



Anthology, Inc.

## How to copy Anthology data to Evaluation Anthology for Training from Daily Quick Backup

Anthology provides a utility called “Quick Backup”, that can automatically backup your data on day-by-day basis. Using this quickbackup you can copy the data from your live system to your Evaluation copy to train with. Although restoration / recovery of data is not covered by your software maintenance contract, we are happy to provide this document to those that would like to recover their data themselves; without calling in for consulting service.

This document ONLY outlines the procedures for preparing your evaluation copy from the Anthology Quick Backup utility. Backups created by other software / hardware are not supported by this document.

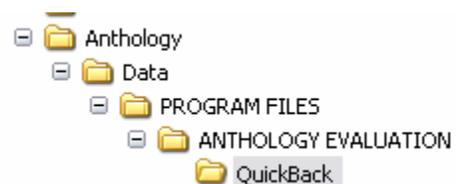
Copying your data to an Evaluation from an Anthology Quick Backup is easy to do. However, depending on your computer’s operating system, you will need certain tools to accomplish the task.

1. Anthology uses WinZip. If you do not have this program you can download their evaluation copy from their web site at: [www.winzip.com](http://www.winzip.com), then choose download and get the evaluation copy. You may also use the Windows XP build-in utility for unzipping files. This method can be a little misleading and can cause the data to be extracted to wrong location. Please see the section entitled **Using Windows XP Extraction Wizard** below.
2. You will need a copy of the last upgrade you ran on your system. Anthology will be able to provide this but you will need internet access and the ability to download large files.
3. You will need a copy of the Evaluation loaded on the machine you’ll train with. You may have had this installed in the past and removed the icon from the desktop. Look in the My Computer window to see if you have a directory marked “Anthology Evaluation” under C:\Program Files\ directory. If you do not then your original Anthology Install cd contains a folder marked Evaluation from which you can run Setup.exe to install the eval. Be sure not to run the regular install by accident as this will overwrite you live data.

**Note:** If you have upgraded at any time after your original installation you will need to run the upgrade after the data files have been recovered. This is outlined below.

**Using Windows XP Extraction Wizard** - for complete details see your Windows® Getting Started Guide.

You should understand exactly how to use this utility before you do. Windows Extract will restore the path that is saved in the Zip file. In this case Anthology Quick Backup stores the path to the Quick Backup directory. In the illustration shown here the Windows Extract Wizard was used to unzip the backup file. We chose the C:\Program Files\Anthology\Data directory to extract to. This resulted

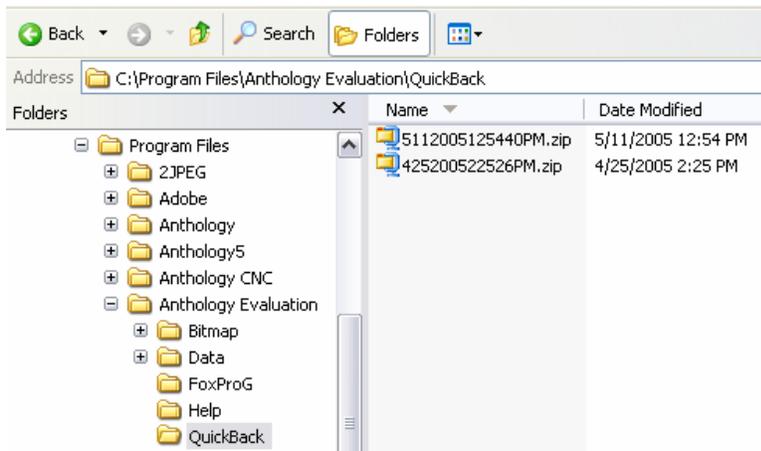


in the creation of un-wanted folders under our Data directory and consequently the data was extracted to the wrong location. A simple “workaround” to this problems is to restore (extract) your files to a temp directory first and then copy them from the newly created “QuickBack” directory into the Anthology\Data directory. If you are using this utility please refer to the section entitled **After the Extraction is complete** for details on how to complete the process.

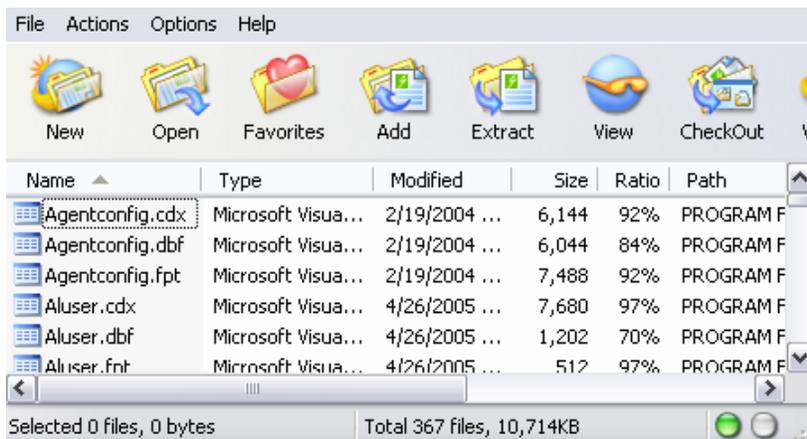
## Restoring your data using WinZip

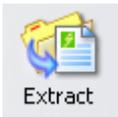
Using Windows Explorer, locate your backup files and choose the one with the most recent date. In our image below we are looking in the Evaluation copy for the quickback to use. You will want to be looking in the normal Anthology directory where your live data is stored.

You can see in the image below there are two files in the QuickBack folder – the first is from 5/11/2005 and the name of the file reflects this date 51132005 – followed by the time 12:54:40PM. Notice the filenames are the date and time they were created on.

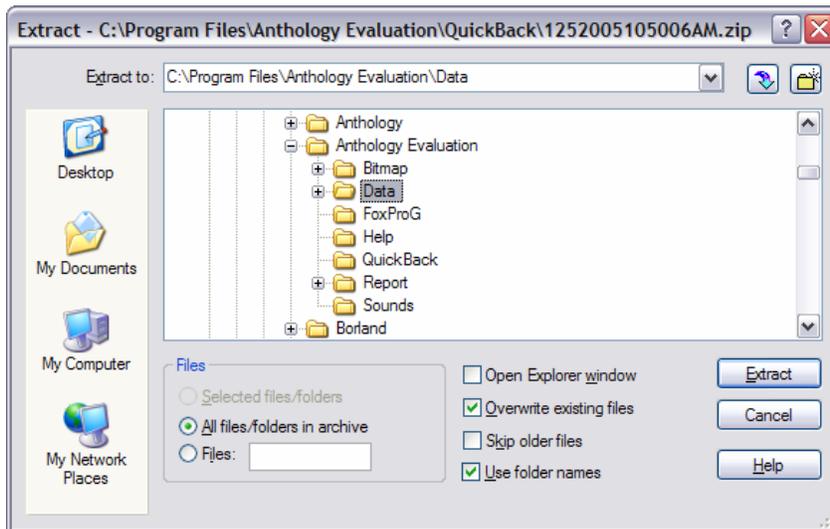


- If you have WinZip® installed – double clicking this file will automatically launch the WinZip program. You should see a screen similar to the one shown below (WinZip). This lists all the files that the zip contains.

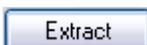




- Click the Extract button and you should see a screen similar to the one shown below. This is where you decide where the files you are extracting should be placed.



- **Extract To:** In this box enter the path to your Anthology Data folder or use the Folder/Drives tree to locate proper location. Typically this will be “**C:\Program Files\Anthology Evaluation\Data**” on the computer designated as the server. This is also the location where the eval Installation placed the files if the defaults were used during the installation.
- **Files:** You will choose the “All Files” option here.
- **Other Options:** Make sure that the following options are defined as described below.
  - Overwrite Files: This should be checked.
  - Skip Older Files: This should be unchecked.
  - Use Folder Name: This should be unchecked.
  - Open Explorer Window: This should be unchecked.
- Now you’re ready to begin the extraction.
  - Click the Extract button to begin the process.



### After the Extraction is complete:

After the Extract is done running DO NOT start Anthology until you have determined which of the following steps you need to do. You should also verify the data files were extracted directly beneath the Data folder, and not into sub-folders beneath the data directory as is shown in the section entitled “Using Windows XP Extraction Wizard”.

1. If you **HAVE** upgraded your system since the original installation:
  - a. Locate the Upgrade file – this may have been downloaded from the Anthology FTP site. Contact the Support Dept if you do not have your last upgrade file.

- b. Apply this upgrade to your newly extracted data, making sure to point the upgrade to the Anthology Evaluation directory.
  - c. Launch Anthology Evaluation.
  - d. The system should begin to reindex the data for use.
2. If you **HAVE NOT** upgraded your system since the original installation:
  - a. Using windows explorer, locate the **C:\Program Files\Anthology\Data\Update** folder.
  - b. This folder should be blank (no files).
  - c. Right click in the file area (right pane) and choose New > Text Document from the popup menu.
  - d. Name the file "FORCE.TXT" (no quotes).
  - e. Launch Anthology.
  - f. The system should begin to reindex the data for use.