

## **Back up and Archiving**

It is always wise to backup your data as soon as possible, although Palms are hard wearing and suitable for everyday use they cannot survive unforeseen accidents. Being mistakenly put through the washing machine or being dropped in a bucket of water is not something they usually survive. Many times, the value of the data on a Palm greatly exceeds the cost of the Palm its self. This is especially true where electrical testing is concerned as if you don't have the data for the certificate then re-testing is necessary which is time consuming and costly.

In order to avoid problems such as loss of certificate data due to accident we recommend that you back up your data regularly. The easiest way of doing this is to transfer certificates from the handheld to an SD card. SD cards are very robust and can carry a great deal of data as well as being very cheap and economical. This method ensures that you have a copy of the certificate on the Palm and safely on a backup card. This form of backing up data is very reliable and can be done in a few seconds in the field. It is the back up procedure we always recommend. Below are full instructions for saving and retrieving data from an SD card.

### **1. Backup on SD card**

Follow these steps:

Place SD card in the slot on the Palm then -

Run Electrical Inspector on Palm → *Export/Import data* → *Export Certificate to SD card* (Tap the certificate you wish to back up) → *Select* (name the certificate) → *Continue*.

You will now see a message confirming that the file has been created on the SD card.

### **2. Import this certificate to PC module**

Follow this procedure:

Place the SD card in the SD card slot on the computer or connect it via an external USB SD card reader then on the PC –

Run Electrical Inspector on PC → *Export/Import data* → *Import certificate from SD card* (Select the SD card and look in *Palm* → *Programs* → *tapit* (Tap certificate name)) → *Continue*

This should import the required certificate.

### **3. Import certificate to Palm**

Run Electrical Inspector on Palm → *Export/Import data* → *Import certificate from file* (Select the file) → *Continue*.

You should now see a message confirming the import of the certificate

## Archiving

This is an important way to back up the files you have stored in the PC module of Electrical Inspector. It involves saving an exact copy of the database to a different location on the PC or on an external storage device such as a USB pen drive or external hard drive or even on a partition of an internal hard drive.

If you experience problems with the Electrical Inspector software technical support may ask you to send them a copy of your archive so they can investigate and solve your query. Below are the instructions on how to create an archive:

### 4. Create an Archive

To create an Archive follow this procedure:

*System Management* → *Archiving* → *Create Archive* (Select where Archive will be saved to, **Write This Location Down**) → Continue

You will then get a message telling you that an archive has been successfully created.

### 5. Restore from an Archive

You can then restore from an archive if necessary:

*System Management* → *Archiving* → *Restore Archive* (Select where Archive is saved to) → Continue

A message box will appear telling you that the archive has been restored.