

# RESUMate Back-up and Migration

*(Backing up your data and moving RESUMate to a new PC or server)*

RESUMate, Inc. neither stores nor has access to the data you put into your copy of the RESUMate program. All of your data is stored on your hardware and you are responsible both for backing it up and for migrating it to new PCs or servers. Fortunately, we've made both as easy as possible.

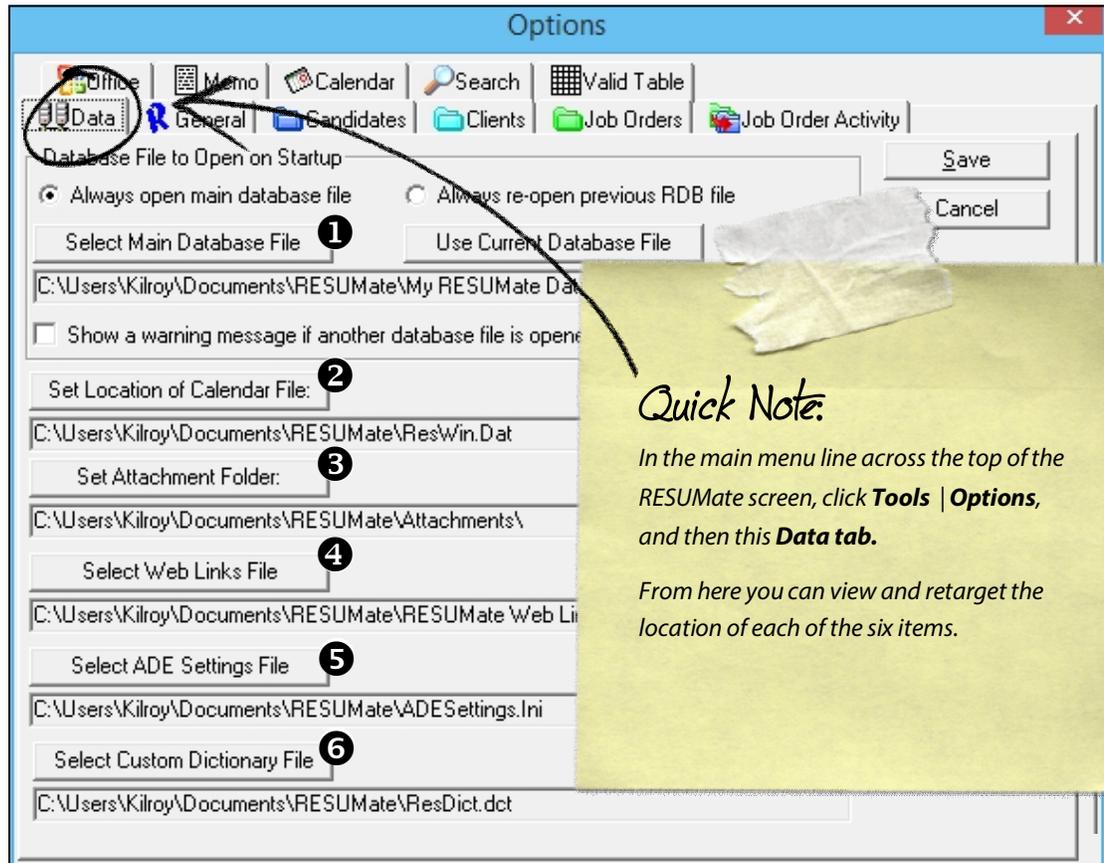
## *Backing Up or Migrating: 6 Important Items in 1 Windows folder*

Whether you are setting up a regular backup system or moving your RESUMate data to new hardware, there are six things you need to include. By default, all of them are stored in the "RESUMate" folder located within your main Windows Documents folder. If you have a single user version of RESUMate and simply followed the default installation process, all of your data will be stored there. **(The complete path is: C:\Users\User Name\Documents\RESUMate).** This is the complete list:

1. **The .RDB File:** This is by far the most important item. It contains all of the record information, including names, contact info, notes, text copies of resumes, etcetera. By default the file is named "My RESUMate Data.rdb", but that name can be changed. The same folder will also contain files with the same name but extensions of .ldb and .lck. These are temporary files used by RESUMate and do not need to be moved or backed up. Only the .rdb file is important.
2. **The "reswin.dat" File:** This is RESUMate's calendar file. It contains any schedule and to-do items that have been placed on the internal RESUMate calendar. It does not contain any Outlook calendar tasks.
3. **The Attachments Folder:** RESUMate designates one folder as the default location for attached outside files, typically resumes in Word and PDF formats, though any kind of file can be attached. RESUMate does not need the attachments folder in order to operate, but if the files are lost or moved to a different folder, they will no longer be accessible from RESUMate.
4. **The WebLinks.ini File:** RESUMate keeps a list of websites that are typically used to research candidates (Google Maps, Linked-In, etc.). If you modify this list by adding other sites to it, those additions are stored in the Web Links file.
5. **The ADE Settings.ini File:** If you have a standardized form that Candidates fill out at your website, the fields from your form can be mapped onto fields in RESUMate. Any field mappings you make are stored in the ADE Settings.ini file.
6. **The ResDict.dct File:** Any words you add to RESUMate's spellchecker are stored in this file. If you want to carry your custom dictionary from one copy of RESUMate to another, you'll need this file.

If you are using RESUMate over a network or in a hosted desktop environment, you can see the location of all six items by clicking the **Tools** menu, selecting **Options**, and then clicking the **Data** tab. That screen allows you to manually view and retarget each location.

### The Data Tab located in Tools | Options



## Backing Up Your RESUMate Data

RESUMate does not have an internal backup function, but it is still very easy to back up your data. All you need to do is make a copy of the six items above and store it in a secure, preferably off-site, location.

- ⇒ **If you already have a backup system**, you can simply add the RESUMate folder (or folders if you've changed one or more of the locations) to the existing backup list.
- ⇒ **If you do not currently have a backup system**, we recommend iDrive. iDrive offers 5 GB of free storage, and larger amounts for small annual fees. Their software is easy to install and setup, ([www.idrive.com](http://www.idrive.com)) and it will automatically backup any folder on your PC that you specify. If all you are backing up are documents and your RESUMate database (i.e. no pictures, music or video), their free 5GB option will provide more than enough storage space.

If you want to back up your data to an external hard drive, USB stick or other storage medium, that will work as well. Simply make sure that all six items are being copied successfully and you're covered.

**IMPORTANT:** *Make sure that you have RESUMate closed when your backup system runs.* If RESUMate is open, particularly if there is unsaved data that has not yet been written to the database file, your backup may be corrupted. Always (ALWAYS) test your backup system.

## Migrating Your RESUMate Data to a New PC or Server

Moving RESUMate to a new computer simply means moving the same six items listed on page 1 of this document, and then making sure that your new copy of RESUMate is pointed to them.

### 1. For Single User Copies of RESUMate

If you have a single user copy of RESUMate, you can just copy the "RESUMate" folder from your old Windows Documents folder to your new one. It can be transferred over a local area network, via a USB stick or external hard drive, or through something like DropBox. It doesn't matter. The important thing is that the entire "RESUMate" folder be copied to the new machine.

If you have copied the folder and your data still does not appear in RESUMate, you may need to manually tell RESUMate where to look for it. To do so, click **Tools | Options**, and then the **Data** tab. On the Data screen you can select the location for the database file, calendar file, attachments folder, and web links file. Once you have selected the copies from your old PC, restart RESUMate and your data will appear.

### 2. For Network or Multi-User Copies of RESUMate

In a multi-user environment, all copies of RESUMate (*whether stand alone PCs on a local area network or virtual desktops inside a server*) will point to a shared folder or folders. If you are changing servers or moving the database to a new location for other reasons, two things must be done:

- ⇒ All six of the above mentioned items must be copied to the new location.
- ⇒ The new folder must be shared with **full permissions** for all users. RESUMate will not run with only read or read/write access to the folder where the database file, calendar file, attachments folder, and web links file are located.

Once the data is in the new folder AND that folder has been shared with full permissions, each copy of RESUMate needs to be pointed to that new shared location. This can be done by clicking **Tools | Options** on the main RESUMate screen, and then clicking on the **Data** tab. That screen will allow you to manually set each location. Once a copy of RESUMate (on a standalone workstation or a virtual desktop) has been targeted at the new data location, restart RESUMate and everything will appear.