



Creating Report Backups

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

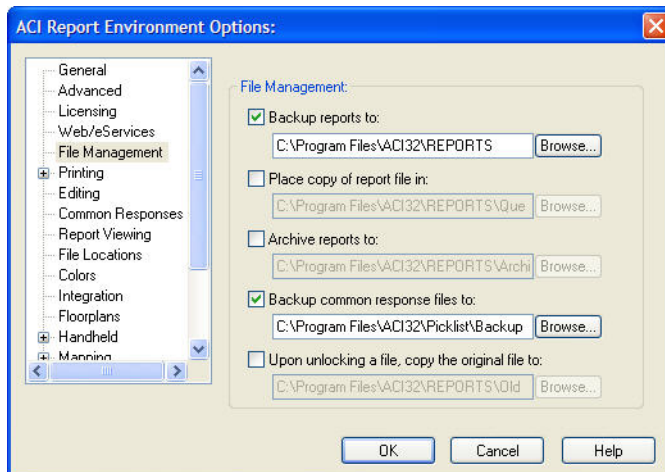
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Backup Options

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

1. Click **Options > Environment > File Management**.
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.

Place copy of report file in

A duplicate copy of the report file is saved in the specified location. Closing the current report file creates or updates the duplicate copy. The specified location must differ from the file locations of the primary report file and the archived report file. This option is disabled by default.

Archive reports to

A copy of the report file is saved in the specified location. To help reduce storage size, full-size images are replaced with thumbnail-size images. Closing the current report file creates or updates the archive copy. The specified location must differ from the file locations of the primary report file and the copy of the report file. This option is disabled 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.


Upon unlocking a file, copy the original file to

A copy of the original view-only report file is saved in the specified storage location. The copy is created when the file is unlocked for editing. This option is disabled 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 (ACI files) or .ZBK (ZOO files). Saved changes to the report file are also saved to the backup file.

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**.

CAUTION: Use **File > Save As > Report** to recover a backup file or to save a copy of the report file to another location. *Save As* is not recommended for copying reports. Clone a report to create an exact copy of an existing report to use as a starting point for a new report.