tablespace quotas and some of the audit trail settings of older restored projects.

Note that if you decide that you want to skip restoring any of the selected projects, you may simply uncheck the Restore? checkbox.

< Back    Next >    Cancel    Help

You just need to **check** the ones that you need to restore.