

DISASTER RECOVERY!

– Having problems please read and digest the whole of this document before you panic.

One of my primary concerns was to ensure the security of the reports; I've lost count of the times I been required to recover 'lost' reports for an understandably panicking teacher who has seen her hard work disappear before her eyes. All it takes is a power cut when the computer is writing some information to the hard drive and any file in any programme can be damaged.

Creating your own backups

On each page there is a backup button. Press this button and the whole database is copied to the following location on your hard drive:

C:\Documents and Settings\User Name\My Documents\WBC ReportWriter\databaseBackup

There is also a button within the programme to view, restore and delete your backup files these are listed by creation date and time.

To restore the database to an earlier point in time Click the Restore database button.

Note: Obviously any changes made to your reports and comment bank after the chosen backup was created will be lost. If unsure make a new backup before restoring an older version.

I repeat – The whole database will be restored/backed up, this includes your reports and your comment bank.

If you have made no backups since opening the program your newest backup will be one automatically created by the programme. Please read the next section.

DISASTER- DISASTER RECOVERY!

Ok, I know it's human nature and you made your last backup three days ago, since then you have done about six hours work and for whatever reason your reports have disappeared, or all your students have gone!

Don't panic.

WBC Report writer makes a hidden backup each time it is started and when you make major changes to the database. It saves the last ten backups on a rolling basis so there should be a chance you can recover the majority of your work.

Don't start WBC Report Writer yet, otherwise it will make a hidden backup of your problem database and delete the oldest good backup. If it is already running you can close it down or leave it running.

You shouldn't need Administrator privileges but it depends on how your computer has been configured (particularly on a network). You may need to make hidden files visible. If you are asked for Admin privileges obtain a password or somebody with one.

The hidden backups are stored in the following locations:

Windows 95/98:

C:\Documents and Settings\ **User Name** \Application Data\wbcReportWriter\userSettings

Windows XP:

C:\Documents and Settings\ **User Name** \Application Data\wbcReportWriter\userSettings

Windows Vista:

C:\Users\UserName\AppData\Roaming\wbcReportWriter\userSettings

Cannot find the Application Data or AppData folder?

By default windows hides these folders as if you play with them the programmes that use them may stop working correctly.

To view hidden folders:

Windows 95/98:

Start Menu – Control Panel – Folder Options- Select the view Tab - Show Hidden Files and Folders

Windows XP:

Start Menu – Control Panel (category View) – Appearance and Themes- Folder Options- Select the view Tab - Show Hidden Files and Folders

Windows Vista:

Start Menu – Control Panel –Appearance and Personalization - Folder Options-Show Hidden Files and Folders

The backups take the format :

0-10_TempBackup_myReports.mdb

Copy all the backup files and paste them somewhere convenient. You can then reset your computer and hide the folders if you wish.

To Restore the hidden backup:

1. Take a look at the files you just copied and pasted. Check the **dates and time** the files were last modified - (not the numbers in the name because 0 could be newer than 10) and start with the most recent.
2. Rename the selected file to **myReports.mdb** and paste it into the following location:
C:\Documents and Settings\User Name\My Documents\My Data Sources
You will be asked if you wish to replace the existing file – select **Yes**.
3. Open up **WBC Report Writer** if it is not already opened and test the programme.
If it looks OK you have finished – If it still exhibits the same problem return to number 1 and choose the next newest file.

If all this fails you're probably doing something wrong or I haven't explained it clearly enough. If you have repeatedly opened and closed the programme more than ten or eleven times with a corrupted database you will have ten or eleven corrupted hidden backups. At this point you can contact me and let me know what happened but please don't send me your database files until I request them, I may be able to salvage some of your data. For which I may have to make a small charge.

You will hopefully never have to do this but it is better to be prepared.

I am probably being over cautious by building in these safeguards but I know what can happen and also know what it is like to lose hours of work. I hear some people like writing reports but writing them twice! Hey, get a life!