

**TNA**

**Backup and Restore Module**



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# Backup Module

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## Introduction

This section is aimed at users responsible for making backups of the data and also, if needed, to restore backed up data to the hard drive.



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Doing a Backup at least once a day is a VERY GOOD THING. If you do not make backups then you risk losing all your data, which is a BAD THING.

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If you are on a network, and your TNA data is stored on a network server, then DO NOT rely on the network backup. It never hurts to have an additional copy of the data, and your network may not be able to completely backup data files which TNA is using.

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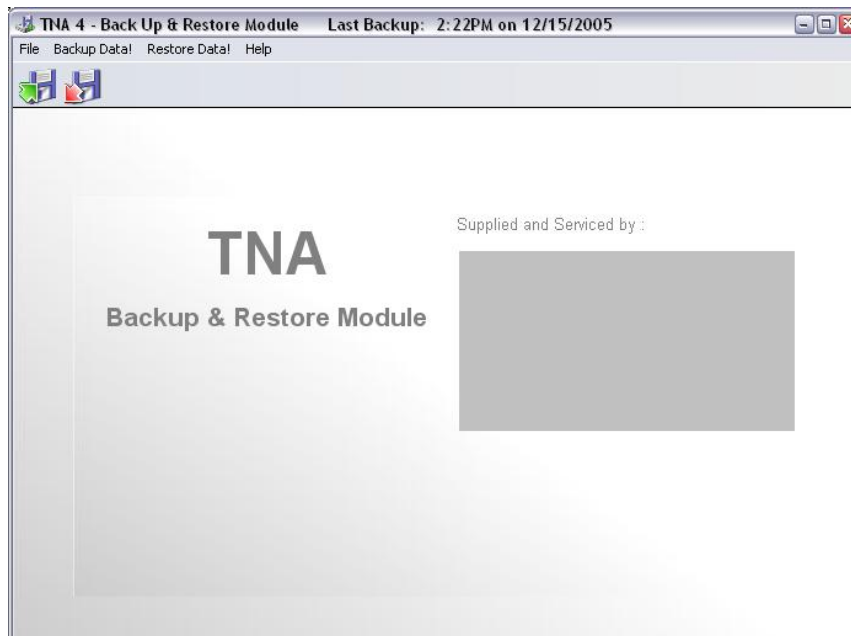
This module does not back up your TNA program. This is because the original TNA installation CD serves as the program backup. This reduces the time it takes to do a backup as only the data, which changes every day, needs to be backed up.

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## Starting the Back Up and Restore Module

To make a backup of your TNA data, proceed as follows:

1. Click on the Window's **Start** button and then go to **Programs/TNA** and select the **Backup and Restore** option and the *Back Up and Restore Module* will open.



When the Backup and Restore Module starts, the message “**ALERTING SERVER**” will be displayed in the toolbar as all background modules that are used to make TNA function (i.e. Comms and Processor Modules) are shut down. This is done so that the system data is not used while a backup or restore are being performed.

### ***Toolbar Menu Options***

#### **File**

From the File menu, the following options are available:

- i. **Exit:** Closes the Module.

#### **Backup Data**

Selecting this menu option will initiate the Backup procedure.

#### **Restore Data**

Selecting this menu option will initiate the Restore procedure.

### ***Toolbar Icons***

The following toolbar icons are available:



Start Backup – when selected will start the data backup process.



Restore Data from Backup – when selected will start the data restore process.

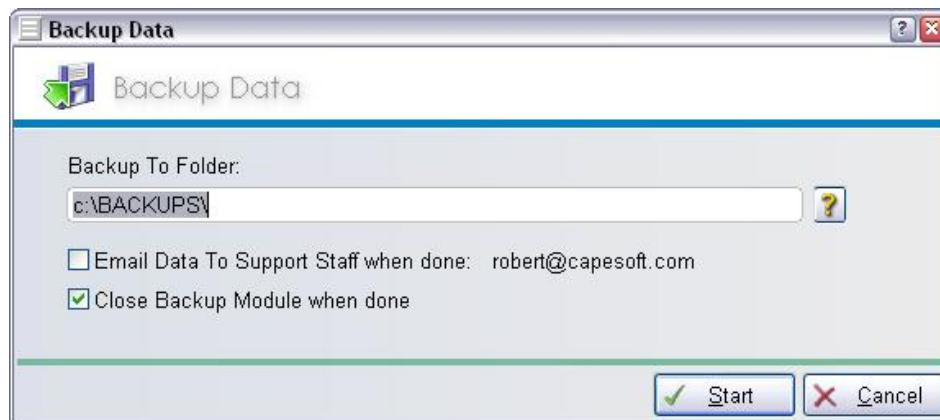
## Backing Up Data

The Backup utility helps you create a copy of the TNA information on your hard disk. In the event that the original data on your hard disk is accidentally erased or overwritten, or becomes inaccessible because of a hard disk malfunction, you can use the copy to restore your lost or damaged data.

### *Backing Up Your Data*

To backup your TNA Data, proceed as follows:

1. Choose the **Backup Data** toolbar option or click on the **Start Backup** button and the *Backup Up Data* window will be displayed.



2. Type in the appropriate drive and path to be used for backing up or use the select button to map the drive and or directory.
3. The **Email Data To Support Staff when done** check box enables you to select that an email will be sent providing the support staff with an attached copy of the backup file.
4. If you want the module to close after completing the backup, select the **Close Backup Module When Done** check box (displays a tick mark).
5. Click on the **Start** button. If you have selected to backup to a floppy disk, the Backup utility will now calculate how many floppy disks are required. If you are backing up onto a hard disk then this isn't important (if you are backing up onto floppy disks then make sure you have sufficient disks available).
6. Click on the **Continue** button to start the backup process and label each disk clearly once the backup has been completed.
7. After the backup has completed and all the disks required have been used, the *Backup Completed* window will be displayed identifying that the backup was successful. Click on the **Ok** button to close the window.
8. To close the module, select **Exit** from the **File** dropdown menu to close the Backup and Restore Module.

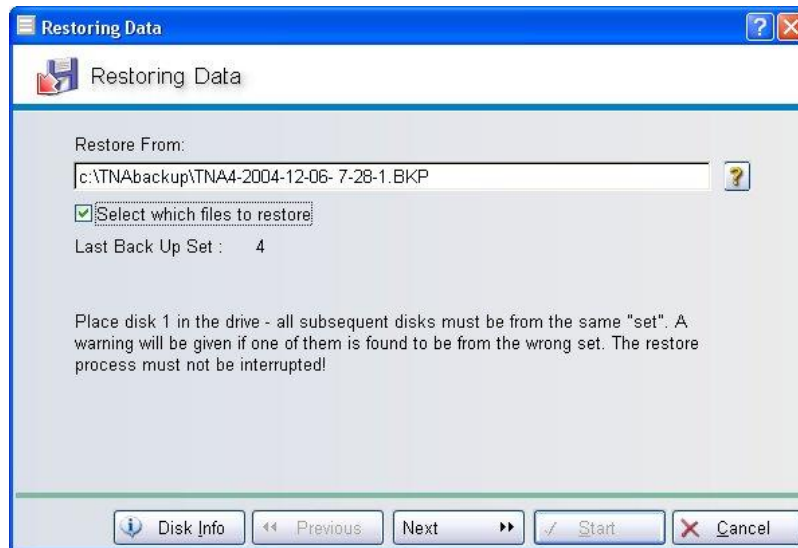
## Restoring Data

The TNA Restore utility is a component that you can use to restore your data to a previous state, if a problem occurs, without losing all your TNA system data files. A restore allows you to revert the system data to be that of when the last backup was made.

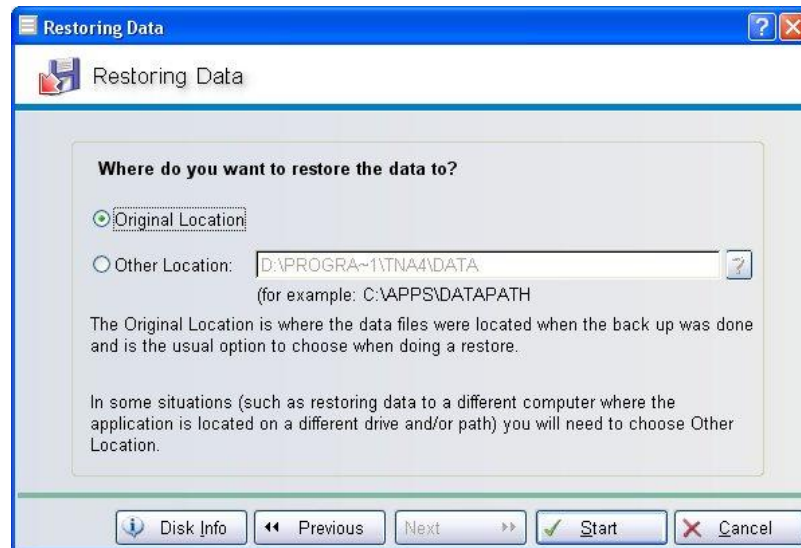
### Restoring All Data

If the TNA data becomes corrupted, or gets lost, then you will need to restore the backed up data. To restore the backed up data, proceed as follows:

1. Click on the windows **Start** button and then go to **Programs/TNA** and select the **Backup and Restore** option. The *Back Up and Restore Module* will open.
2. Select the **Restore Data** toolbar option or click on the **Restore Data from Backup** button on the toolbar and the *Restoring Data* window will be displayed.



3. Type in the appropriate drive letter from where the data is to be restored or use the select button to map the drive/path.
4. If you wish to restore all the backed up data the **Select which files to restore** check box must be inactive (no tick mark displayed).
5. Select the **Next** button to continue.



6. When the next *Restoring Data* window is displayed, select the location to where the backed up data is to be restored. The **Original Location** option will restore the data to the location where the backup was made from and the **Other Location** option enables you to select where the data is to be restored using the path select button and map the path to where the data is to be restored.




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The **Original Location** option is to the location where the backup was made from and is the most common option. The **Other Location** option is normally used when restoring data to another machine.

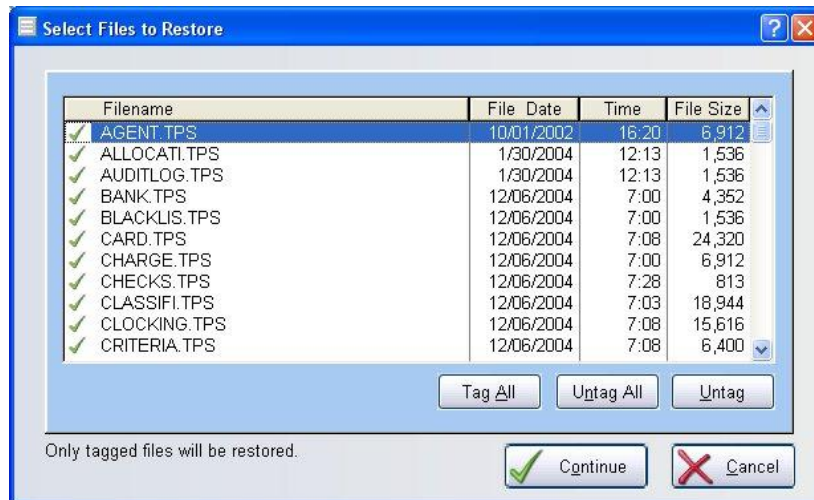
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7. Click on the **Start** button. The back up data will now be restored. If you are restoring from floppy disk and there is more than one disk, the system will prompt you when the next disk must be inserted.
8. As the restore is performed, a progress window will be displayed showing which files are currently being restored and the percentage completed. Once the restore has completed, the *Backup Completed* confirmation window will be displayed. Select **Ok** to continue.

## Restoring Selected Data Files

To restore only particular data files, proceed as follows:

1. Perform steps 1 to 4 as described in the *Restoring All Data* procedure above.
2. To restore only selected data files the **Select which files to restore** check box must be active (a tick mark must be displayed).
3. Select the **Next** button to continue.
4. When the next *Restoring Data* window is displayed, select the location to where the backed up data is to be restored. The **Original Location** option will restore the data to the location where the backup was made from and the **Other Location** option enables you to select where the data is to be restored using the path select button and map the path to where the data is to be restored.
5. Click on the **Start** button. The *Select Files to Restore* window will be displayed.



6. Using the window buttons, tag the files to be restored (files to be restored have a green tick on the left side of the file name).
7. Once the required files have been selected, click on the **Continue** button and the restore process will start. If you are restoring from floppy disk and there is more than one disk, the system will prompt you when the next disk must be inserted.
8. As the restore is performed, a progress window will display showing which files are currently being restored and the percentage completed. Once the restore has completed, the *Backup Completed* confirmation window will be displayed. Select **Ok** to continue.

## Moving TNA Data to Another Machine

If you need to move your TNA Data from one computer to another, making a Backup on one computer and then Restoring the data onto another computer is one way of doing this. However it's important to install TNA (from the original Disks or CD) on the destination computer first. This will create the necessary programs and registration entries that allow the program to find the system data correctly. It is not possible to simply copy the TNA program directory from one computer to another.