

31.0 BACK UP & RESTORE

Back-Up & Restore: Back-up and Restore allows the user to record and store controller information data on several different storage media types, and retrieve the information when required.

1. In the toolbar at the top of the screen select **File** and then scroll down to **Backup & Restore** and click on it (Figure 31.0.1).



Figure 31.0.1

Note: A confirmation screen will appear informing you of the following: **“Running the backup requires Command Center to be shut down. Are you sure you want to continue?”**

2. If you are going to perform a backup or restore function you must select **Yes** (Figure 31.0.2).

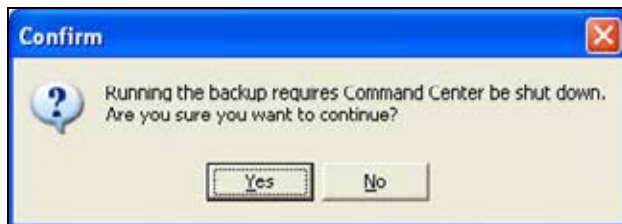


Figure 31.0.2

Note: If you select **No** this will close the **“Confirm”** screen.

CAUTION

Allow 5 to 10 seconds for Command Center to shut down before proceeding.

3. Right click the  globe icon found on the scheduling tray.

Note: You may have to click on the left pointing arrow to expose the globe on the toolbar see (Figure 31.0.3).



Figure 31.0.3

4. Select **Shutdown** from the list (Figure 31.0.4).

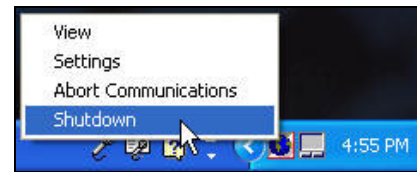


Figure 31.0.4

5. When you click on this option the **“Confirm”** window will appear asking the following **“Closing the communications scheduler will prevent any communications to occur, Do you want to close the communications scheduler ?”** (Figure 31.0.5).

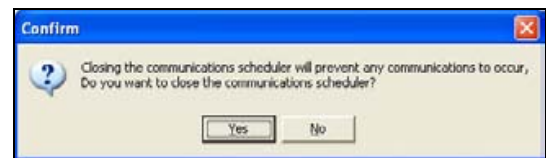


Figure 31.0.5

6. Click the **Yes** button.

Note: If after Command Center closes and the communications have not been closed this message will appear reminding you to close the communicator (Figure 31.0.6).

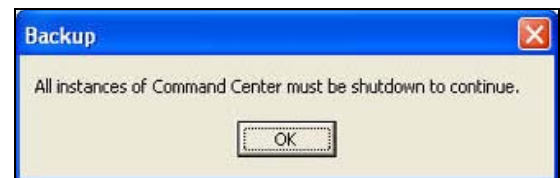


Figure 31.0.6



31.1 BACK UP

Backup: The backup option allows you to save controller data to an alternative media such as Floppy disk, Compact Disk, etc. Backup of information should be done on a regularly scheduled basis.

1. From the “**Back up / Restore**” window Select **Backup** (Figure 31.1.1).



Figure 31.1.1

2. Click on the **OK** button.

Note: This will take you to the “**Backup**” screen (Figure 31.1.2).

Note: If you select the **Cancel** button you will exit out of the Backup & Restore process.

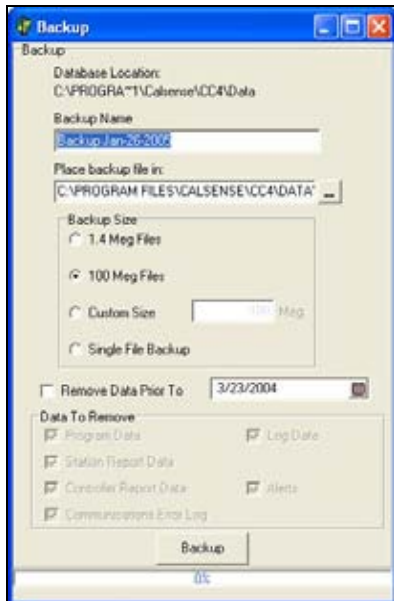


Figure 31.1.2

3. **Place backup file in:** is the default (recommended) Directory / File name :

C:\PROGRAMFILES\CALSENSE\CC4\DATA\

Backup (recommended) or rename.

Note: You can rename this Directory / File if you want to place the information somewhere else.

Backup Size: Select which type of media that you are saving the data to.

- 1.4 Meg Files (Floppy)
- 100 Meg Files (Zip Drive)
- Custom Size
- Single File Backup (All compressed into one (1) file, CDR / Hard Drive)

Remove Data Prior To: Checking this box will delete all data prior to the date selected after the backup has been completed. Deleting data **will limit** the date range when viewing past history. This also helps the computer memory from being used up storing years of data.

Note: When backing up databases it is recommended that the data is first backed up to the computers hard drive then **copied** to another media. Also it is recommended that you label the storage media at this time with the version of Command Center currently installed and the date backup was performed.

Note: You can verify which version of Command Center that you are currently using by:

- Click on **Help** in the toolbar at the top of the screen and scroll down to the word **About** (Figure 31.1.3).

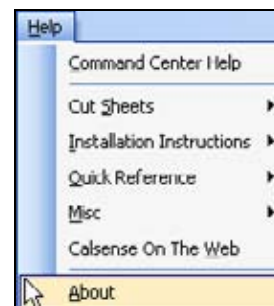


Figure 31.1.3

Note: This will open up the “About” screen (Figure 31.1.4).

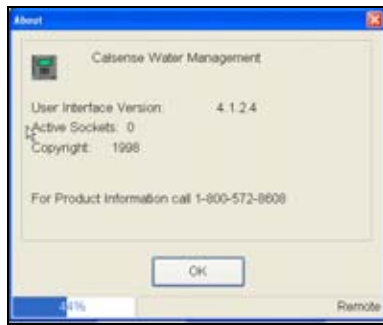


Figure 31.1.4

- After you have verified the version number click on the **OK** button to close this screen.

Data To Remove: Checking each of these boxes individually will decide which data you would like to erase from your computer during the backup process. This will free up memory in the computer while still saving it to a backup format (Figure 31.1.5).

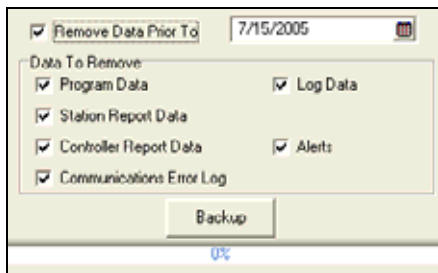


Figure 31.1.5

Note: Once the data that has been erased from the computer it is no longer accessible unless you perform a restore of that data.

- Once you have made the appropriate choices click on the **Backup** button (Figure 31.1.6).

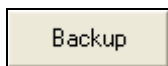


Figure 31.1.6

- After the backup is complete a small “Backup” screen will appear saying “Backup Complete”. Click on the **OK** button (Figure 31.1.7).

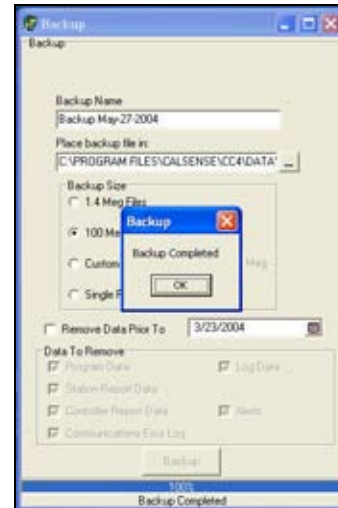


Figure 31.1.7

31.2 RESTORE

Restore: The restore option allows you to recover stored controller data from an alternative media such as Floppy disk, Compact Disk, etc. Restores should be done only when recovering data, or updating a new system.

- In the toolbar at the top of the screen select **File** and then scroll down to the words **Backup & Restore** and click on it (Figure 31.2.1).

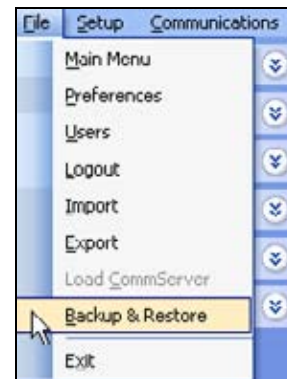


Figure 31.2.1

Note: A confirmation screen will appear informing you of the following: **“Running the backup requires Command Center to be shut down. Are you sure you want to continue?”**.

- If you are going to perform a backup or restore function you must select **Yes** (Figure 31.2.2).

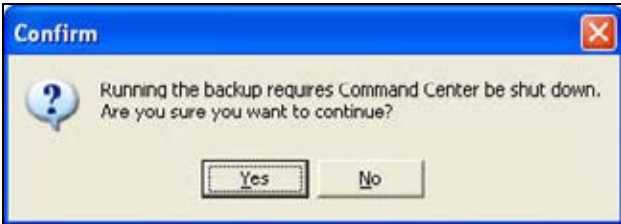


Figure 31.2.2

Note: If you select **No** this will close the **“Confirm”** screen.

CAUTION:

Restore will overwrite all current data.

Allow 5 to 10 seconds for Command Center to shut down before proceeding.

- Right click the globe icon found on the scheduling tray.
- You may have to click on the left pointing arrow to expose the globe on the toolbar see (Figure 31.2.3).



Figure 31.2.3

- Select **Shutdown** from the list (Figure 31.2.4).

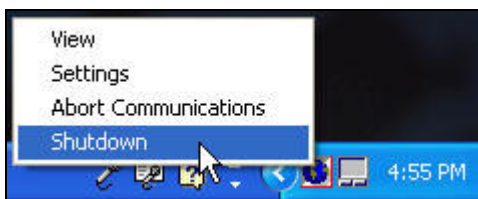


Figure 31.2.4

Note: When you click on this option the **“Confirm”** window will appear asking the following (Figure 31.2.5).

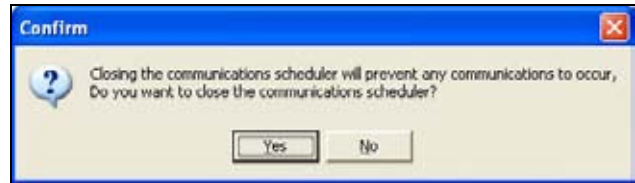


Figure 31.2.5

- Click the **Yes** button.

Note: If you select **No** this will close the **“Confirm”** screen.

Note: If after Command Center closes and the communications have not been closed this message will appear reminding you to close the communicator (Figure 31.2.6).



Figure 31.2.6

- From the **“Backup / Restore”** window select **Restore** (Figure 31.2.7).



Figure 31.2.7

- Click on the **OK** button.

Note: This will take you to the **“Restore”** screen (Figure 31.2.8).

Note: If you select the **Cancel** button you will exit out of the Back up & Restore process.



Figure 31.2.8

- Click on the **Browse** button to the right of the **File to restore** box. This will take you to the **Open** screen (Figure 31.2.9).

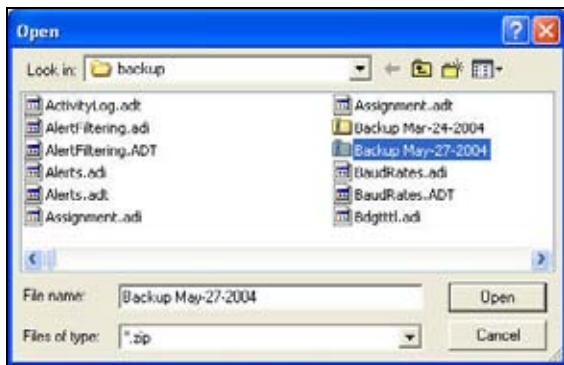


Figure 31.2.9

- Locate the address of the media that you have your data stored on and select the file name under which it saved.
- Click on the **Open** button.

Note: If you select the **Cancel** button you will exit out of the Backup & Restore process.

- This will open up the **Restore** screen. Make sure that the file address that you chose in step 12 is the same one appearing in the **File to restore** box (Figure 31.2.11).

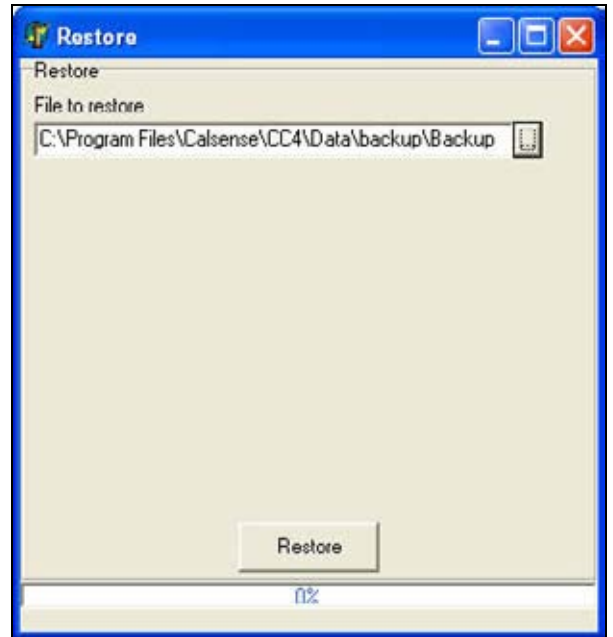


Figure 31.2.11

- Click on the **Restore** button.
- This will take you to the **Confirm** window. This screen asks you the following: **This will OVERWRITE all of your existing data. Are you sure you want to continue?** (Figure 31.2.12).

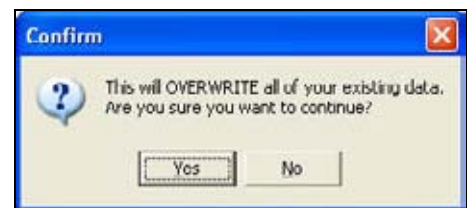


Figure 31.2.12

- Click on the **Yes** button. This will activate the restore process.

Note: Clicking on the **No** button will cancel any of the restore from taking place.



16. Once the restore is complete the “Backup” window will appear. Click on the **OK** button to complete the process (Figure 31.2.13).

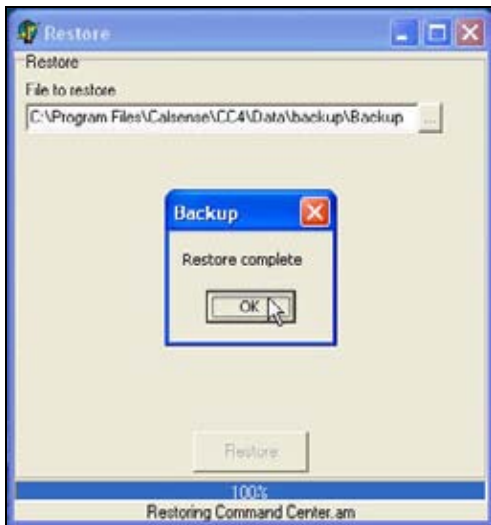


Figure 31.2.13

