

Audit Tool BKUP Backup Data Manual - Windows Vista & Windows 7

for Audit Tool version: 1.0.5 (release version)

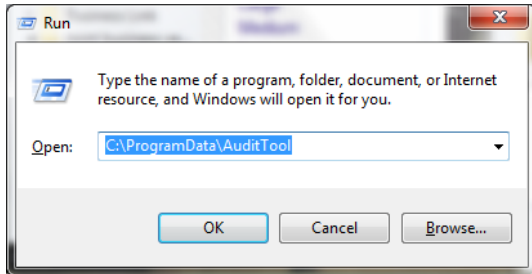
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document version 1.0.0

Audit Tool – Backing up Audit Tool data (Windows Vista and Windows 7)

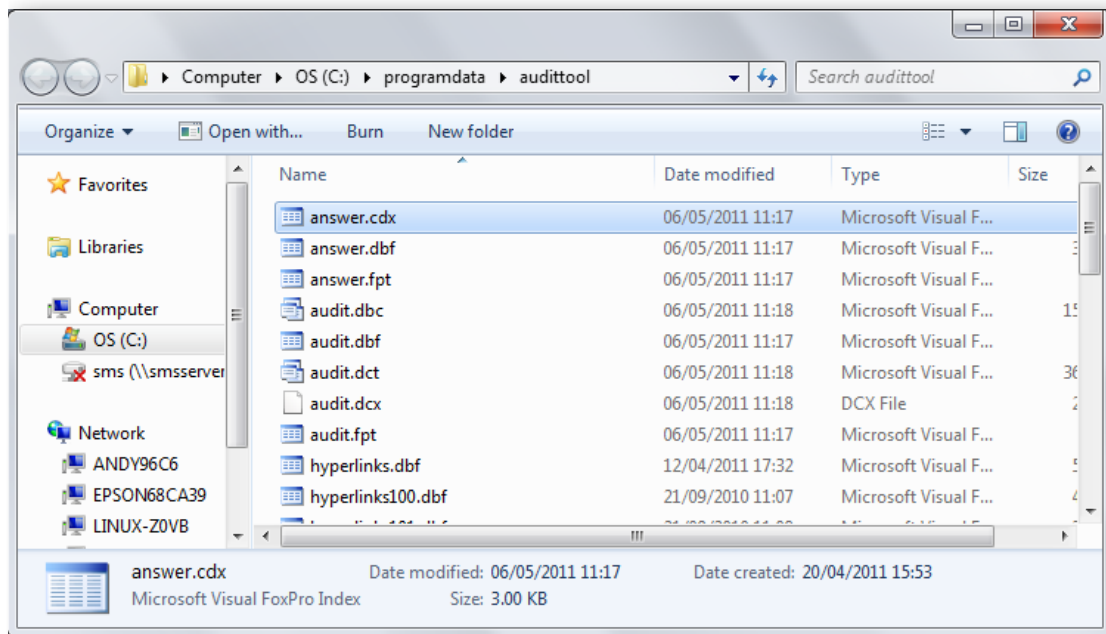


Click the Windows **Flag** key and the letter **R** together.



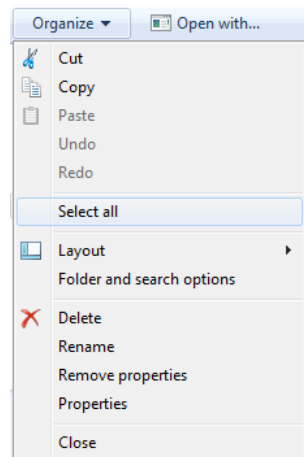
Then enter **C:\ProgramData\AuditTool** in the Open box that comes up.

You should see a list of around 30 files - like the following:



*If you don't have an **AuditTool** folder under **ProgramData**, then the user may be using an unsupported trial version of the Audit Tool. Refer to Jet Net Systems for ways of upgrading this version of the tool. An additional fee may be charged.*

Audit Tool – Backup a database



Click **Organize** drop-down and choose **Select All**

All the files in the right hand pane of the window will be highlighted in blue

You need to ensure that the **user.dbf** file is not copied. This can be achieved by moving the mouse to the the user.dbf file, holding down the **Ctrl** key and clicking the file. It should become white, not blue - like the image below.

This file is right at the very bottom - you may have to scroll down.

You should get something like this:

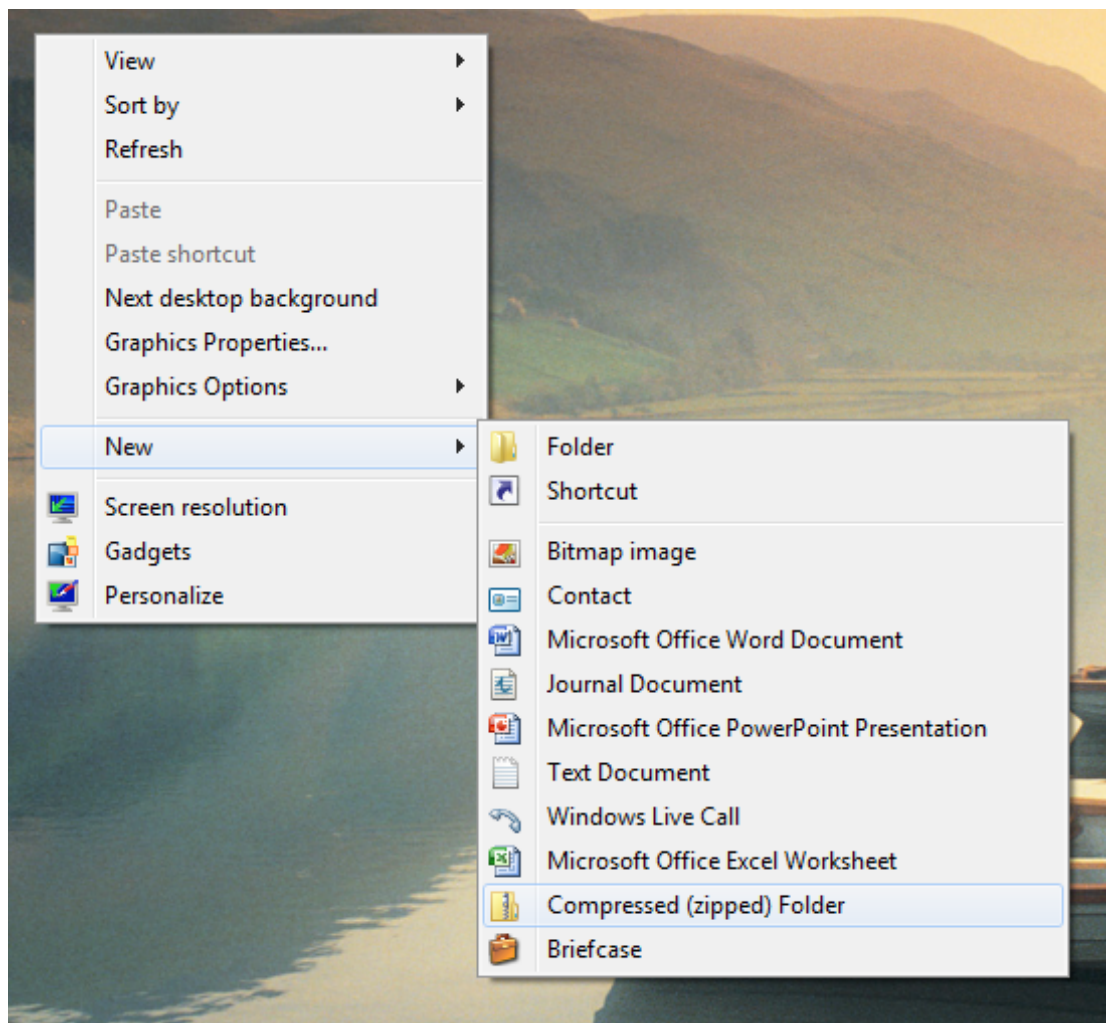
reports.dbf	10/11/2007 10:54	Microsoft Visual F...
score.dbf	06/05/2011 11:17	Microsoft Visual F...
system.dbf	23/05/2008 15:43	Microsoft Visual F...
system.fpt	21/10/2007 08:57	Microsoft Visual F...
user.dbf	25/05/2010 11:18	Microsoft Visual F...

This will select the files ready for copying, but won't actually copy them.

Audit Tool – Backup a database

We recommend storing the backup data in a compressed (ZIP) folder on your desktop. Find a clear area of your desktop picture, and right click.

Chose **New - Compressed (zipped) folder** – as below:



This will give you something like the image to the left.

Call the file anything you like ... but a name like **auditTool2011_data.zip** could be appropriate. *Ensure you have the .zip on the end, otherwise Windows will complain.*

Audit Tool – Backup a database

Now when you've given it a name, double click it and you should have an empty Explorer window.

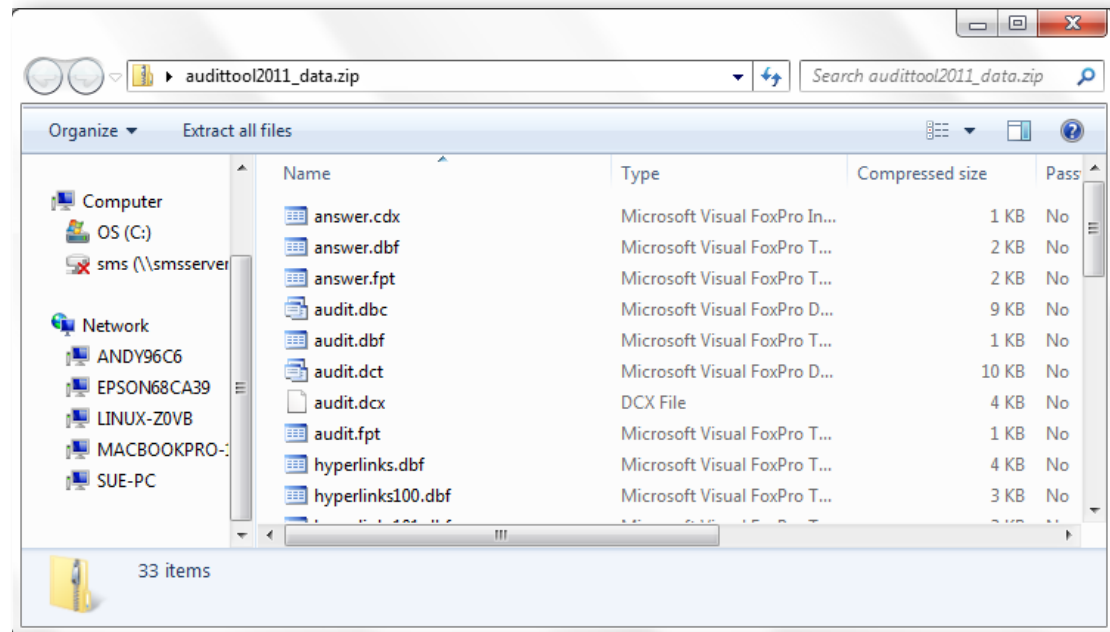
Now paste your files, by using

- Press **Ctrl** and **V** together (paste)

or

- Chose **Edit-Paste** from the Zip folder window.

You should get something like this:



What are you doing with the data?

Email data

Now, to send the files via email

right click the zip file on your desktop and

select **Send To** then

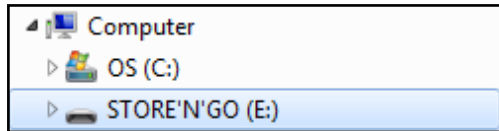
Mail Recipient.

Audit Tool – Backup a database

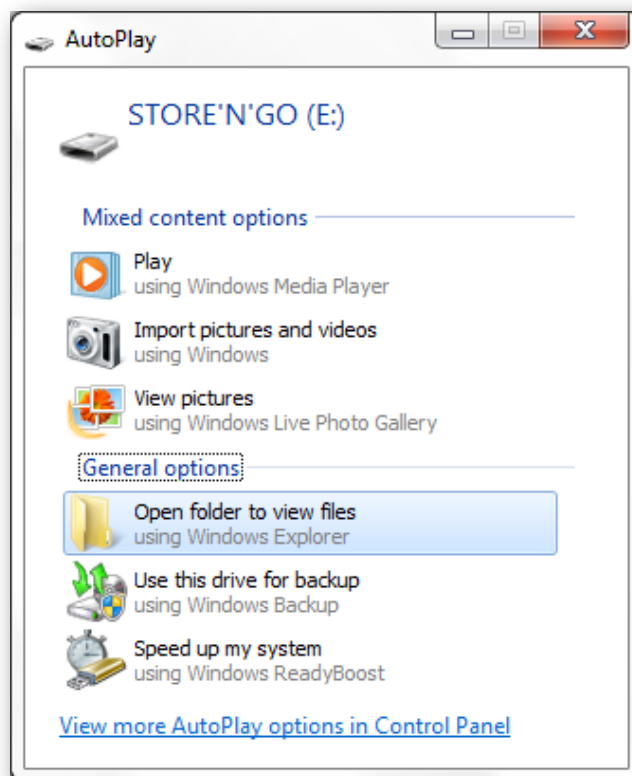
Audit Transferral

If you're transferring the files from one Audit Tool to another, then store them in a common location - perhaps an USB drive, or somewhere on the network. The notes in this document assume that the data is being placed on a USB drive.

Insert your USB drive (in this example it's called **STORE'N'GO** and has been installed as the **E drive (E:)**).



Click your USB drive and choose **Open folder to view files** from the USB connection dialogue:



Copy the ZIP backup (the example above was called **auditTool2011_data.zip**)

- Click the ZIP file, then press **Ctrl** and **C** together on the zip file (copy)
- Move to your Explorer window containing your USB drive's contents and click
- Press **Ctrl** and **V** together (paste)

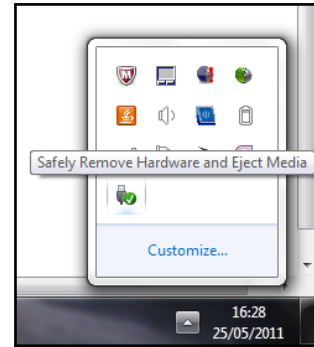
Audit Tool – Backup a database



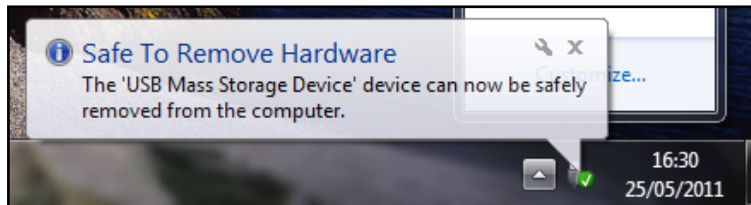
Finally, click the up arrow symbol at the bottom right of your desktop, on your Windows Task bar - near the clock.



Then click the USB icon.



You should get the following confirmation:



Read the Jet Net Systems **RSTR XP.pdf** document for instructions on how to restore the Audit Tool data on a **Windows XP** machine

Read the Jet Net Systems **RSTR V7.pdf** document for information on how to restore the Audit Tool data on another **Windows Vista** or **Windows 7** machine.