

How to Recover Anthology data from QuickBackup file

Anthology provides a utility called “Quick Backup”, that can automatically backup your data on day-by-day basis. In the unfortunate event your data becomes corrupt or damaged you may find yourself needing to restore the data from a previous Quick Backup. 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 recovering your data from the Anthology Quick Backup utility where those files are available on the computer where they were created. Backups created by other software / hardware are not supported by this document.

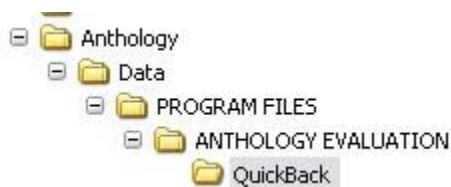
NOTE: If your server or stand alone computer has had problems that require replacement or formatting of the hardware that contains your Anthology data you will need contact a reliable technician or Anthology Consulting Services for assistance. If you are not sure, contact Anthology before you proceed.

Recovering your data 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. You will need a copy of the last upgrade you ran on your system before the problem occurred. Anthology will be able to provide this but you will need internet access and the ability to download large files.

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

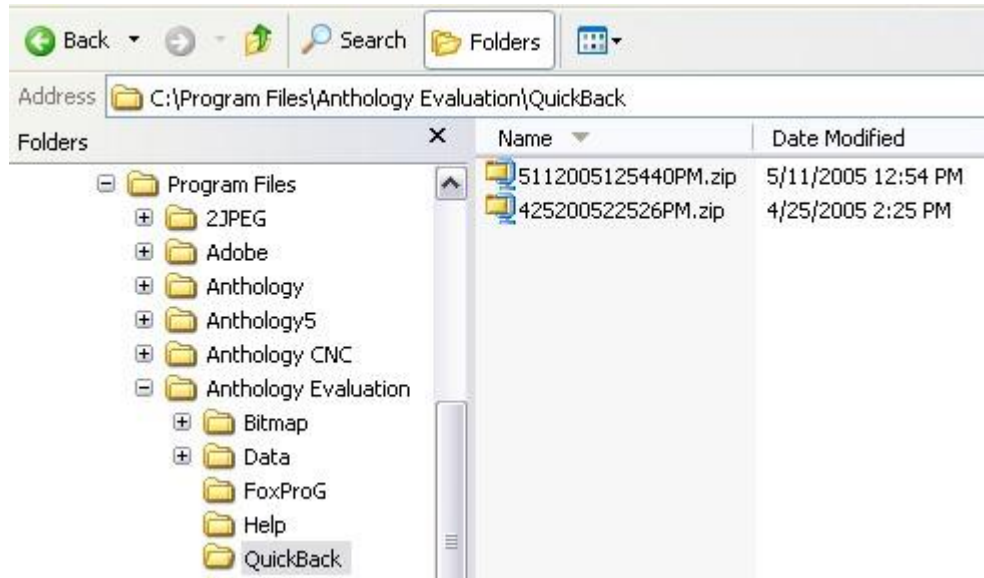


You should understand exactly how to use this utility before you do. Windows Extract will restore the path that is saved in the Zip file. In this case Anthology Quick Backup stores the path to the Quick Backup directory. In the illustration shown here the Windows Extract Wizard was used to unzip the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

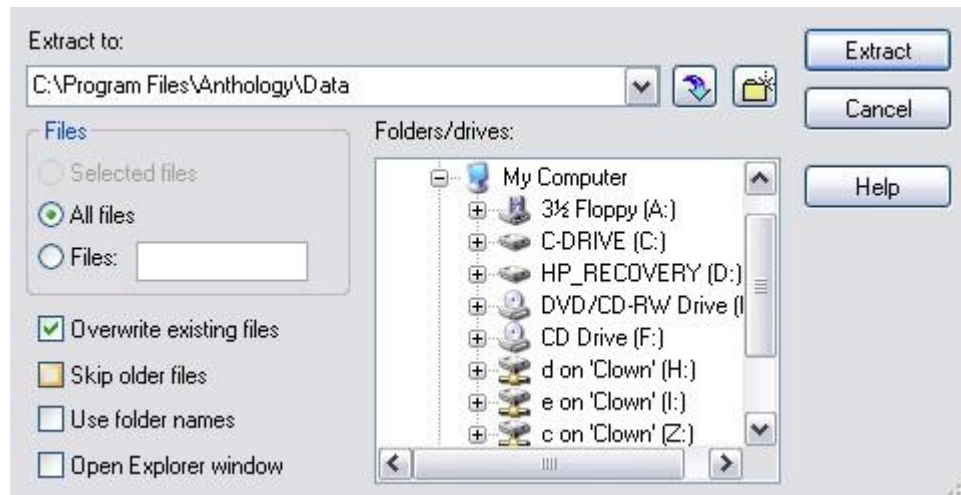
the creation of un-wanted folders under our Data directory and consequently the data was extracted to the wrong location. A simple “workaround” to this problems is to restore (extract) your files to a temp directory first and then copy them from the newly created “QuickBack” directory into the Anthology\Data 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 Windows Explorer, locate your backup files and choose the one with the most recent date. This is the file name of the zip file. You can see in the image below there are two files in the QuickBack folder – the first is from 5/11/2020 and the name of the file reflects this date 51132020 – followed by the time 12:54:40PM



- 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\Data**” on the computer designated as the server. This is also the location where the Anthology 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:

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.
 - c. Launch Anthology.
 - 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\DataUpdate** 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.