

Backing Up Your UltraSite32 Database Before Upgrade

Overview

The purpose of this document is to explain how to back up an UltraSite32 database before upgrading to a new version of UltraSite32. Backing up the database will help to make sure that an UltraSite upgrade will not cause you to lose data during an upgrade, and will also help CPC Technical Service assist you with any database problems that may occur after upgrade.

Procedure

1. Create a folder on your desktop named US32 MDB BACKUP. Right-click on your desktop and select New... > Folder to create a new folder named "New Folder." Left-click on the name of this folder to highlight it, and then left-click again to edit the name.
2. Using Windows Explorer, navigate to the folder C:\Program Files\UltraSite32. In this folder you will see a file called "ultra32.mdb." Copy this file to the directory you created in step 1. Do not cut or delete this file — just copy it.
3. Upgrade your UltraSite32 installation.
4. When UltraSite32 asks "Do you want to overwrite your existing database," select "No." This will force UltraSite32 to upgrade and use the existing database.
5. Reboot your computer and restart UltraSite.

At this point, UltraSite32 should be properly upgraded and should be using the same database as the previous version. Verify all sites and directories are present.

If information is missing, or if any other problems occur with the new installation, contact CPC Technical Service for assistance, and mention you have a backup of your ultra32.mdb file.