

Modes Complete: Making a full backup

Making a backup when closing a file

The program will make a back up copy of your records at the end of each working session.

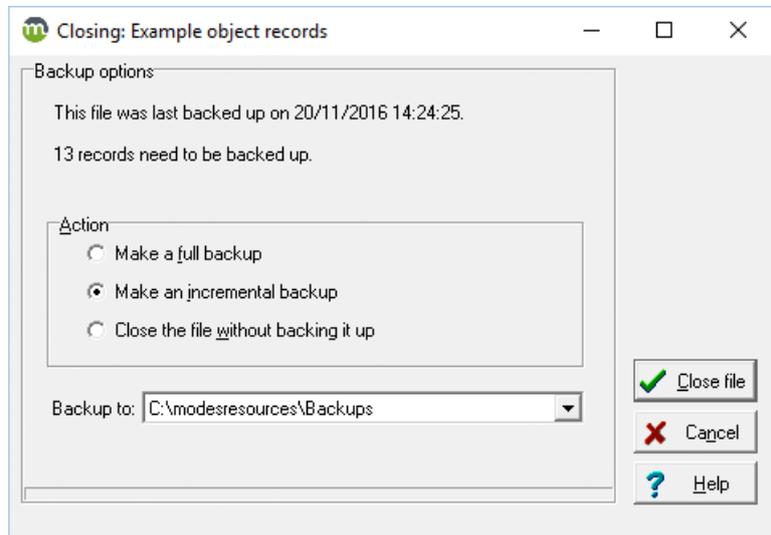
When you close a data file the following screen will appear:

The *Make incremental backup* option will be selected by default.

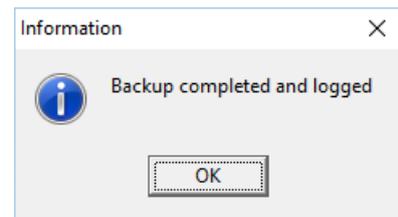
To make a full backup you must select *Make a full backup*.

Then click the **Close file** button.

The file will be backed up to the default location, which is indicated in the *Backup to:* box.



When the backup is completed, click the **OK** button and the file will close.



Backup locations

You can select a backup location from the *Backup to:* box.



By default the backup will be saved to the *backups* folder on your server (networked installation), or on the same computer in a standalone installation:

Networked \\your server\modesresources\Backups

Standalone C:\modesresources\Backups

Alternatively, you can backup to a removable drive or memory stick. If you wish to do this, plug in your memory stick, then select its drive letter from the dropdown selection in the *Backup to:* box.

Backup filenames

Backup files are named automatically. A full backup is named according to the application and the filename of the data file ONLY. For example *Object_ObjectData1_backup.xml* is a full backup.

Full backups can be distinguished from incremental (or partial) backups which include the time and date in the filename. For example

Object_ObjectData1_backup_2020_03_23_15_56_08.xml. is an incremental backup..

What a backup file contains

A Modes Complete backup is an XML file. It contains a full copy of each record, which can be used to restore the data content of your files, or transfer them to another copy of Modes.

What a backup file does not contain

Images and other multimedia attachments are not included in an XML backup. The backup does not include any information about deleted records, passwords or other system settings.