



Creating Report Backups

This document provides instructions for configuring file backup options and recovering a file from a backup copy.

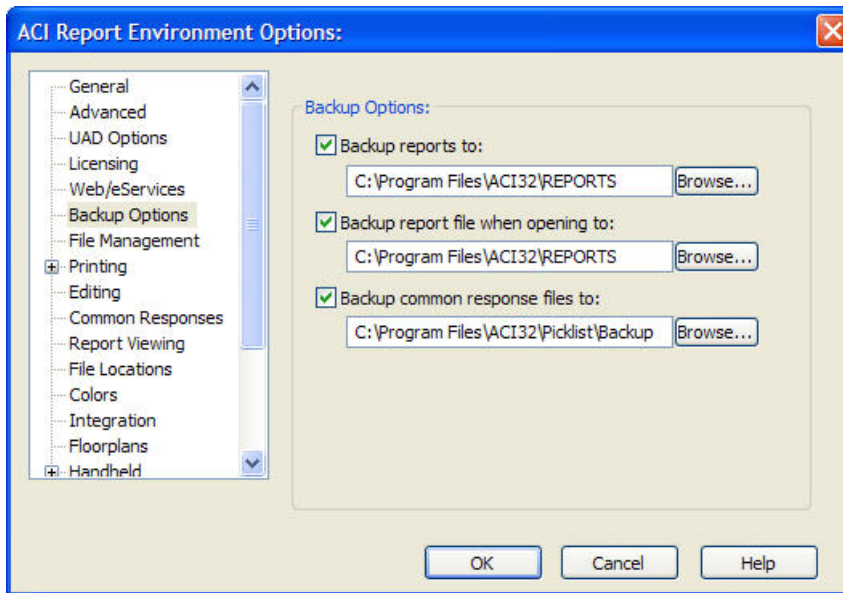
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Backup Options

Backup options are available in ACI Report under *Backup Options*. By default, the Report program creates backup copies of report files and common response files.

1. Click **Options > Environment > Backup Options**.
2. Select the backup options and locations. Click **Browse** to select the file location.



Backup reports to

A backup copy of the report file is saved in the specified location. Saved changes to the report file are also saved to the backup file. This option is enabled by default.

Backup report file when opening to

An “at open” copy of the report file is saved in the specified location. This option is enabled by default.


Backup common response files to

A backup copy of the current Picklist file is saved in the specified location. The specified location must differ from the file location of the primary Picklist file. This option is enabled by default.

3. Click **OK** to exit.

Recovering a Backup Report

Report backup files are saved with the same filename as the report and a file extension of .ABK. Saved changes to the report file are also saved to the backup file. The default file location of Report backup files is C:\Program Files\ACI32\REPORTS.

1. Click **File > Open**, or click the **Open Report** icon () , or press **CTRL+O** on the keyboard.
2. Browse to the file location of the Report backup files.
3. Select *Report Backup* (*.abk, *.zbk) under *Files of Type*.
4. Select the file and click **Open**.
5. Click **File > Save As > Report**.
6. Enter the file name for the report file and click **OK**.

NOTE: If selected under *Backup Options*, ACI also saves an “at open” copy of the file. The “at open” (.atopen) file is a copy of the file as of the last time the file was successfully opened.