

Back Up Data

Establish a Backup Plan

DATA BACKUP

The importance of frequent or daily backup of data cannot be over emphasized. In case of network or system failure, a recent backup may be the only recourse to restoring your *Artsystems* database.

GENERAL BACKUP

Protecting your data is essential. The best way to secure your *Artsystems* data is to establish a formal backup system utilizing removable storage media (e.g. CD, DVD, External Hard Drive or Tape Drive) or Online Backup. ***Artsystems* strongly recommends that you institute a formal backup system policy.** Please consult with your hardware/network consultant to establish a backup plan.

When establishing a general backup system, please plan on backing up the following *Artsystems*' components:

- **Data.asd file:** This is your main data file. The location of this file is determined during the installation of the *Artsystems* software. If installed to the default location during program installation, the data.asd file can be found in the following directory: *C:\Program Files\Artsystems GalleryPro*.
- **Documents folder:** This folder contains documents that are generated within *Artsystems* (invoices, consignments, info sheets, etc...). The Documents folder resides in the same location as your data file as determined during installation.
- **Images:** If attaching digital images to records in *Artsystems*, we recommend having a backup of these image files as well. While your images are not stored in *Artsystems*' software (they are located wherever you choose to save them on your computer), it will save you a lot of time having to re-scan or re-import these digital images in the event they are lost.
- **Custom Reports:** Some users have custom reports designed for them by *Artsystems*' report designers. These reports should be backed up as well. Custom reports should be located in the same folder as your data file.

AUTOMATIC BACKUP FEATURE

Artsystems' Automatic Backup feature makes a copy of your data in the compressed *Zip* file format on the hard drive of your computer. Upon activation of the Automatic Backup feature, Artsystems will prompt users on a weekly basis to create this backup file.

AUTOMATIC BACKUP AND CONVENTIONAL BACKUP METHODS

This feature is designed to complement your regular, formal backup system – **it is NOT a primary backup system** or a substitute method for backing up your Artsystems data. Copying your data on a removable storage device such as a CD, DVD, External Hard Drive or Tape Drive is the best way to secure a copy of your data should a computer crash or network system failure occur.

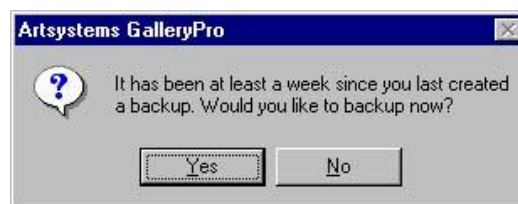
ACTIVATING THE AUTOMATIC BACKUP FEATURE

1. Launch *Artsystems GalleryPro*.
2. Select TOOLS from the Menu Bar and choose AUTOMATIC BACKUP

Note: To confirm that the Automatic Backup feature has been activated, once again select “Tools” from the Menu Bar. A check mark now appears next the “Automatic Backup” option indicating activation of the feature. Users will be prompted on a weekly basis to use the Automatic Backup feature when closing the program.

Note: If Artsystems is running on a network, only the last person exiting the program will be prompted to backup.

3. Upon exiting the program the following dialogue box will appear:



4. Click **YES** to initiate the backup (your cursor will turn into an hourglass while the *Zip* file is created and then the program will close as normal). If you click NO, you will be prompted to backup the next time the program is closed.

STORAGE OF THE ARTSYSTEMS BACKUP DATA FILE

A copy of the data file is stored within the folder in which you installed Artsystems' program files. If you used the default settings during the installation of the program, this *Artsystems GalleryPro* folder would be located in the following directory:

C:\ProgramFiles\Artsystems GalleryPro. The file will have the same name as your regular data file but will have the ".zip" file extension. For example, if your data file is normally named "data.asd", the name of the backup copy is "data.zip".

RESTORING THE ARTSYSTEMS BACKUP DATA FILE

To retrieve the backup copy of your data file, locate the zipped file as described in the previous section. Once located, you must 'unzip' or 'extract' the file for it to be recognized by the *Artsystems GalleryPro*. To unzip the file you must have a *Zip* program installed on your computer.

Note: Extract the backup data file to the same directory as your original data file.

TO VIEW THE NEWLY EXTRACTED DATA FILE IN ARTSYSTEMS:

1. Launch *Artsystems GalleryPro*.
2. Select **FILE** from the Menu Bar and choose **OPEN DATABASE**. Browse through Windows to the location of the newly extracted data file and double-click on this file to open it in *Artsystems*.

If further assistance is needed, please contact Artsystems Support.
Artsystems Support 212-620-5500 x 2
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