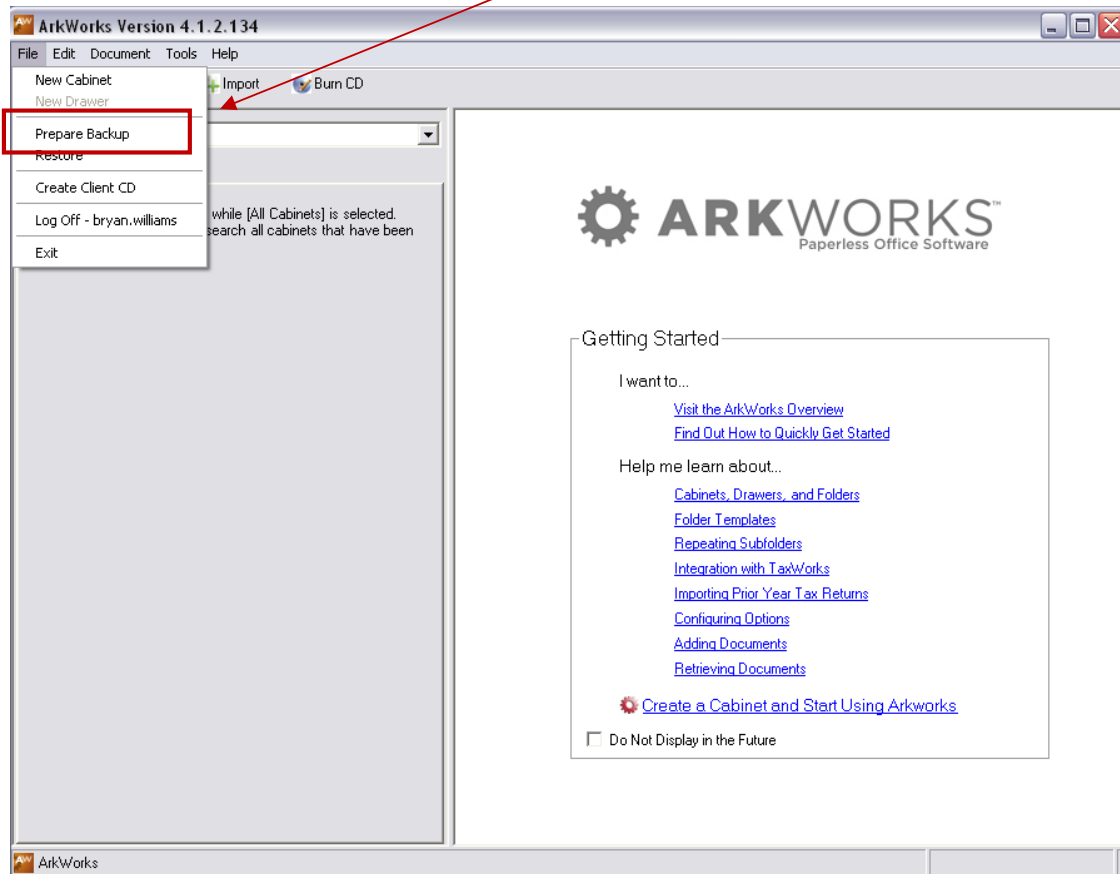


ARKWORKS™ Full Backup from ArkWorks

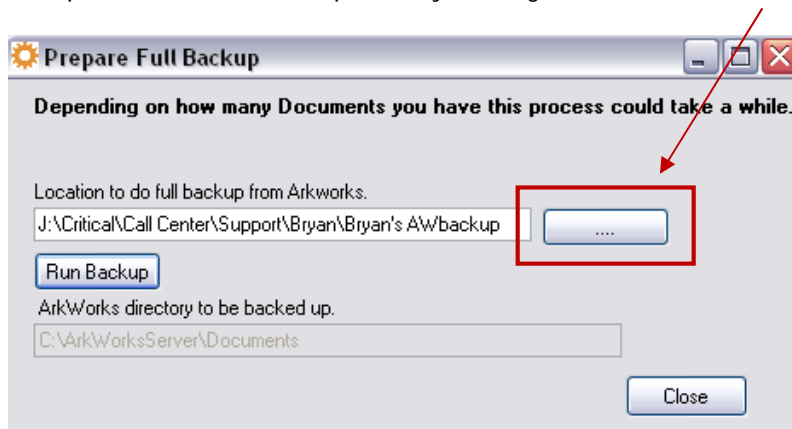
❖ This must be done on the “Server” if set up as a network or run on a “Standalone” machine.

“Standalone Machine Process”

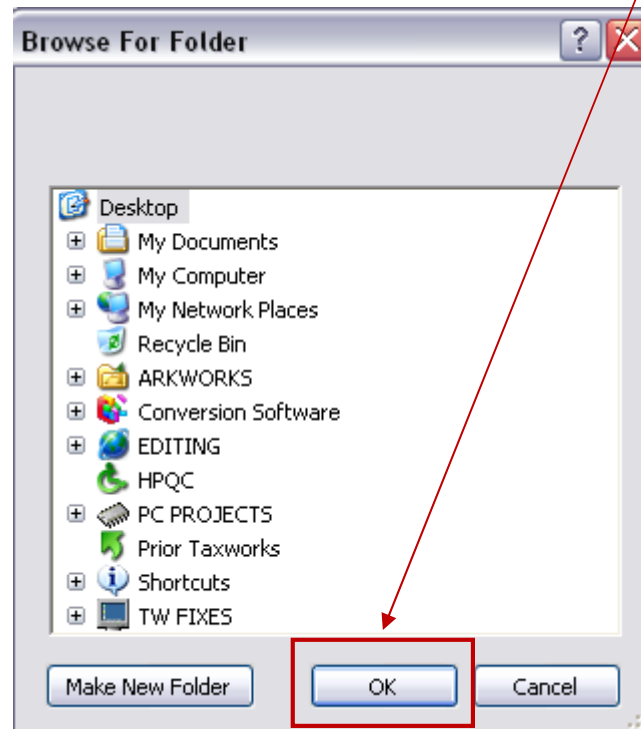
Step 1: Go to the file menu and select Prepare Backup.



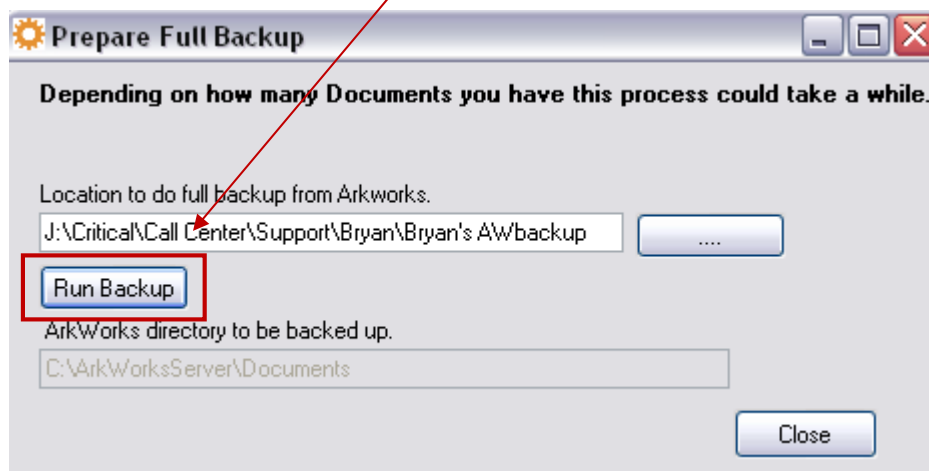
Step 2: Select the Backup Path from the backup tool, by clicking on the browse button.



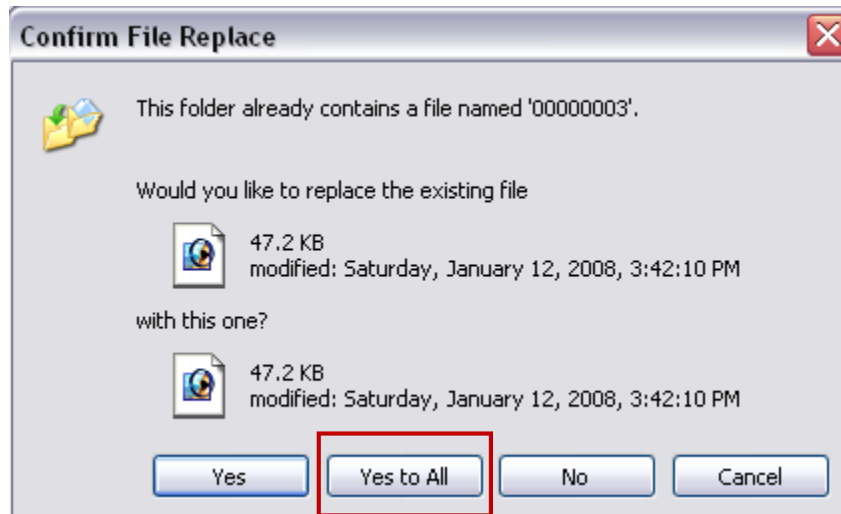
Step 2 Continued: Choose the exact path that you want it to backup too, (you may want to create a backup folder on the drive that you want to backup too), once done click on "OK"



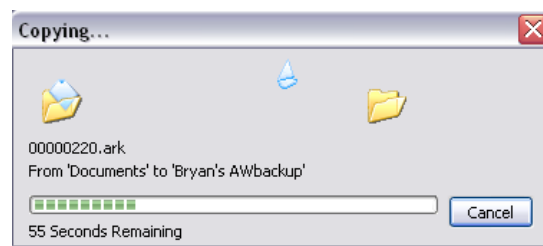
Step 3: Once the backup path is selected and appears in the "Location to do full backup from Arkworks" window, click on the "Run Backup" button.



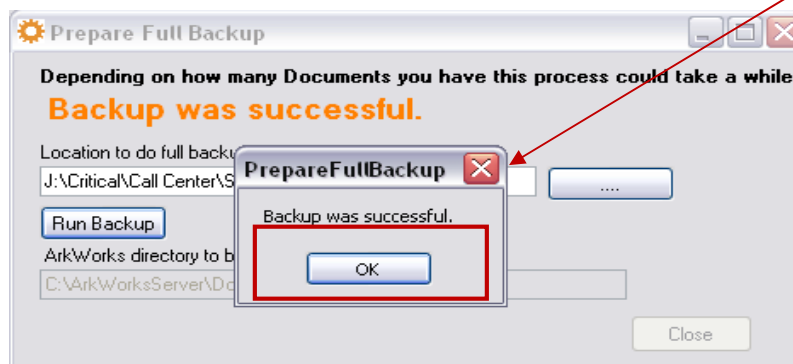
Step 3 Continued: It will come up with a message that asks you if you want to override existing files, click on "Yes to all".



* It will show you a progress bar so you will know how the backup is going.



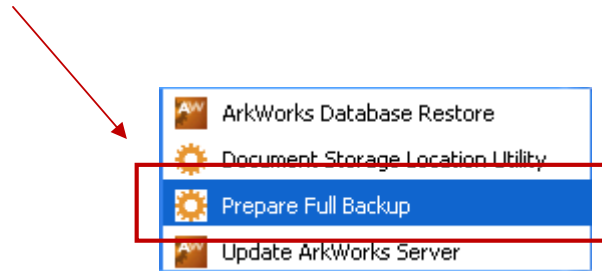
Step 4: Once the backup is complete it will prompt you and let you know it is finished, click on "OK"



- ❖ This will prepare a **full backup set** including the backup file (.bak database backup) as well as make a copy of the actual documents (.ark files) and place them in the selected backup location.

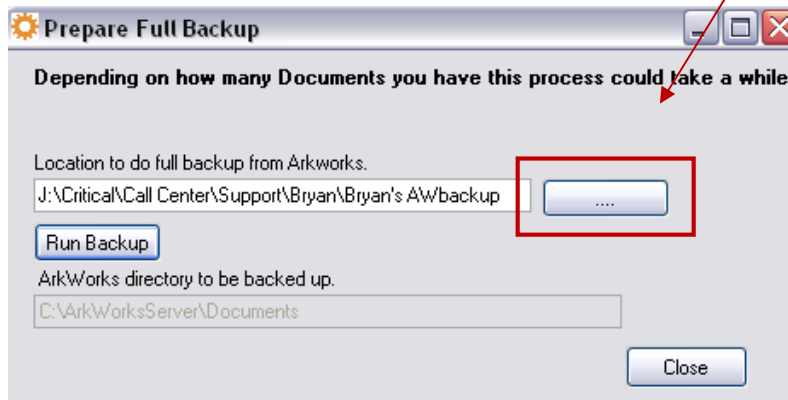
“Network/Server machine Process”

Step 1: Go to the server and access the “Start” menu “All Programs” and find “ArkWorks”, select the option to “Prepare Full Backup”.

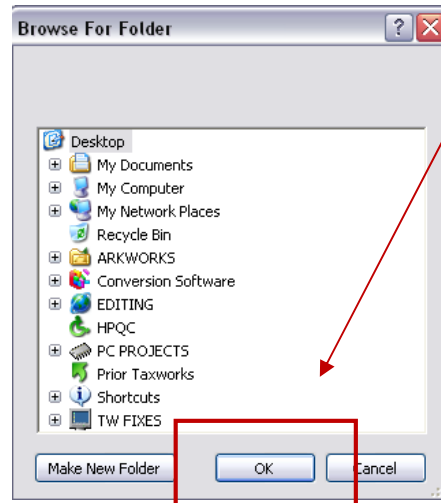


- ❖ This will launch the full backup utility.

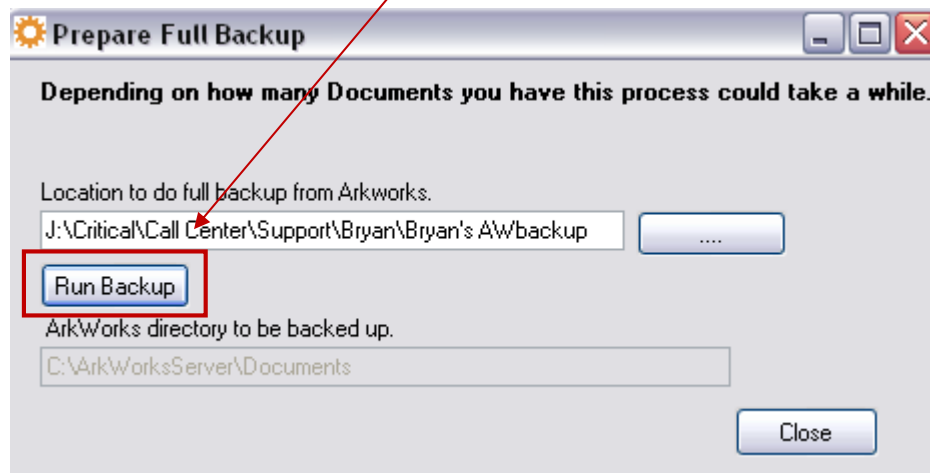
Step 2: Select the Backup Path from the backup tool, by clicking on the browse button. (Once the path is selected it will stay in the window until you change it)



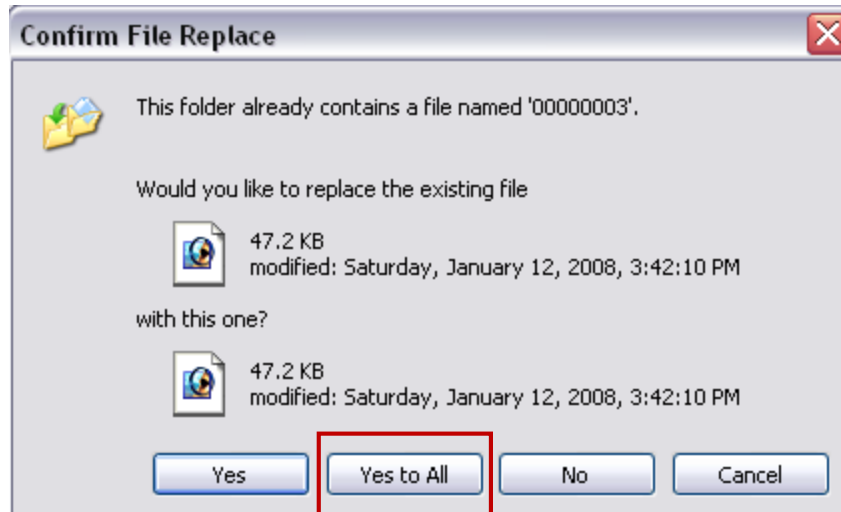
Step 2 Continued: Choose the exact path that you want it to backup too, (you may want to create a backup folder on the drive that you want to backup too), once done click on "OK"



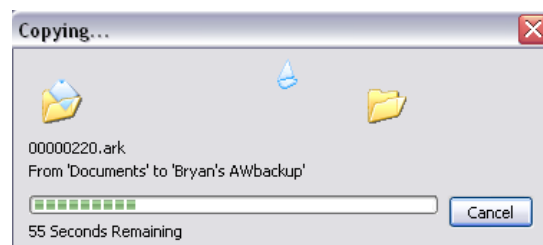
Step 3: Once the backup path is selected and appears in the "Location to do full backup from Arkworks" window, click on the "Run Backup" button.



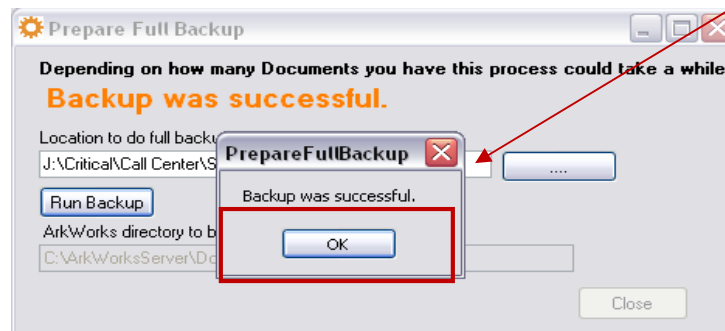
Step 3 Continued: It will come up with a message that asks you if you want to override existing files, click on "Yes to all".



* It will show you a progress bar so you will know how the backup is going.



Step 4: Once the backup is complete it will prompt you and let you know it is finished, click on "OK"



- ❖ This will prepare a **full backup set** including the backup file (.bak database backup) as well as make a copy of the actual documents (.ark files) and place them in the selected backup location.