

Audit Tool BKUP Backup Data Manual - Windows XP

for Audit Tool version: 1.0.5 (release version)

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document version 1.0.0

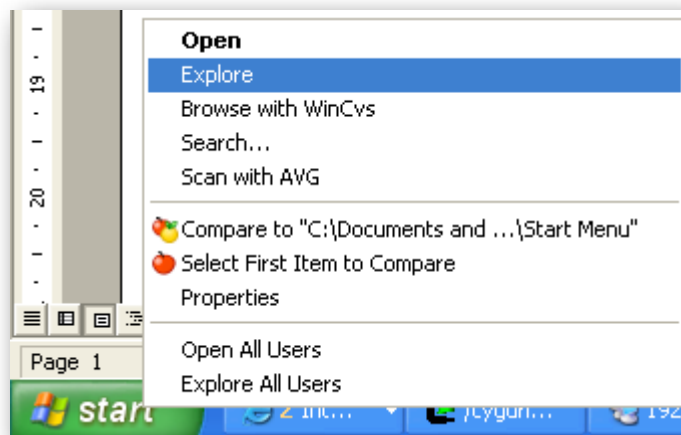
Audit Tool – Backing up Audit Tool data (Windows XP)

Detailed Instructions

Right click the **Start** button:

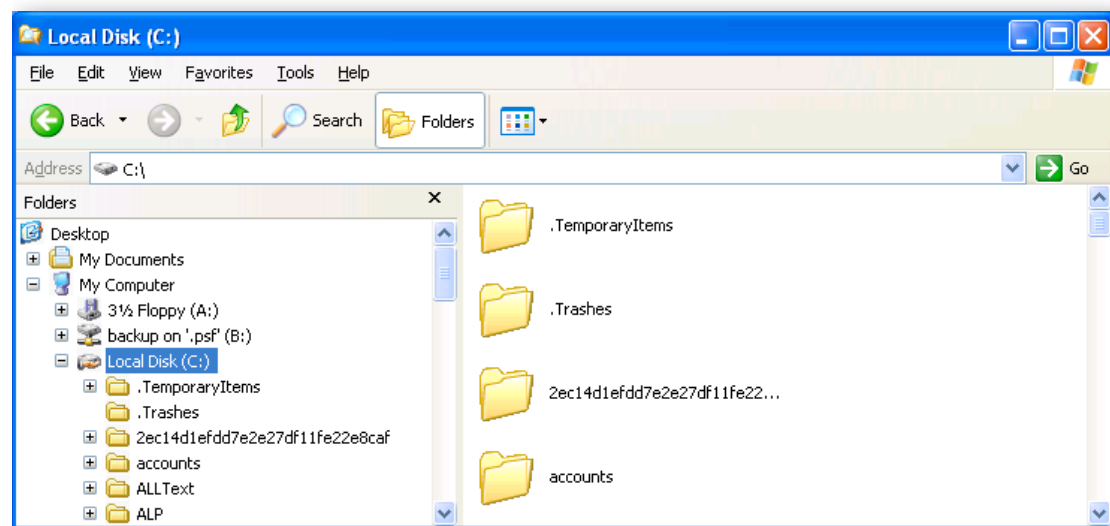


select **Explore**:

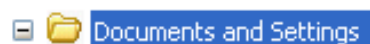


(highlighted in blue) and press the **Enter** key (or Return as it used to be called).

When you get an **Explorer Window** like the below:

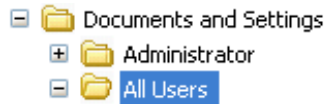


Click **Local Disk(C:)**



Under the local disc, find **Documents and Settings** and click it.

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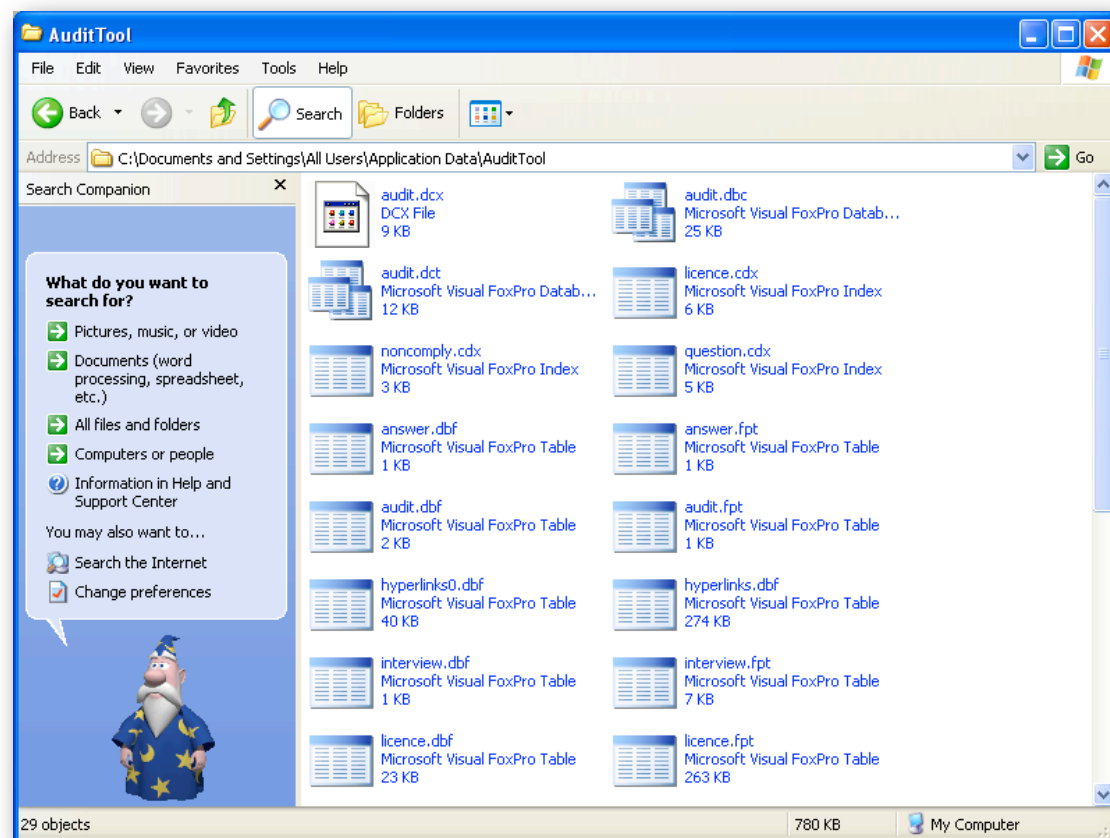
Find the folder **All Users** and click it.
We're now looking for the folder **Application Data**.

If you can't see the folder *Application Data*, then see **Appendix A** to find out how to see it



Now click the light yellow Audit Tool icon

You should see a list of about 27 files - like the following.



In the Explorer window containing the data files, select to *Copy* all of them by doing one or other of the following:

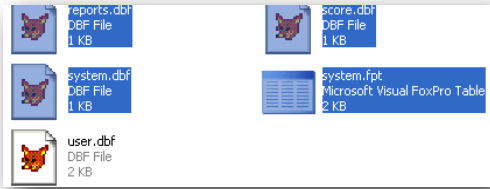
- Press **Ctrl** and **A** together (select all),
- Press **Ctrl** and **C** together (copy)

or

- Chose **E**dit-**S**elect **A**ll
- Right click and choose **C**opy (ensuring files remain selected).

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

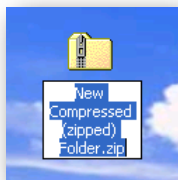
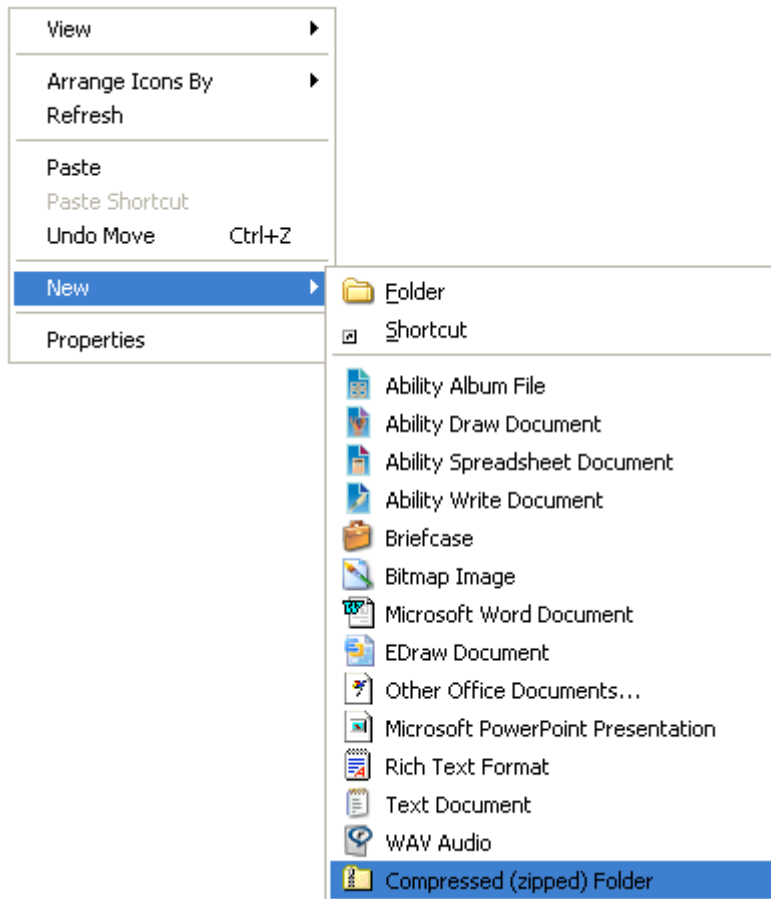
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You need to ensure that the **user.dbf** file is not copied. This can be achieved by moving the mouse to the the **user.dbf** file, holding down the **Ctrl** key and clicking the file. It should become white, not blue - like the image to the left.

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:

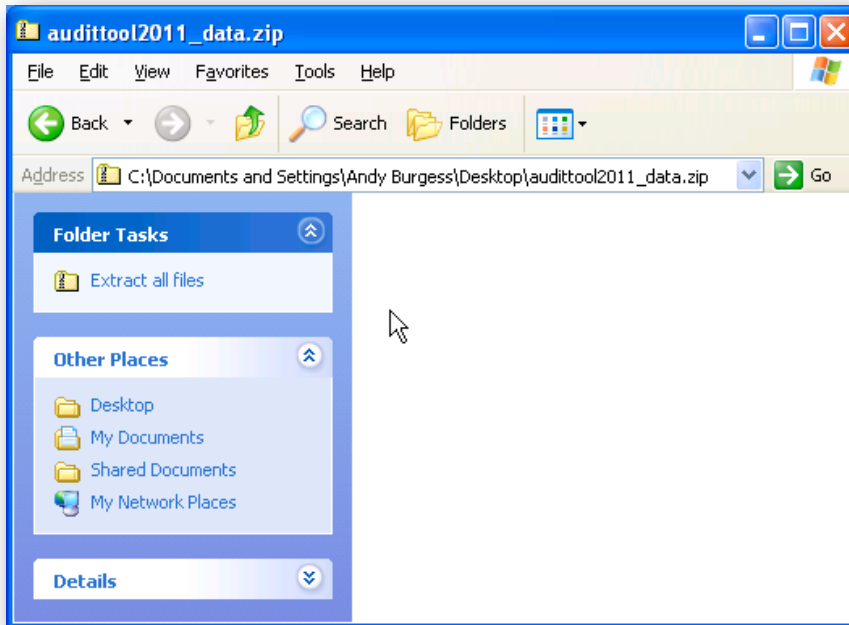


This will give you something like the image on the left.

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.*

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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.

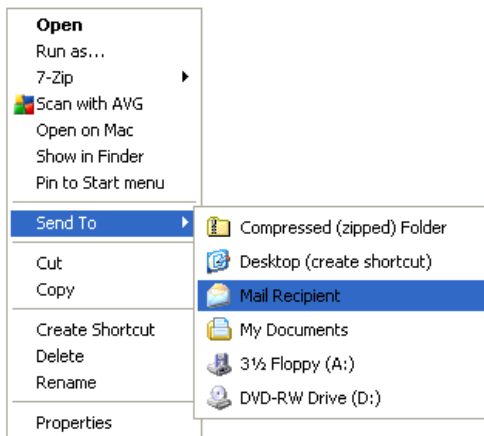
Audit Tool PDFs

If your Audit Tool user has created PDF reports from the Audit Tool - then potentially these need to be copied as well - see **Appendix B** for details on how to do this.

Audit Tool – Backup a database

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.

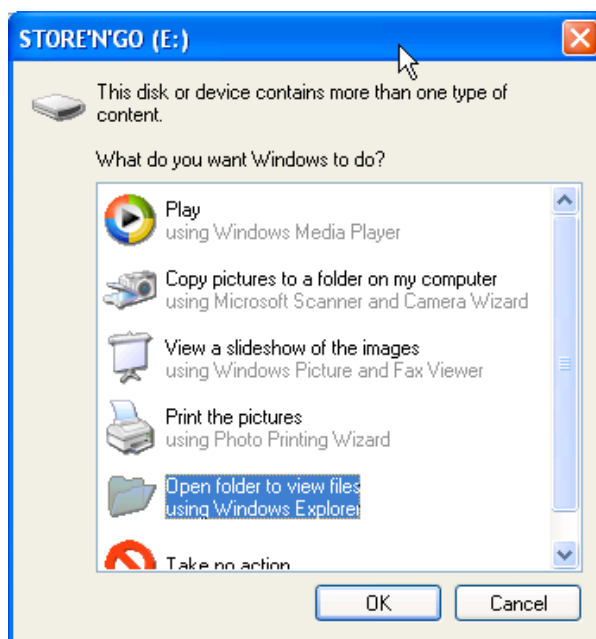
Audit Transferral

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:)**).

 STORE'N'GO (E:)

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



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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)



Finally, right click the USB icon on the bottom right of your Windows Task bar - near the clock

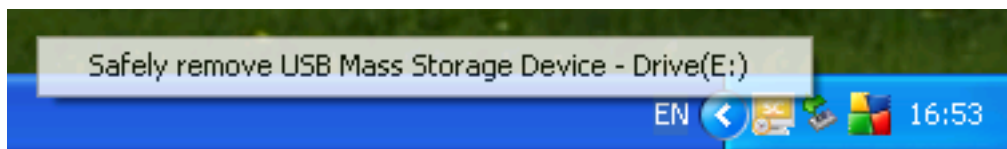
And chose the

Safely Remove Hardware option



Or the

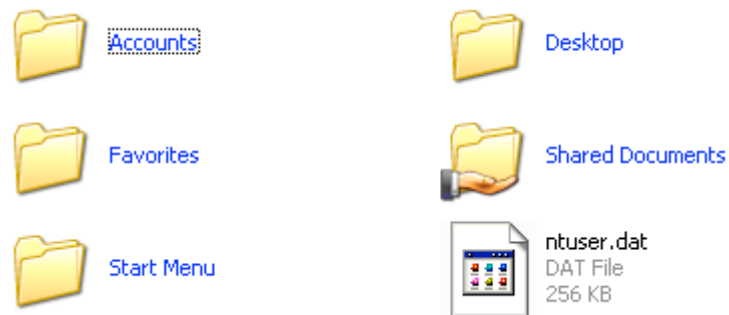
Safely remove USB Mass Storage Device - Drive (E:) link



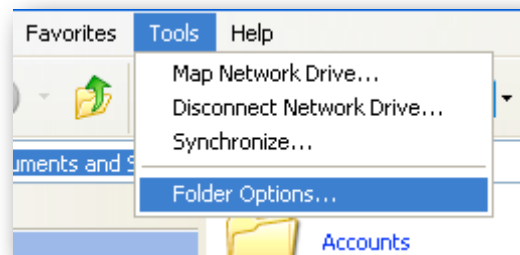
Read the Jet Net Systems **RSTR XP.pdf** document for instructions on how to restore the Audit data on another machine.

Appendix A - Show Hidden Application Folder

You may have a situation like the below - where the Application Data folder doesn't appear:

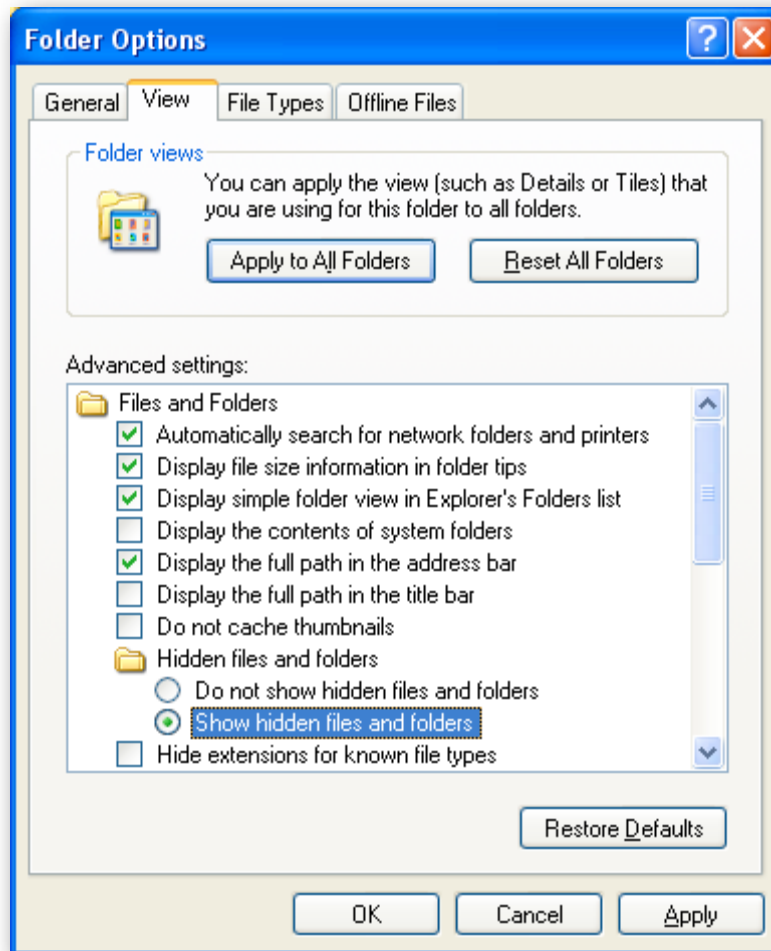


This is because it's a hidden folder, and your system is set up to hide 'hidden files'. If this is the case, then select **Tools-Folder Options** from the Explorer Window that is showing the *All Users* folder.



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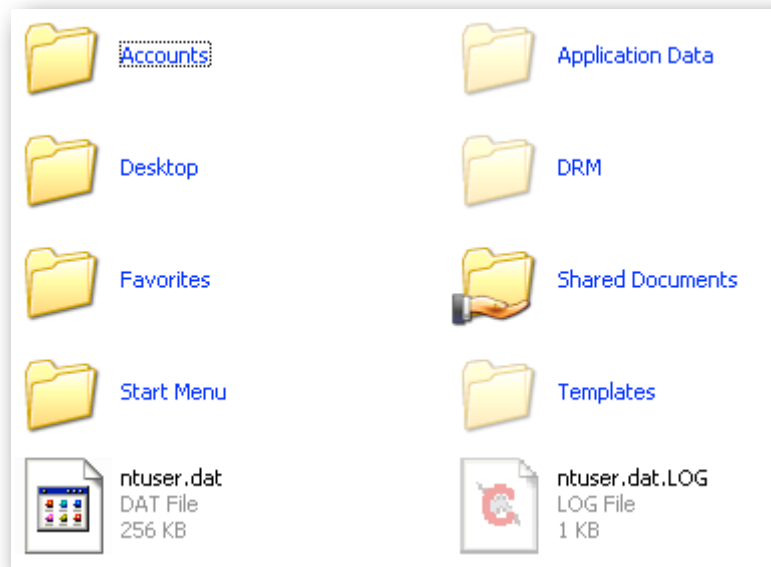
On selecting this option, you'll be presented with a **Folder Options** window. Select the second tab, entitled View - and select the **Show hidden files and folders** option - as illustrated below:



(when you've completed this process, you should return here, and select the **Do not show hidden files and folders**).

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You should now be able to see folders similar to the following - with the **Application Data** folder (and other 'hidden' folders) with a faded folder image:



Now click the light yellow **Application Data** folder,

and click on the **AuditTool** folder

Now return to the main part of the document.



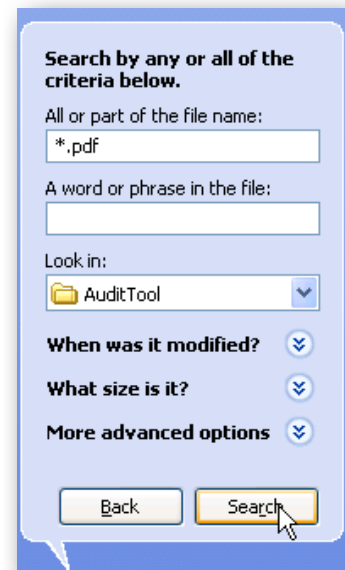
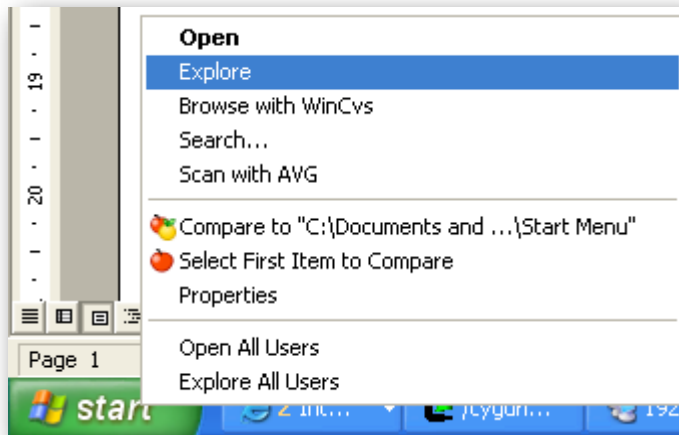
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Appendix B - Backup Audit Tool PDFs

Right click the **Start** button:

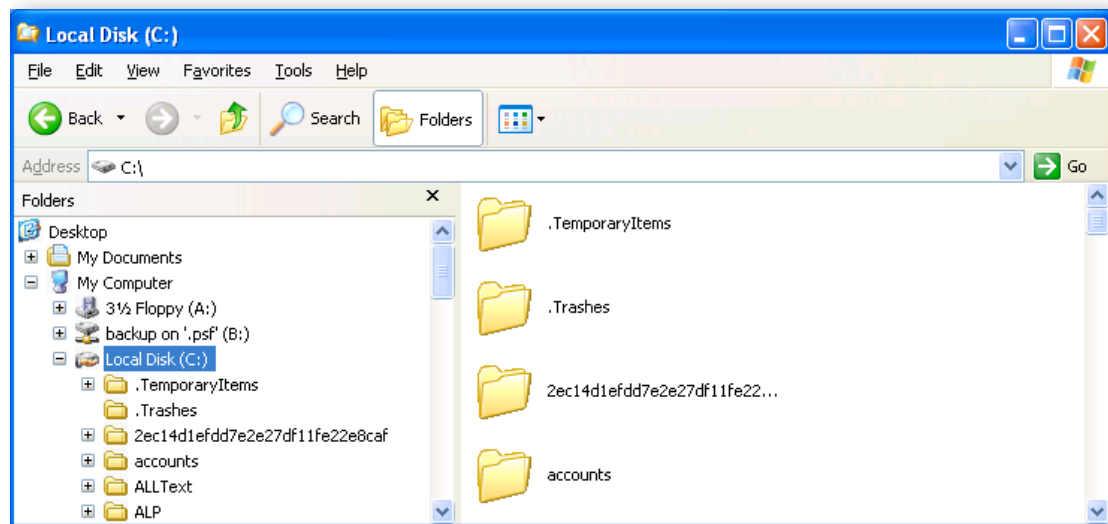


select **Explore**:



(highlighted in blue) and press the **Enter** key.

When you get an **Explorer Window** like the below - click **Local Disk(C:)**



Click **Program Files**:

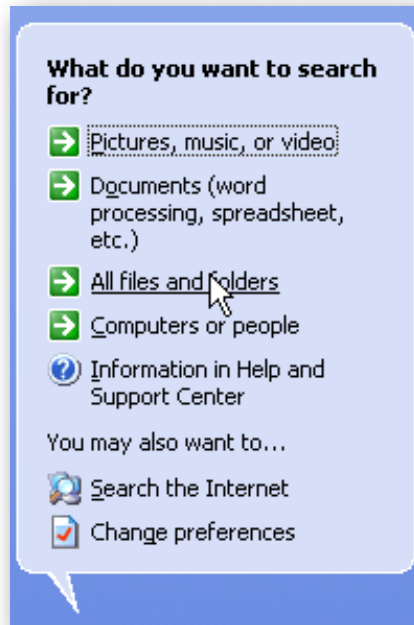


Click **Audit Tool** (underneath Program Files):



Select the **Search** button at the top of the Explorer window

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From the blue box on the left entitled **What do you want to search for?** Select **All files and folders**.

In the **All or part of the file name:** box, enter the following:

***.pdf**

In the Explorer window containing the data files, select to *Copy* all of them by doing one or other of the following:

- Press **Ctrl** and **A** together (Select All),
- Press **Ctrl** and **C** together (Copy)

or

- Chose **Edit-Select All**
- Right click and choose **Copy** (ensuring files remain selected).

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

Now paste your files into the zip file window (see above), by using

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

or

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

Now return to the main part of the document.