

## Creating an Archive of ED

AgIT/YDAE

Procedure No. T5.3.07

### Procedure Statement

Generally, two times a year you should make an archive of the ED files to a CD. Some prime times to make an archive would be after enrollment time or after you have entered your exhibit results. The following instructions show you how to make an archive of ED files to a CD.

### Reason for Procedure

Even though system backups are made on a daily basis, this is not a permanent copy of ED and generally only goes back a couple of weeks. The archive gives you this permanent copy of all your data.

### Procedure Specifics

Follow these steps to make a backup on CD.

#### How Do I Do This?

1. Have everyone exit ED.
2. Insert a **blank writable CD** in the CD-RW drive.
3. Close the dialog box that opens.
4. Open **My Computer**.
5. Open the **extdb** folder.
6. Right click on the white space.
7. Select **Properties**.
8. Select **Previous Version**. (If not available contact AgIT for assistance).
9. Select the version from 8 am today.
10. Double click the 8 am version, which will open the folder.
11. Select all of the files and folders except the trans folder by holding down the **CTRL** key while you click the files you want.
12. Still holding down the **CTRL** key, right click on one of the files.
13. Select **Copy** in the list of options.
14. Close the window using the **x** in the upper right corner.
15. Double click on **My Computer**.

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16. Double click on the **CD-RW drive**.
17. Right click in the white space on the CD drive.
18. Select **Paste** from the options, which will paste the files and folders into that window.
19. If you get a message to **Confirm Stream Loss**, click to check the box at **Repeat my answer each time this occurs**. Click on the **Yes** button.
20. Verify that the files and folders that you intend to copy to the CD appear under the **Files Ready to Be Written to the CD** area.
21. In the left column of the window, select **Write these files to CD**, which will open the CD writing wizard.
22. Enter a name for the CD (ex: ED Backup May06)

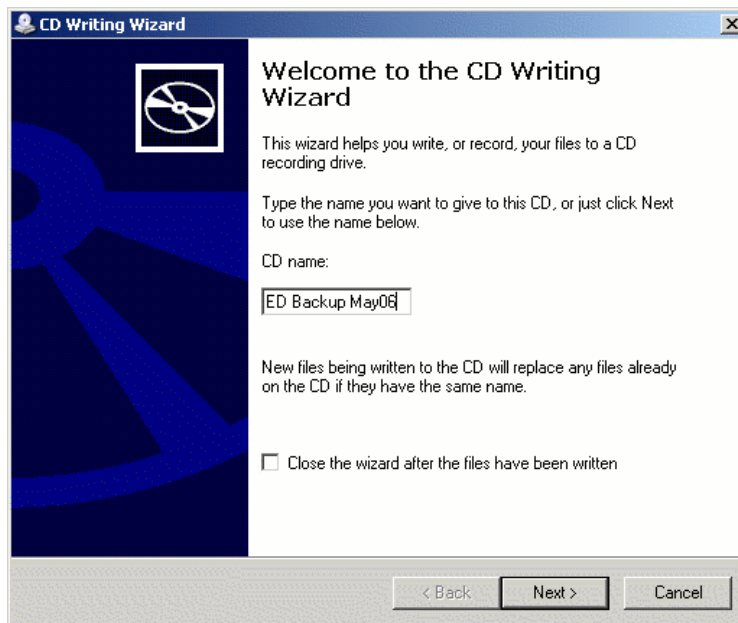


Figure 1: CD Writing Wizard

23. Click **Next**.
24. A status message will be displayed as the files are being copied. Be patient as the files being copied may take a few minutes.
25. Click **Finish**.

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26. The CD drive will open. Remove the CD from the drive.
27. Close all the open windows.
28. Using a felt-tip marker label the CD: **ED Archive – Date (MM/DD/YYYY)** and any other information that might help you to identify this disc if you should ever need it.

### Why Should I Use This?

An example as to why you would need an archive disc would be if you deleted a 10-year member and didn't realize it until a couple of months later. We could then go back to the CD and recopy this information back into ED. Note that this doesn't give you the most up-to-date information but re-entering a couple of pieces of information is better than re-entering all of it. Another example would be for historical data.

### **Contact Information**

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

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