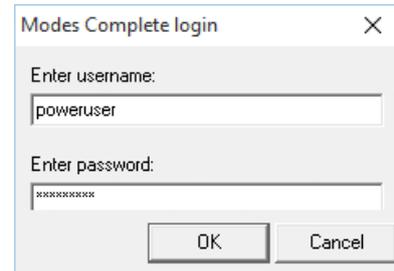# Modes Complete: Setting up files from backup

1   Log on

Click on the Modes Complete icon. The **Modes Complete login** dialogue will appear.
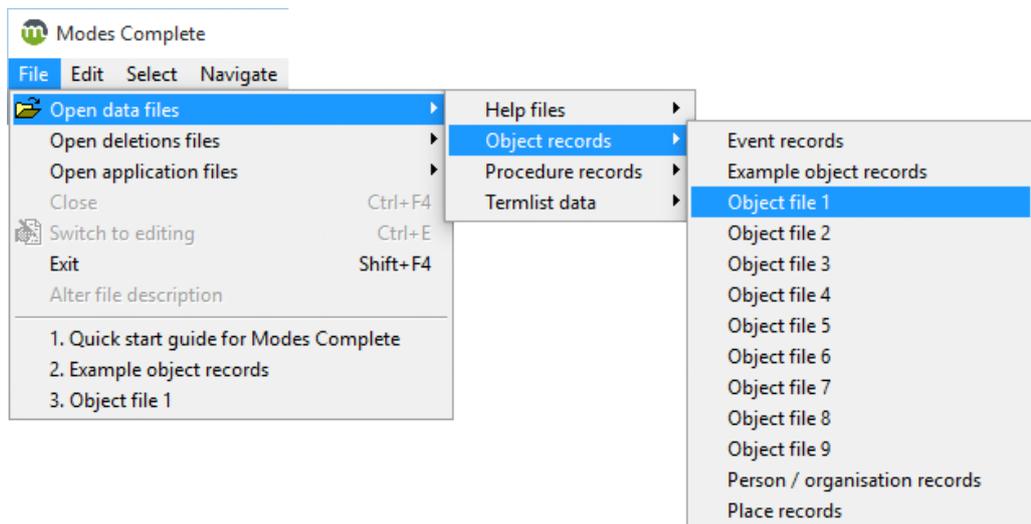
Enter the username *poweruser* and password *poweruser*, then click **OK**.

2   Open a data file

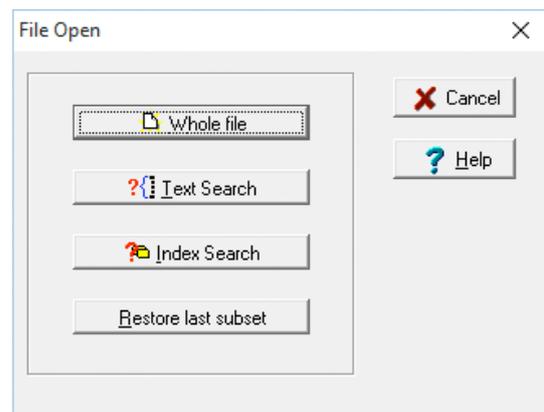Select *Open data files* from the **File** menu.

Select *Object records*.

There are nine empty data files for you to choose from (*Object file 1* to *Object file 9*). Choose *Object file 1* to begin.

Select **Whole file**.

The file will open as an empty grid with no records displayed.
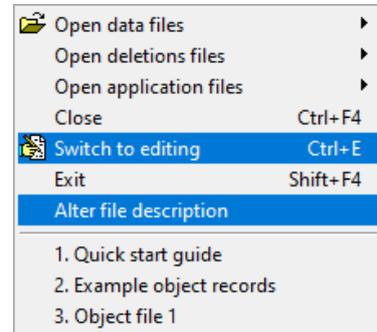
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3   Rename the file

If you wish, you can change the name of the file from *Object file 1* to something more relevant to your collection.
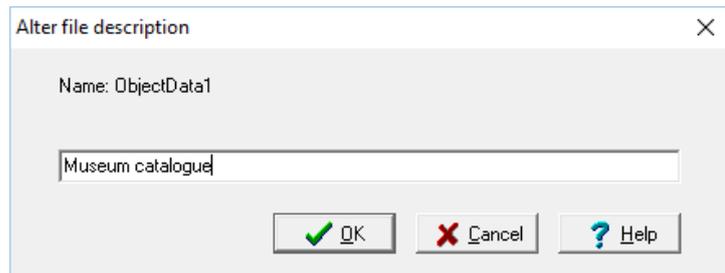
Select *Switch to editing* from the **File** menu.

Then select *Alter file description* from the **File** menu.

Type a new name for file into the box, then click **OK**.

You can use the same method to change it again later.

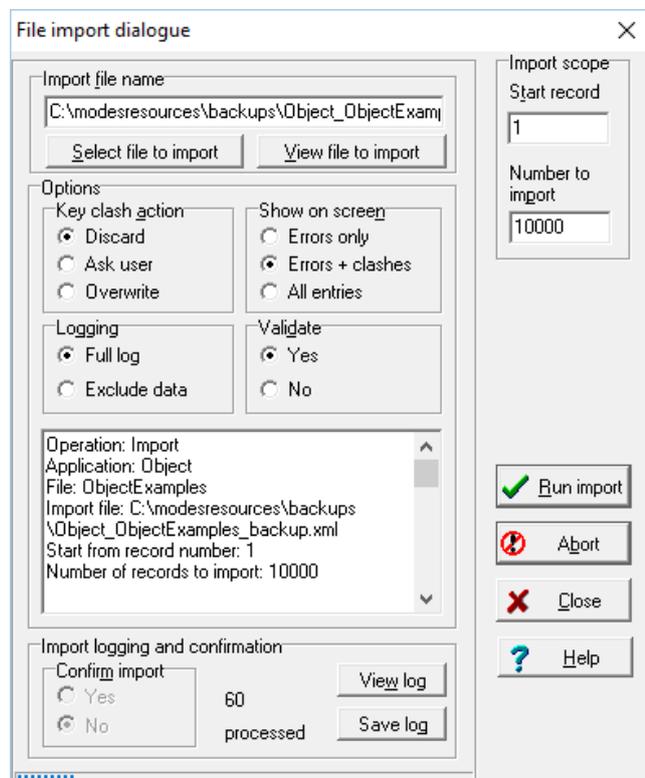# 4   Import records from an XML backup file

Switch to **Editing** mode, then select *Import* from the **Edit** menu. The **File import dialogue** will appear.

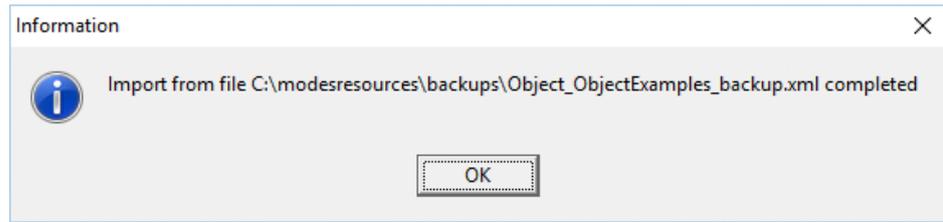Click the **Select file to import** button and browse to the folder where you saved the backup file.

Select the backup file, then click **Open**.

Click the **Run import** button

You will see the dotted progress bar running to 100%.

Click **OK**, and
then click
Close.

Information   ×

ⓘ   Import from file C:\modesresources\backups\Object_ObjectExamples_backup.xml completed

[OK]

Click **Yes** to complete the import
and view the newly imported
records.

Confirm   ×

❓   Newly imported records will not be visible unless you refresh the
      file.

      Refresh now?

[Yes]   [No]

Identifying the backup file

Modes backups are named according to the application and the filename of the data file
they were created from.

Incremental (or partial) backups include the date and time in the filename. For example
Object_ObjectData1_backup_2020_03_23_15_56_08.xml is an incremental backup.

Only a full backup will contain all of the records in a data file. A full backup does not
include the date and time in the filename. For example *Object_ObjectData1_backup.xml*
is a full backup.

Key clash action

Disregard this section if you are importing records into an empty data file. A key clash
occurs when a record in the backup file has the same identity number as a record already in
the data file.

When *Discard* is selected, the records in the backup file will be rejected and the records
currently in the data file will be unchanged. This is the default setting.

When *Overwrite* is selected, the existing records will be overwritten by the records in the
backup file. Choose this option if you wish to update the records currently in the data file.

Ignore the *Ask user* option.

Import scope

Disregard this section if you are importing fewer than 10000 records.

The **Import scope** section allows you to break down a large import into smaller batches. By
default, it will import the first *10000* records, starting at *1*. For the second batch, set *Start
record* to *10001* and **Number to import** to *10000*, and so-on.

Set the *Number to import* box to its maximum value, which is *99999*, for an uninterrupted
import of a larger file.

Other import options

Disregard all the other options.

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5   Images and other multimedia

Images and other multimedia are not included in XML backups.

You will need to save any image files associated with the Modes records to the folder modesresources\multimedia\Pictures. Documents, audio and video files shoud be saved corresponding folders within the multimedia folder.

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