

Backing Up Data Using PDWS

The **ERASSERV** directory consists of several databases that contain important information regarding configuration and applicant data. Two of these databases are the **pdwgen.mdb** and the **pdwmain.mdb**. The **pdwgen.mdb** contains the organizational information, track information, application settings, filters, and information concerning local data. The **pdwmain.mdb** contains information pertaining to the applicant settings, local data, and applicant data.

Note: All the databases in the **ERASSERV** directory are locked and any attempts to open and modify them can and will result in corruption of the data.

The PDWS software comes equipped with a built-in back up utility that will allow you to create regular, daily back ups of these databases (**pdwgen.mdb** and **pdwmain.mdb**) before updating program data.

To Back Up Your Databases:

1. If you have not done so already, download documents from the ERAS PostOffice by clicking **Contact ERAS PostOffice**.
2. Once the download is complete, click **Quit** and a pop-up window will appear stating that **New program data exists. Would you like to process the program data?** Click **Yes**.
3. After clicking **Yes** the **Update Program Data** window will appear.
 - This is where the incoming data that was downloaded can be processed. Towards the bottom of this window is a **Back-up database before updating program data** check-mark option. Having this option checked will create a back up of the database when **Process Data** is clicked.
 - The back-ups of the database files will reside in the Back up folder. The default path to this folder is as follows: **X:\ERASSERV. K10\unit__id\Data\Tables\Backup**.

The Back-up folder contains copies of the **pdwmain.mdb** and **pdwgen.mdb** as well as two log files, **backup.log** and **install.log**. The **backup.log** contains the date of the last time the databases were backed-up. The **incoming.log** contains a list of all the incoming data that that has been processed.

External Back-ups

The ERAS PDWS software does not include features to back up your ERAS documents to a directory external to the ERAS software. Regular (daily) back ups of the entire **ERASSERV** directory to a location outside the ERAS directory are highly recommended. If you do not already have the equipment necessary to back up your hard drive, you should investigate other options, such as a backup tape unit or a portable disk drive.

Each applicant file takes approximately 1MB of file storage on average. Users installing their PDWS on a network drive should check with their local network support staff to make sure the files are backed up as part of the regular daily network maintenance.