

HOW TO: Archive & Restore Project Data



Once a project has been completed it can be removed from QDMS and archived. QDMS stores the Data for each project in a separate set of database tables and these are stored in a Windows Explorer folder per project.

QDMS also stores a list of all projects in a table. The list of projects you see when logging into QDMS is sourced from this table.

Archiving Projects

Archiving a project in QDMS is a two stage process:

- (A) Removing the project details from the table that stores the list of projects
- (B) Archiving the actual project data

The removing of the project details from the table that stores the list of projects is done from WITHIN QDMS. The archiving of the actual project data is done using WINDOWS EXPLORER.

(a) Removing the Project from the QDMS Project Listing

1. Run QDMS and select a project **other** than the one to be removed.
2. Click on the **Tools** menu.
3. Select **Options**.
4. Click on the **System Administration** page.
5. Navigate to the Project to be removed by using the arrows on the Tool bar.
6. Once the appropriate Project has been located click on the **Delete** button.
7. Click on Close.

Note that at this point, all you have done is removed is the project from the list of projects that you see when you log into QDMS. You have NOT yet touched the project data (the drawing register etc)

(b) Archiving the Data Files

The archiving of the data files that relate to the project you have removed is done using Windows Explorer.

8. Run Windows Explorer
9. Locate the Project folder to be archived. This is usually located in the \QASOFT\QDMS\PROJECTS directory.
10. Copy (zip if necessary) ALL the files in the relevant project folder to another location ie a CD or diskette
11. Remove the project folder.

Note that the project folder should not be renamed as this would interfere with the restoration process. See below for more on restoring projects.

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Restoring Projects in QDMS

It is sometimes necessary to view project data that has been archived from QDMS.

Restoring a QDMS project is a two step process:

- a) Creating a new project
- b) Restoring the data files

The creation of the project details is done from WITHIN QDMS. The restoring of the actual project data is done using WINDOWS EXPLORER.

(a) Creating a new project

1. Locate your archived project folder and note the project number.
2. Run QDMS
3. From the File menu select Project Create New.
4. At the first screen of the Create Project Wizard type in the Project Number that you located in step A
5. Press Tab to populate the rest of the fields in this screen (do not alter)
6. Click Next and then Finish

Note that at this point you have just created a new set of empty database tables with the identical project number to the one you will restore.

(b) Restoring the data files

- a) Close QDMS
- b) Locate the newly created project folder in Windows Explorer this is usually found in \QASOFT\QDMS\PROJECTS\XXXX where XXXX is the Project Number
- c) Overwrite this folder with the archived project folder
- d) Open QDMS to check that all the original project data has been restored

Note that it is only possible to restore project data back into the same version of QDMS that it came from. For example you cannot restore a QDMS version 3 Project into QDMS version 4. In the event that you have any difficulties please contact QA Software on support@qa-software.com to extract your data for you.