

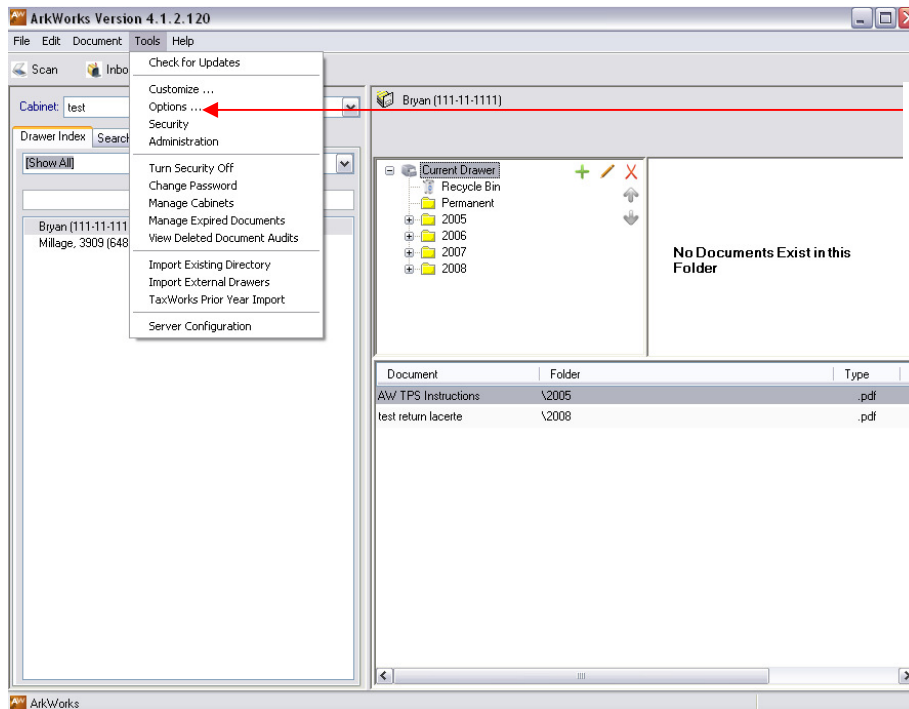


ARKWORKS™

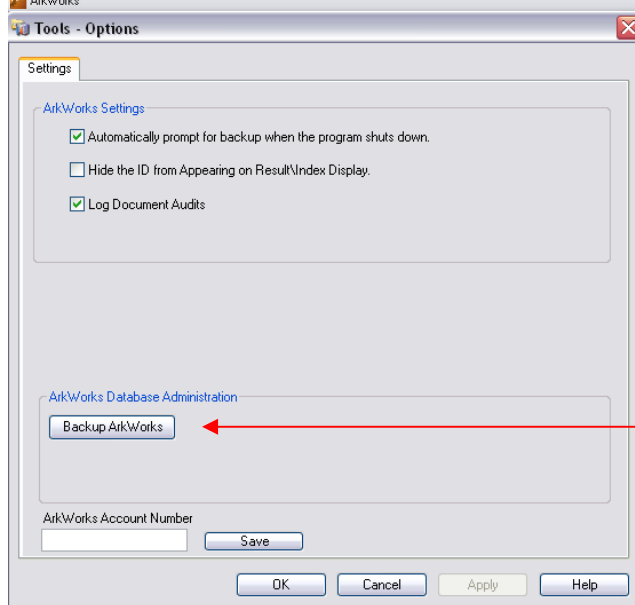
Back-up Procedure KB Document!

Step 1: Prepare the backup file form the ArkWorks program, either from the tools menu (options) (Fig A) or closing the program and selecting “YES” to the prompt to backup (Fig B).

Fig A

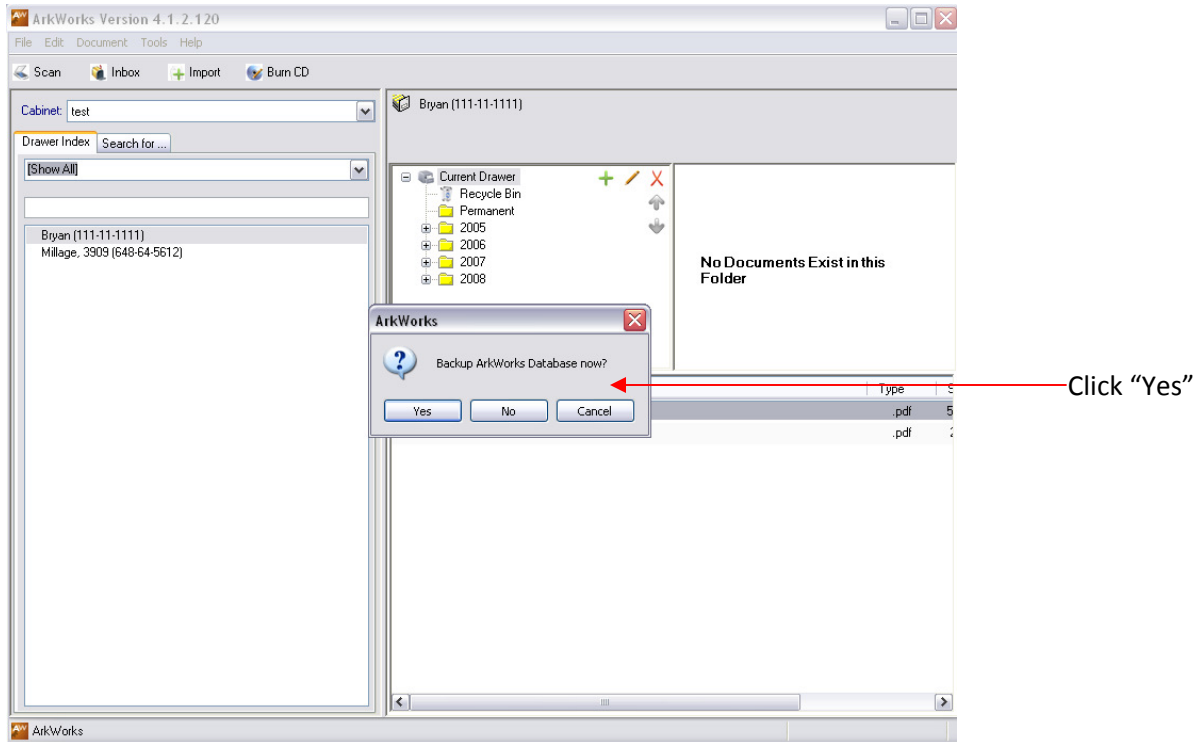


Select “Options” from the tools menu.



Click the “Backup ArkWorks” Button.

Fig B



***The file that is created from one of these processes is an ArkWorks_Database backup file.**

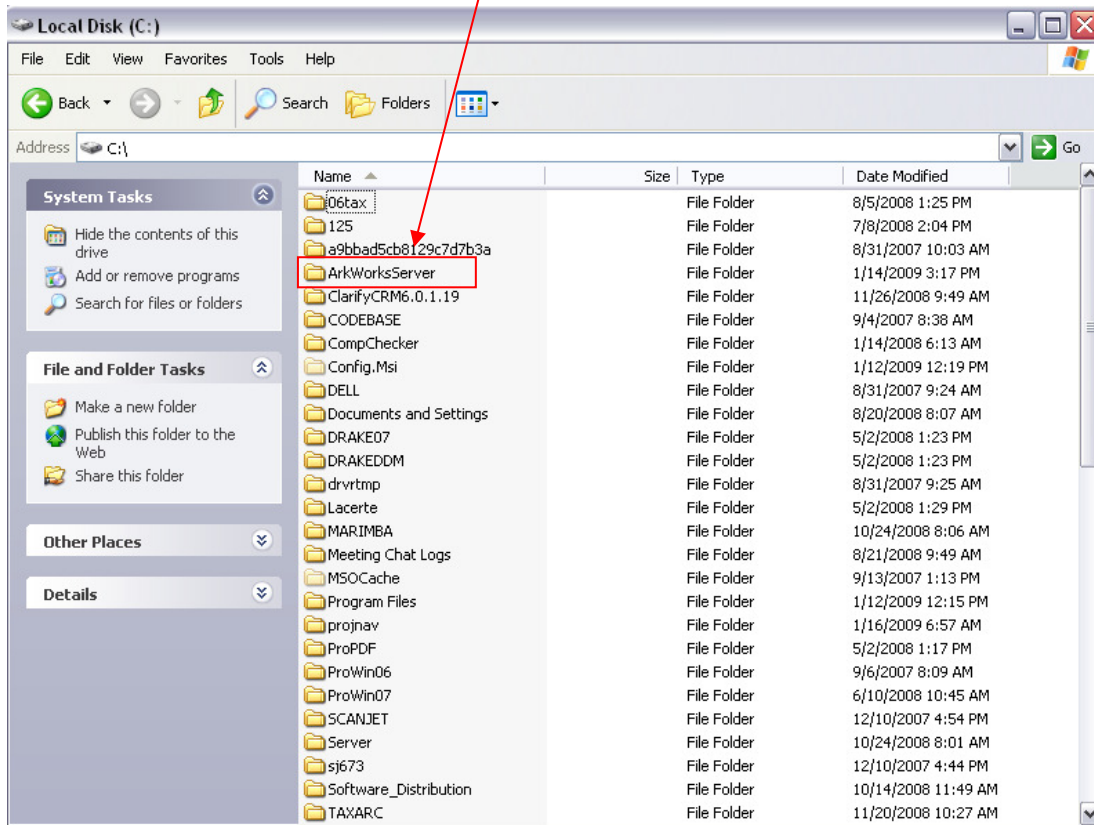


ArkWorks_db_20090114
1748.BAK

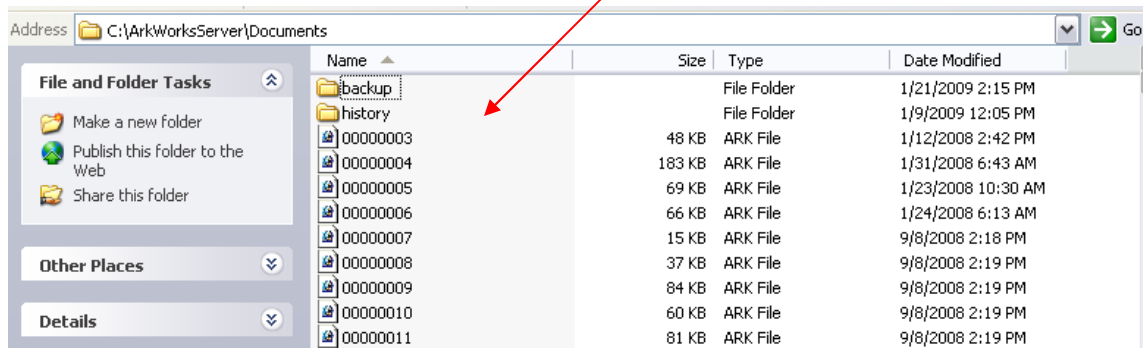
***This file takes a "Snap Shot" of the structure within ArkWorks. It does not backup the actual document files.**

***This file will go to your "Documents" folder located by default @: C:\ArkWorksServer\Documents**

Step 2: Once the backup file is prepared from the program you will now need to manually make a copy of the actual document directory (**ArkWorksServer Folder**) and copy it to a removable storage device (**Daily**).



***This directory will contain not only the "Backup File" but also the actual "Document Files (.ark)".**



***To insure that you have a complete backup "Daily" you must have a copy of not only the "Backup File" but also the 'Document Files (.ark)' on a location off the actual server machine.**

If these steps are not followed step by step on a **"Daily"** basis if a situation would arise where you had to reinstall your system then it would result in possible data loss.