

## Appendix F – Backup and Restore Procedures

### Back Ups in General

As many of us have found out the hard way, a backup is the best insurance against a calamity with a computer. A number of businesses, both large and small have discovered the horrendous expense of ignoring backups. It is important that we take the time to ensure we have good backups and to do them often. The most important times to do this are:

1. Immediately prior to installing a ProTrak build update. While every effort has been taken to ensure that a build update will work flawlessly when installed, the changes to ProTrak have been made by a human and as such are subject to errors.
2. Immediately prior to making any major changes to your own data. It is no sense spending time adding the 100 new freight cars you just purchased, only to find out that something has happened and **all** of your freight cars have disappeared.

### Backing Up ProTrak

On a Windows based machine, ProTrak by default installs in "C:\Program Files\ProTrak\ProTrak" (yes ProTrak twice). To back this up, you simply need to use the standard Windows 'copy' and 'paste' commands to copy the directory and paste it to a different location. It is Jim's recommendation (and mine) that you back the directory up to something that can be taken away from your computer. This location could be a USB drive or a removable hard drive. If you have a network file server, a location on that server could be used. If you really want to be safe, make two copies of the files in different locations.

It is a really good idea to keep several backups on hand therefore in the name of the backup you need to include something that will indicate when this backup occurred – a date for instance, or perhaps the existing build number. Whatever you use, at least two prior versions of the files should be kept. Here are a couple of examples of file names:

1. The version of ProTrak running is now build 263 and you are going to update to build 264. The backup file name could be:  
ProTrak Backup Prior 264

2. You've added a new branch line to your railroad – the LS branch. The backup file name could be:  
ProTrak Backup Prior LS Branch
3. You have run a number of operating sessions and now decide to take a snapshot of where everything is. The backup file name could be:  
ProTrak Backup 080320 (the date in YYMMDD format)

You get the idea. Whatever you use it should make sense in terms of being able to restore your data.

If you have access to one of the file compression programs (LHARC or PKZIP for instance) you might wish to use that program to do the backup, but the identification in the archive file name is still important.

## **Backing up Your Railroad's Data**

Up to this point, we've backed up all of data in the ProTrak directory. If you have made any changes to the following:

- Commodities
- Gateways
- Car Types (AAR Mechanical Types)
- Locomotive Types
- Private Owner data
- BEA (Business Economic Areas)/City data

you must backup the entire ProTrak directory as indicated in the previous section.

If you have not made changes to any of the items listed in the para above and have only made changes to your own railroad's data, you only need to backup the directory holding that information. In the case of our sample railroad, we only need to backup the directory:

C:\Program Files\ProTrak\ProTrak\PRO

or in the case of the North South railroad supplied with ProTrak

C:\Program Files\ProTrak\ProTrak\ES

The fundamentals of where to back the files up to are the same as in backing up the ProTrak directory – somewhere where they will be protected and as with backing up the ProTrak directory, it is important to clearly indicate what they are – the name of the railroad and an indication of when the backup occurred.

## **Restoring Data**

If you simply made a copy of the data, you just need to reverse the process – copy the backed up files to the directory where they were copied from. I.E. if you were in C:\Program Files and copied the ProTrak directory from that location, just copy your backed up files and go into C:\Program Files and paste them. If you used a file compression utility, you probably already know how to extract the files.

## **“Lost” Railroads**

From time to time in the Yahoo ProTrak group there comes a panic message from a user saying something to the effect that “all of his railroad data is gone”. This of course is usually couched in panic terms as you can imagine. In reality, what has likely happened is that ProTrak has lost the pointer to the user railroad data.

All is not lost. There is a way to get that pointer re-established but you **must pay close attention** to the instructions given. Here are the steps:

1. Before doing anything else, backup the entire ProTrak directory.
2. Using Windows explorer go to “C:\Program Files\ProTrak\ProTrak” and make sure the directory holding your railroad’s data is there. In the case of our sample railroad we are looking for a directory named PRO. Close the Window’s explorer.
3. Start ProTrak. On the ProTrak toolbar, click on “File” then select “Import home railroad”. You’ll see a window that looks like Figure F-1; however some of the entries may differ.

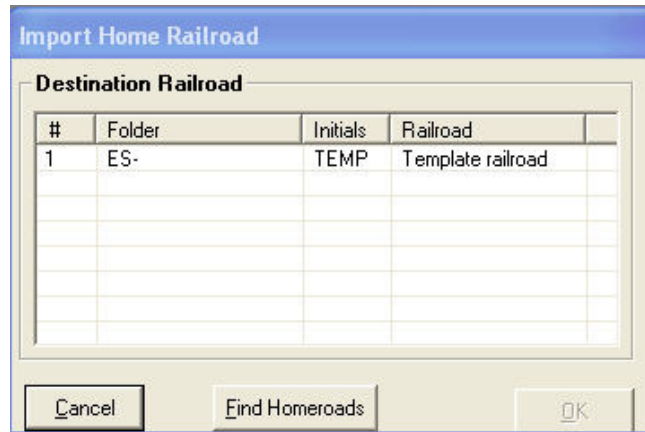


Figure F-1

4. Click on the "Find Homeroads" button. You'll see a window which looks like Figure F-2. Again, some of the entries may differ. Important! **DO NOT CLICK ON "OK"!!**

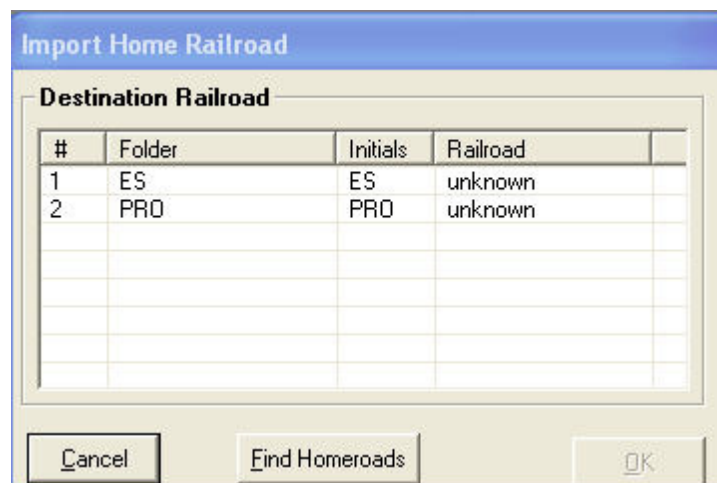


Figure F-2

5. Verify that the name of the folder holding your own railroad is shown in the window then click on "Cancel" and you will be returned to the basic ProTrak window. If you do not see the folder for your own railroad, it probably indicates that the folder is not in the ProTrak directory (the one where you can find the "ES" folder).
6. On the ProTrak toolbar, click on "File" then select "Change home railroad". You'll now see a window that looks like Figure F-3.

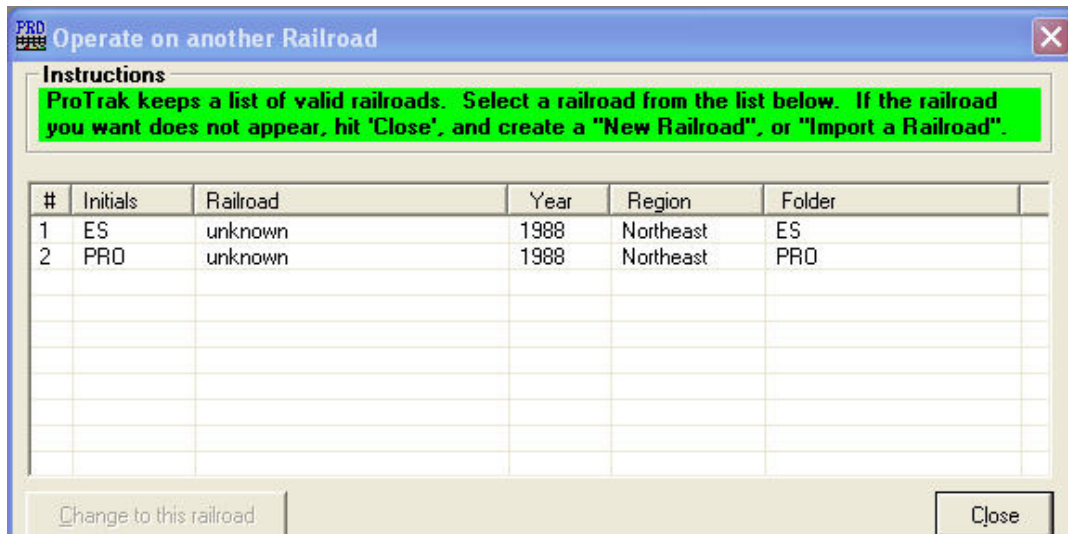


Figure F-3

- As you can see, while the initials of the railroad are there (perhaps not correct, however), but the railroad name is shown as "unknown". In order to correct these issues we need to change to each of the railroads shown. Select the first railroad in the list (likely ES), then click on "Change to this railroad". You'll get a message like the one in Figure F-4. Click on "OK" and you will be back in the basic ProTrak window again.

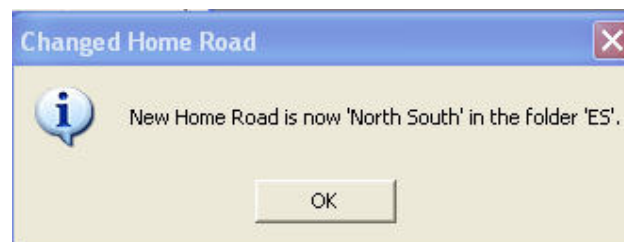


Figure F-4

- Repeat steps 6 and 7 for each of the railroads shown. Once all railroads have been done, repeat step 5 and you will see a window that looks like Figure F-5.

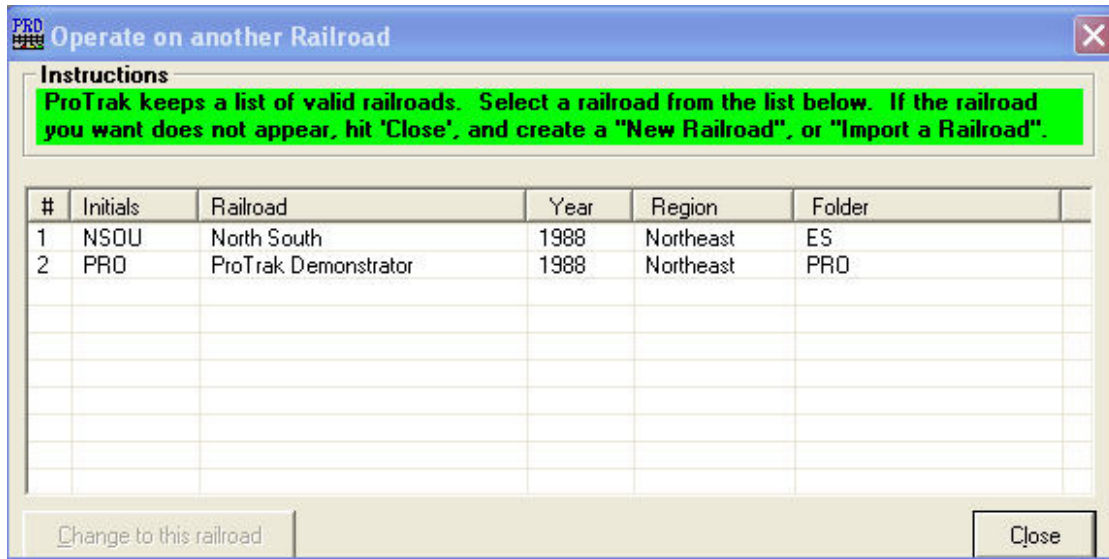


Figure F-5

9. As you can see, the list has now been updated to show the correct Initials for each railroad as well as the correct name. Select the railroad you wish to operate in and then click on the "Change to this railroad" button and your 'lost' railroad data will have been 'found'.