

# **Backup Data**

It is very important that data is backed up on a regular basis to removable media such as a diskette, zip drive, or flash media. This is always important in the event of a computer crash or the program ends abnormally, and information needs to be restored. Be sure to back up the data at least once daily during the fair. The program can be set up to provide an hourly reminder to backup the data. The backup file name is

# FairBack.txt.

Consider purchasing an uninterruptible power supply (UPS) to use with the fair computer. The UPS provides enough time for data to be saved and the computer to be shut down in the event of a power outage.

# **Reminder Period**

- 1. Click Go to > Utilities/Password Entry > Parameters.
- 2. Scroll down the *parameters listing* to **reminder period**. See Figure 1.
- 3. Highlight the **Reminder Period** parameter.
- 4. Select **option 1** for an *hourly* reminder. Select **option 2** for a *daily* reminder.
- 5. Click the **Exit** button.

#### Backup Data

Parameters Listing	Parameter Data	Options
Re-print printed item tags in range.	Key:	C 1
Reminder Period 1 Hour 2)Day 3)Week 4)Month	BackupReminder	1. C. C.
Remote Posting Machine Id	Setting:	C 2
Remote Posting Machine Name	2	
Remove Procesed Distributed Data Files	Number of Options:	C 3
Ribbon Colors: 1 JDanish 2 JAmerican 3 JDefined	A A A A A A A A A A A A A A A A A A A	C 4
Ribbon Set 1 Placing 1 Color Abry.	4	£.4
Ribbon Set 1 Placing 2 Color Abry	Maximum Value:	
Ribbon Set 1 Placing 3 Color Abry		
Bibbon Set 1 Placing 5 Color Abry	Minimum Value:	
Bibbon Set 1 Placing 6 Color Abry		
Ribbon Set 2 Placing 1 Color Abry	Date	
Ribbon Set 2 Placing 10 Color Abrv.	5 5.5.	
Ribbon Set 2 Placing 11 Color Abrv.	(Lashad)	
Ribbon Set 2 Placing 12 Color Abrv.	Locked:	
Ribbon Set 2 Placing 2 Color Abrv.	(F)	Exit
Ribbon Set 2 Placing 3 Color Abrv.		
Ribbon Set 2 Placing 4 Color Abrv.		
Ribbon Set 2 Placing 5 Color Abry.		
Ribbon Set 2 Placing 6 Color Abry.		
Ribbon Set 2 Placing 7 Color Abry.		
Ribbon Set 2 Placing 8 Color Abry	Enter Lock Uverride Passwo	ord
Round Appraised Value Up to Nevt Full Dollar		
SSN Bequired for any Payment		
Colort Department Loyal		

#### Figure 1. Reminder Period

# Zip Drive/Flash Media Letter Default

FairPlus! installs with a default drive letter D: for a zip or flash media drive. The drive letter used in the computer may be different. Check the drive letter first before trying a backup. The default drive letter can be changed to match the computer system. Be sure to insert the flash media when checking this setting.

- 1. Click Start > My Computer.
- 2. Check the drive letter for *Removable Disk*.
- 3. Make a note of the drive letter when it is a letter other than D.

### **Change the Drive Letter**

- 1. Click Go to > Utilities/Password Entry > Parameters.
- 2. Highlight **100 MB Zip drive letter** in the *Parameters* listing. This is used for a zip drive or for a flash media drive. See Figure 2 on page 3.

Parameters Listing	Parameter Data	Options
100 MB Zip drive letter (D. E. F. G. etc.)	Key: ZinDrive	C D:
1st ribbon color	Setting:	CE
2nd ribbon color	E:	0.5
3rd ribbon color	Number of Options:	1. S. A.
3rd ribbon color	5	C G:
4H Exhibitor Must be Linked to a Club 4th ribbon color	Maximum Value:	СН
4th ribbon color	Minimum Value:	
5th ribbon color		
6th ribbon color	Date:	
oth ribbon color 7th ribbon color		
7th ribbon color	Locked:	
Allow Auto Sale Number Assignment		Exit
Allow Microsoft Agent Help		
Assign Id as Back Tag Number on Exhibitor Entry		
Auction Payment Address AuctionTitle		
Auto Calc Price CWT	Enter Lock Override Passw	vord
Auto Livestock data on Item Entry		
Auto Uptional Fields on Item Entry Back Tag Style of Lise		
Poole Too oustom of Lloo	2	

Figure 2. Zip Drive/Flash Media Parameter

- 3. Click the **drive letter** radio button matching the computer's zip or flash media drive.
- 4. Click the **Exit** button.

# **Backup the Data**

### Backup to a 3 <sup>1</sup>/<sub>2</sub> Diskette

- Click Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair. The Backup screen displays. See Figure 3 on page 4.
- 2. Insert a 3  $\frac{1}{2}$ " diskette in drive A.
- 3. Click the A: (1.44 MB Disk Drive) radio button under Backup File Destination.
- 4. Click the **Backup** button.
  - a. A list of files displays when there are files on the diskette.
  - b. Click the **Delete files and continue** button to use the diskette. The files are deleted and the backup continues.
  - c. Click the **Exchange Diskette** button to use a different diskette. Insert another diskette in drive A and the backup continues.

- 5. The backup is complete when the progress bar is at 100%.
- 6. Click the **Exit** button.

FairPle	us! Washaki	e County	Archiv	e Ver 04	-159	Data Set	2004/2004	By C & K Venture	s Copyright 1998	5296
Goto	<u>U</u> pDate Disk	Share/Back	up <u>L</u> oa	d/Restore	Send	<u>B</u> eceive	Sele <u>c</u> t Year	Cre <u>a</u> te New Fair Year	U <u>p</u> grade!	
Last B Bacl Dep Fair Bacl C C C C	Last Backup/Share G/30/2004 3:07:16 PM   Backup/Share Level Backup: This process allows you to control the amount of information you save. There are two levels: basic fair data, and all data in the entire fair set of data files. A backup file can only be restored (not loaded). This means the user can select to first clear any data before the restore is performed.   Backup/Share Level Dept, Div, Class Data   Fair Share: This process does not allow you to select the data to be saved. It automatically saves all of the basic fair data (Depts/Divs/Classes, premiums, methods, project links, state encampment data, etc.) A Share file can only be loaded (not restored). This means the user can only add this data to their fair information. Removing any existing data is not allowed.   © A:\[1.44 MB Disket © E:\[100 MB Zip Dir © C:\[Hard Drive] Classes   Øremiums Exhibitors   Premiums Exhibitors   Departments Items									
									5 mare	
Backu	ip/Share Progr	ess				0%			EXI	
						0%				

Figure 3. Backup Screen

# Zip/Flash Media Drive Backup

The flash media drive must **not** have files on it when being used for a FairPlus! backup.

- 1. Click Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair. The Backup screen displays. See Figure 3 on page 4.
- 2. Insert a zip disk in the zip drive, or insert a flash media in a USB port.
- 3. Click the **100 MB Zip Drive** radio button under *Backup File Destination*.
- 4. Click the **Backup** button.
  - a. A list of files displays when files are present.

- b. Click the **Delete files and continue** button to use the media. The files are deleted and the backup continues.
- c. Click the **Exchange Diskette** button to use a different media. Insert the new media and the backup continues.
- 5. The backup is complete when the progress bar is at 100%.
- 6. Click the **Exit** button.

## Hard Drive Backup

**CAUTION** Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the hard drive. Then, it is not lost in the event the hard drive crashes.

- Click Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair. The Backup screen displays. See Figure 3 on page 4.
- 2. Click the C:\(Hard Drive) radio button under Backup File Destination.
- 3. Click the **Backup** button.
- 4. The backup is complete when the progress bar is at 100%.
- 5. Click the **Exit** button.
- 6. Copy the *FairBack.txt* file from the hard drive to some type of removable media.

# State Folder Backup

**CAUTION** Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the state folder. Then, it is not lost in the event the hard drive crashes.

- Click Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair. The Backup screen displays. See Figure 3 on page 4.
- 2. Click the **State Folder** radio button under *Backup File Destination*.
- 3. Click the **Backup** button.
- 4. The backup is complete when the progress bar is at 100%.
- 5. Click the **Exit** button.
- 6. Copy the *FairBack.txt* file from the hard drive to some type of removable media.