

BACKING UP YOUR DATA

IMPORT AND EXPORT YOUR JOBS DATA

BACKUP DATABASES

SHARING FILES WITH OTHER USERS

DATABASE MAINTENANCE

Please note on the personal edition your data is held in two folder called Jobs and Library

- The Databases are installed to the folder C:\Users\user_name\AppData\Roaming\LiberRATE (you cannot vary this)
- LiberRATE must be closed when you move or back up this data
- If you are moving your data from Personal to Multiuser, this is the only data you require once you have completed the installation

You can use Import and Export to move Any Job, a selection of Jobs or all Jobs to a backup file for safe storage or to Import the Job or Jobs onto another computer.

We strongly suggest that you backup regularly especially whilst working on large projects to safeguard your work and prevent loss of data from possible file corruption or hard disk failure.

Method 1

Using the LiberRATE Internal Backup System.

This will back up your Jobs and remove any errors from your files. This is the safest backup system. It will not backup your library. Use method 2 below for Library backup

On the Job Screen /Job>Export Jobs or Export All Jobs

Export Jobs

You can export **One** or **Many Jobs** in a particular folder - You cannot export many jobs in different folders.

Export All Jobs

Exports all jobs on you current system (You lose your folder structure in the back up file but all jobs are backed up)

Backing up does not modify any of your data in your databases – It just makes copies

To Export specific Jobs or Jobs in a single folder

1. From the Job Screen/ Menu/ Job: Select Export Jobs
2. Choose the Job or Jobs that you wish to export.
3. A dialogue will appear prompting you to name a file
4. Type a file name in the name box. (example:-14February or JobName)
5. Select a location for the export. (My Documents or Desktop etc.)
6. Press Save
7. Your Job(s) will be exported to a new file with the name that you selected and an lji extension e.g. 14Feb.lji
8. You can also export directly to a memory stick the Save In box at the top of the Export file dialogue and specifying the USB or drive with your memory stick as the location for saving your file.

To Export all of your Jobs

Note: This operation will back up to a single file. The file will not preserve the folder structure as existing in LiberRATE.

You will not lose or alter the information in LiberRATE but when you do re-import the Jobs they will all be in one folder.

Procedure

1. From the Job Screen/ Menu/ Job: Select Export **All Jobs**
2. Proceed as per items 2-8 above

To Import Jobs

1. You can Import from a back-up (Export file) on your local drive, CD or a backup on a network
2. You can Import from a CD or memory stick.
3. You can import from another machine on the network.
4. We always recommend that you create a new folder for your imported jobs. You can then use the Jobs Organiser to re-order your imported jobs.
5. When importing you will be given an opportunity on the Import dialogue to create a new folder.

Notes

1. Imported Jobs are automatically connected to your library unless the Jobs were created on a different LiberRATE Installation
2. LiberRATE will check to see if the resources in each job are found in the library with the same identifier as the source library of the Job.
3. If the identical item is found the resources will connect to the library.
4. If the Job cannot find the exact correct library item it will notify you when you open the Job
5. At this point you can run the connect function from the menu to reconnect the Job the Item, or the Resource back to the library.
6. If you connect to a library and the resource is priced a different price in the new library from the original library, the value of your Job may change.
7. You can duplicate a job on your system using duplicate functions in LiberRATE and then compare the connected Job to the disconnected Job
8. You will receive a report of which resources have not managed to connect. At the end of the import you will receive a report which tells you which of the resources in the imported Jobs were not found in the library. This information can be successively copied to the clipboard. **See below**

If you have exported your Job from one machine and are importing it to another machine the only way you can connect is if the libraries on both machines are the same. There is no way within LiberRATE of copying libraries. You must use Windows File copy functions for this.

You may however copy one computers library database to a second computer.

Be careful. You will overwrite all existing information in that machines library. Please call us for advice.

Method for Importing previously backed up LiberRATE Jobs

1. From the Job Screen: Select Import
2. Use the "Look in" dropdown box to go to the location of your previously exported files or you're a drive or the drive on your network which contains the exported file
3. A dialogue will appear prompting you to select a lji file from the list.
4. Select a file name in the name box. (example:-14February.lji or JobName.lji)
5. Press Open
6. A dialogue will appear showing you which jobs are contained in the backup file. You cannot choose one or many from the list. The whole list of Jobs will import

7. You can create a new folder to import the Jobs to and then use Jobs/ Jobs organiser to move/ delete jobs.
8. The Jobs will be imported and you can access your revised list of Jobs through Menu>Job>Open Job.
9. Your Job(s) will be imported and appended at the bottom of the list of existing Jobs on your system.
10. The date of the import will appear alongside the imported file for reference.
11. Imported files will not overwrite existing Jobs with the same name.
12. On opening an imported file you must run the connect function on the items menu if you want to update any resource price changes in the Job.
13. You can reorder the grid on the Select Job screen which shows your Jobs by dragging the titles
14. You can size each individual column by dragging the width of the column at the vertical line which separates the titles of the individual columns.

COPY TO THE CLIPBOARD

When you IMPORT from an EXPORT file you may get a messages alerting you that some resources are no longer connected to your library

This means that these resources will not automatically update if you change details about them in your library and run CONNECT

Copying this to the clipboard allows you to store this information on a text or word processor file for later use

The clipboard is essentially your computers short-term memory

When you copy to the clipboard you are telling your computer “Remember this for a while, I'm going to ask you about it in a few minutes”

You ask your computer about what's in its memory by pasting its memory onto your word processor or Notepad

Every time you copy additional information to the clipboard, the previously copied information is overwritten

You must therefore Paste (Ctrl+V) the current information into your text document before you copy further information to the clipboard.

Open WordPad, Notepad or your word processor

Use that applications paste functions to paste the clipboard contents

You can now copy further information to the clipboard and paste below the information you have already pasted.

Remember that any further Copy to Clipboard commands will overwrite the current contents of your clipboard. We therefore recommend that you Paste the clipboard immediately if you wish to keep a record.

METHOD 2 - USING YOUR COMPUTERS FILE MANAGER

BACKUP YOUR DATA FILES – THIS IS IMPORTANT. DO IT REGULARLY

USE THIS METHOD FOR MOVING YOUR PERSONAL EDITION TO A NEW MACHINE

- Backup your Jobs and Library regularly using Windows File Explorer. Simply make a copy of the folders on another drive or a memory stick. This method takes you entire Jobs and Library databases as they are at the time and allows you to store them.
- The easiest way is simply to make a copy of the folders below and store them in a separate directory.
- See the file locations below
- You only need the Jobs and Library folders – See file locations as detailed below

LiberRATE must be closed when you do this.

RESTORING OLD DATABASES FROM A SERVER.

1. Replace the Jobs and Library folder in the locations as shown above but this will overwrite and you will lose your existing data.
2. LiberRATE will only read folders calls “Jobs” and “Library”
3. If you wish to temporally restore an old back-up, rename your current folders to (for example) Jobs 1 and Library 1. They then become invisible to LiberRATE.
4. Paste the old Jobs and Library
5. Get the information you require and export it using the LiberRATE internal Export Jobs functions.
6. Restore the current data folders by renaming them back to Jobs and Library respectively. You will also have to rename or remove the recently restored data files.
7. Import the exported data into your current file list.

LiberRATE must be closed when you do this

MOVING YOUR LIBERATE TO A NEW MACHINE

- Download a trial from our website www.libr8.co.uk
- Install it and use the Licence key we have given you or look in Help/ About and then the Info button to get your key.
- When you activate your new installation it will go through the registration process
- Simply choose Standalone and paste or type in your existing Key
- Replace the installed databases with the existing one as detailed below in File Locations
- LiberRATE must be closed when you do this

FILE LOCATIONS

Personal Edition

- The program is installed by default to the C:\Program files\ or (Program files X86) directory
- The Databases are installed to the folder C:\Users\user_name\AppData\Roaming\LiberRATE (you cannot vary this)
- Note- This is a hidden directory and you would need to Use >Windows View Options>Show hidden files and folders.
- Please ensure you back up the Jobs and Library folders found as above - regularly
- The licence is installed to the directory C:\ProgramData\JR. (Information for Administrators only)

Multi-user Edition

The path to the databases is user selected and may have been renamed from the defaults on installation

The default path for the data files is either:

\Server Name\ LiberRATE \LibV4MUS\Library

\Server Name\Program files\LibV4MUS\Jobs

It is highly likely that on installation you changed the default location so:-

If you are not sure where the server files are stored, you can see this by starting LiberRATE and looking in Help/ About.

Press the blue i button and look down the list for these paths.

See also Import and Export