



PROJECT AND SYSTEM ARCHIVES

Definitions and Uses

Project and System Archives are used to backup your data. Once the archives have been created, they can be renamed in Windows Explorer and moved to another location. There are two types of archives:

Project Archive - Zips up (archives) Project specific data (from your Project Folder). You have the option of archiving:

- Database files RECOMMENDED (.dbf files in Project\Database folder)
- Foxpro index files (.cdx files in Project\Database folder)
- AutoCAD files (.dwg files in Project folder)
- Geologic material description files (.mat files in Project\Database folder)
- Geologic note files (.not files in Project\Database folder)
- Saved Export Formats (Export Builder) (.gex files in Project\Database folder)
- Saved Graph Settings (.gsp files in Project folder)

System Archive - Zips up (archives) System data files (i.e., the .dbf files in Giskey3x\database folder). System data files are those used by all your projects, including files that store compounds, test methods, laboratories, action levels, etc.

To Create a Project Archive:

1. From Scout, select Project – Send To – Project Archive.
2. Double click the components of the software you would like to archive.
Note: If you wish to minimize the size of the archives, we recommend that you do NOT select the index files (.cdx). These files are not required, but if you do NOT select them, you must reindex your files after extraction (see below).
3. Click OK. This creates a file called Project.zip in your Project folder (e.g., c:\Demo30). In Windows Explorer, you can rename this file and move it as you wish (e.g., into a Backup folder)

To Retrieve a Project Archive:

1. In order to retrieve a project archive, a project must already be created in Scout. To create a new project from Scout, select Project – New – 3.x Project. You will be prompted for the new project folder location and project name.
2. In Explorer, copy the project archive (e.g., project.zip) into the project folder.
3. Using a zip program (e.g. WinZip), unzip (extract) the files into the Project folder.
4. Close the zip program.
5. If the project archive does NOT include the FoxPro index files (see Item #2 in “To Create a Project Archive”), you need to reindex the data files (if you don’t know, reindex anyway). To reindex, see “Reindex Files” below.

To Create a System Archive:

1. From Scout, select Project – Send To – System Archive. Click “OK”.
2. This creates a file called System.zip in your project folder. In Explorer, you can rename and move this file.

To Retrieve a System Archive:

1. Using a zip program, unzip (extract) all the files into the giskey3*\database folder.
2. You MUST reindex after unzipping a system archive. To reindex, see “Reindex Files” below.

Reindex Files

1. To reindex files, double click the Database Icon in Scout.
2. Select Utility – Reindex Files – Chemistry
3. Click “All On”, then click “OK”.
4. Repeat for Utility – Reindex Files – Geology, Hydrology, Radiology, and Shared.
5. Close the Database by selecting Exit – OK.