

# Archiving and Restoring Surveys

## Archiving a survey

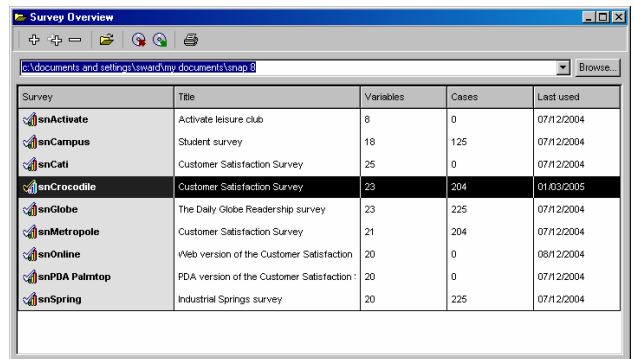
You should take regular backups of surveys that you are currently working on. In the event of your PC or Network crashing while working in a survey, the MDF or RDF files may become corrupt. It is usually possible to recover most of your data from this situation, however, if you have a current backup it is much easier to restore the backup than having to go through the repair process.

This is a simple way of creating a backup copy of a survey. Snap takes a copy of the MDF (Main Data File) file and RDF (Raw Data File) file (if there is one and you have selected to include the data) and compresses it (zips it up) into one file. This is usually 10 to 25% of the original size. The file that is created has the same name as the survey with the ADF (Archived Data File) extension. e.g. SNCrocodile.adf. The surveys will still be available in the survey overview for you to open and work with.

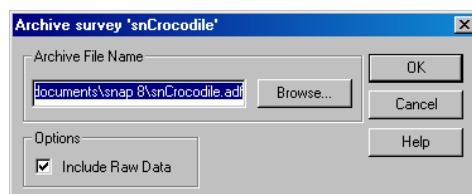
1. From the **Survey Overview** window highlight the survey to be archived.

2. Click on  **Archive Survey** button.


3. The archive dialog box will appear.



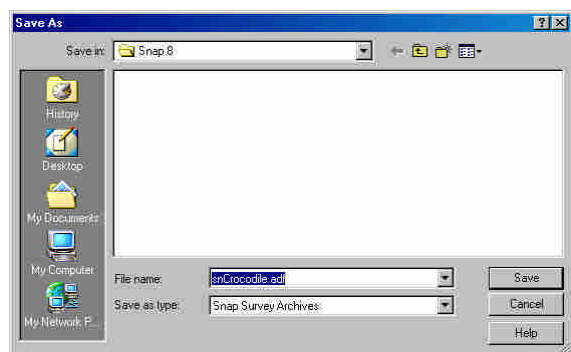
4. A file name will automatically be generated and the directory/folder where the file will be created will be where you are currently working. You can change the location and the file name by clicking on the browse button (go to step 6).



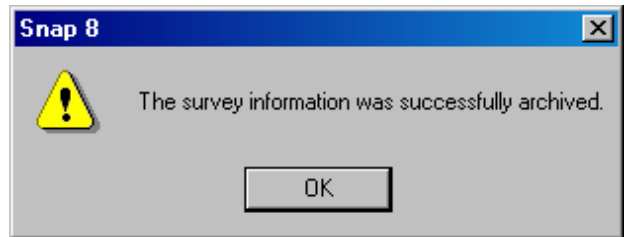
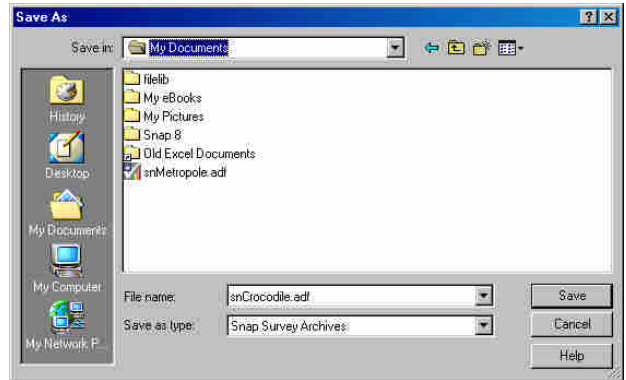
5. There is also a tick option to include the **Raw Data** – cases which has been data input.

6. To change the location click on the  button.

7. The **Save As** dialog box will appear.




8. If you want to archive the survey to a floppy disk, change the **Drive** to **a:**. or select a different folder location from the **Save in** drop-down menu.
9. To change the **File name**: enter a name and include the .adf file extension.
10. Click on  and then click on  to perform the archive.
11. When the archive is complete a message box will appear to inform you that the survey information was successfully archived.



## Restoring a Survey

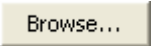
Surveys that have previously been archived may be restored to working form by using the restore button in the survey overview.

Step by step

1. In the **Survey Overview** window, click on the  **Restore Survey** button.

2. The **Restore Survey** dialog box will appear, allowing you to specify which archived file you wish to restore.

3. Select the **Options** that you require. If you require the whole survey to be restored place ticks in both the Survey Definitions and Raw Data. If you only require the survey without the data, only place a tick in Survey Definitions.

4. If you know the exact path of the file to restore, then you can type it directly in the **Archive File Name** field, or alternatively, click on the  button.

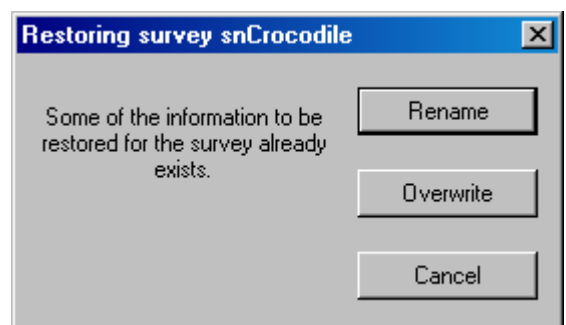
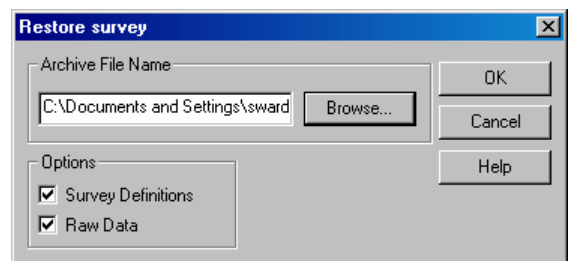
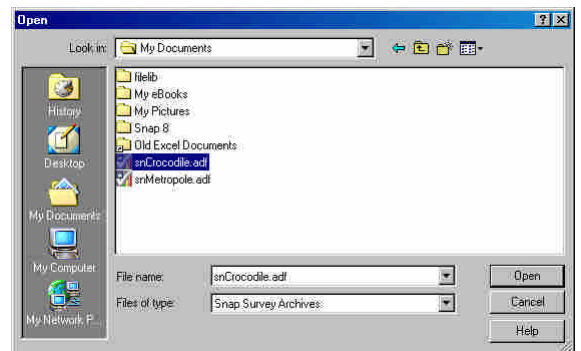
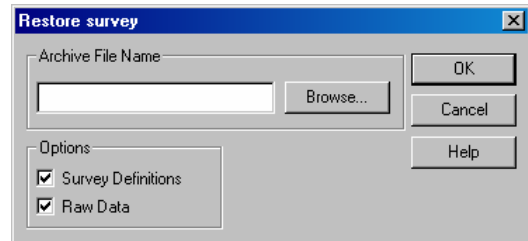
5. Select the file location by clicking on the **Look in** drop down menu.

6. Select the file to be restored by clicking on it. The file will automatically appear in the **File Name** field.

7. Click on the  button.

8. Click on .

9. The restore process will commence. If however, a survey already exists with the same name as the file you are trying to restore, a dialog box will appear warning you of this. You will be given the option to **rename** the file you are restoring, **overwrite** the existing file or **cancel** restoring.



10. If you choose to **overwrite** the file you will not be able to recover the original. Only choose this option if you are sure you will not need the existing file.
11. If you choose to **rename**, a dialog box will appear prompting you for a new name. Enter a new file name and click **OK**. Choosing a name that already exists activates a message box informing you of this. Click **OK**. When you have entered a name, click **OK** and the restore process will commence.
12. When the process has finished, a message box will appear informing you that the survey was successfully restored.
13. The Procedure is now completed.

