

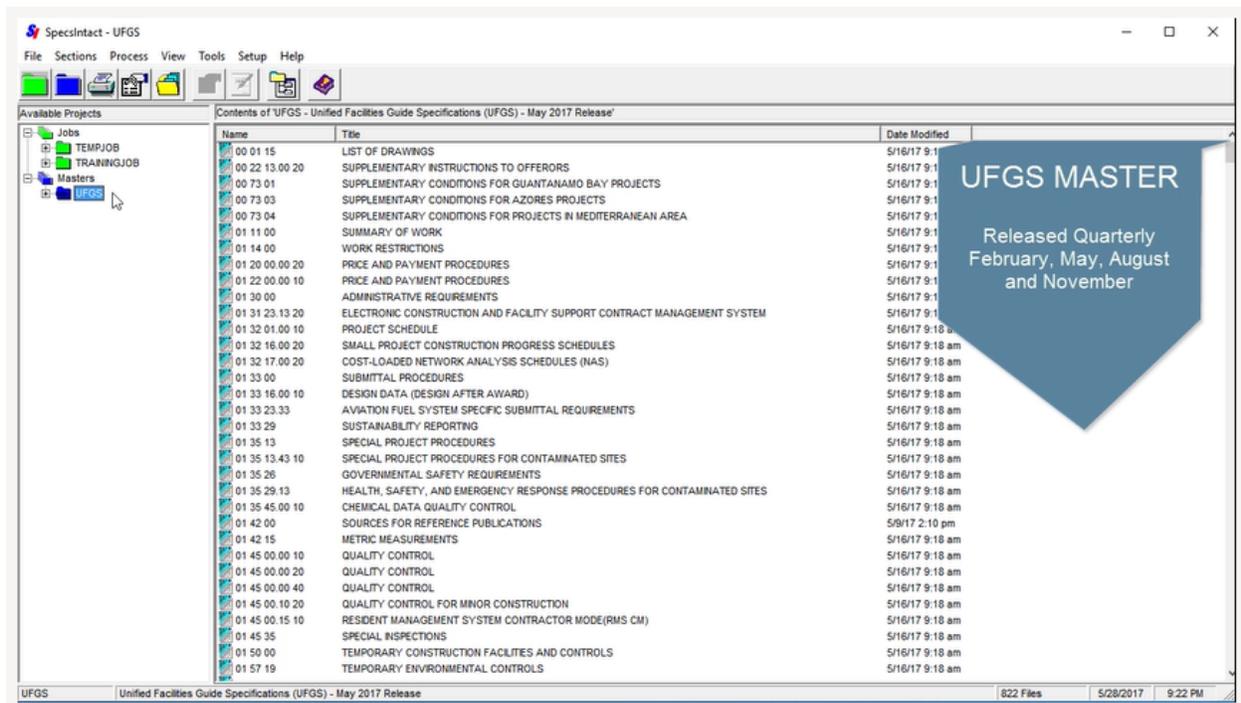
SpecsIntact eLearning Modules Transcript

Module: Chapter 8 – Restore A Master

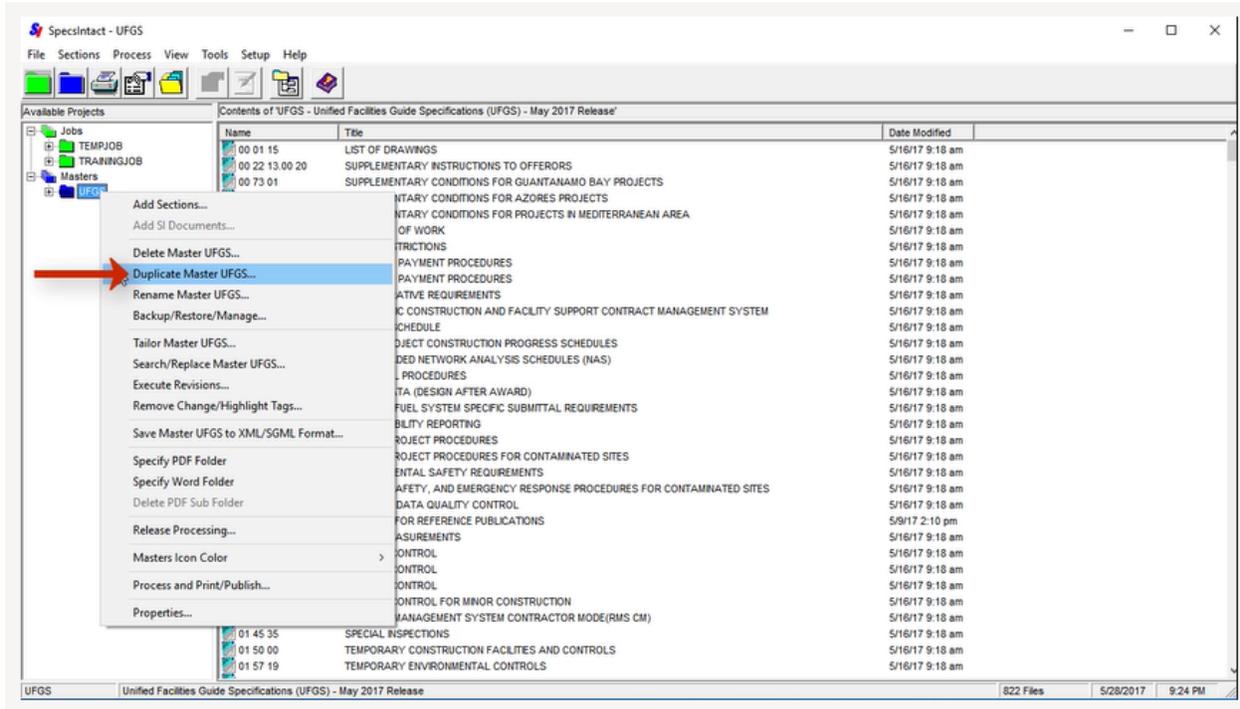
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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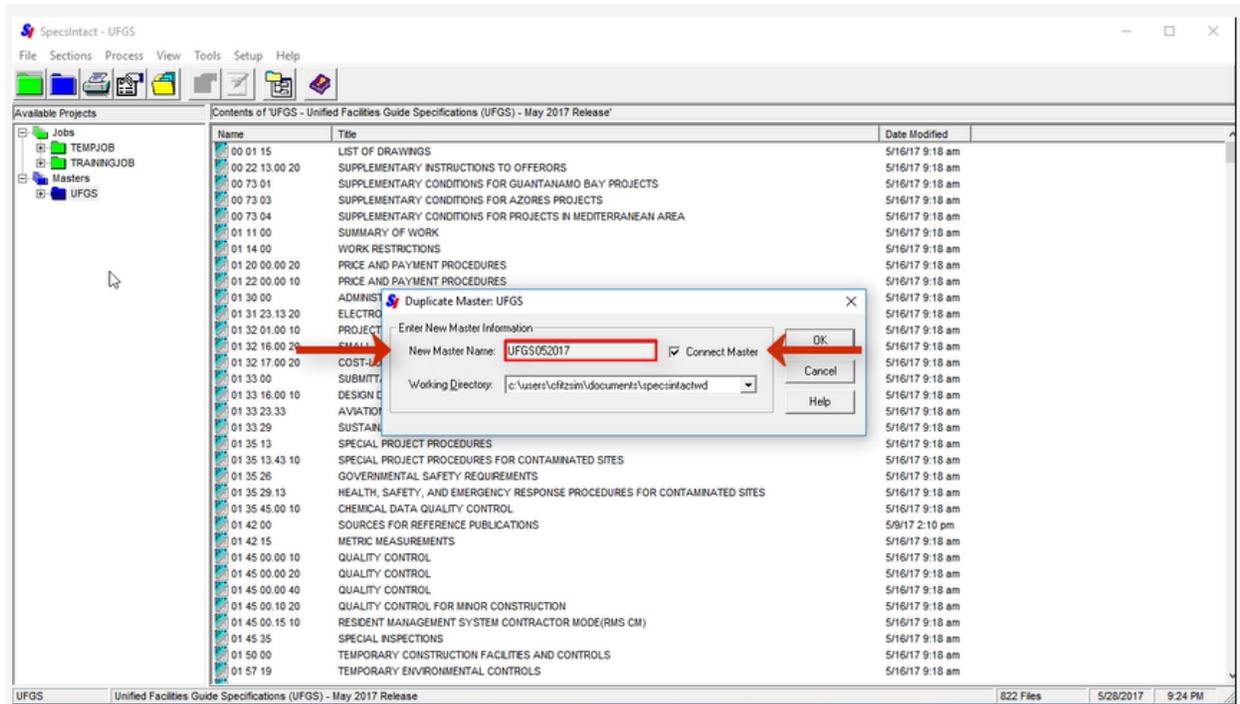
Earlier in this Chapter of eLearning modules we discovered the techniques used to manage and Backup a Master. In this module, we will focus on the steps required to Restore a Master. Before we get started, I'd like to show you a process that can be used to keep track of the UFGS Releases. The UFGS Master is released quarterly in February, May, August and November.



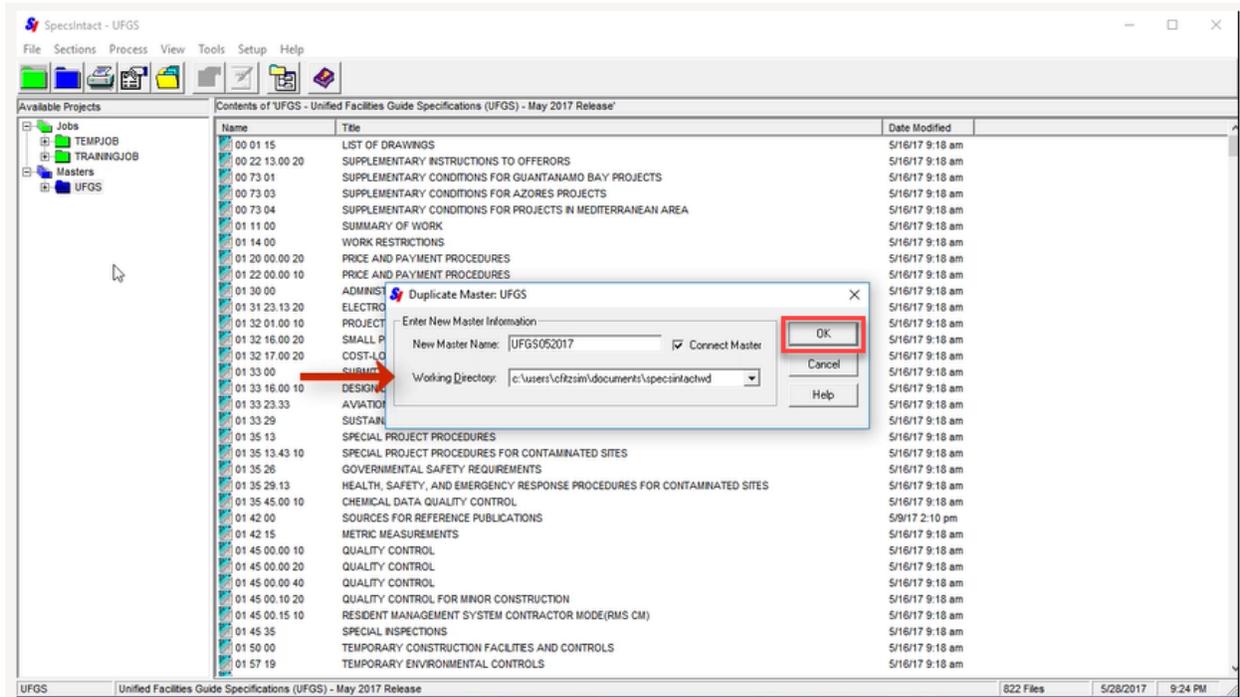
In order for SpecsIntact to automatically update the UFGS Master, you should never rename it, instead consider duplicating the UFGS Master as soon as the new Master is released and updated. Currently, I have the May 2017 UFGS Master on my system, so I am going to *right-click* on the **UFGS Master** and select **Duplicate Master UFGS**.



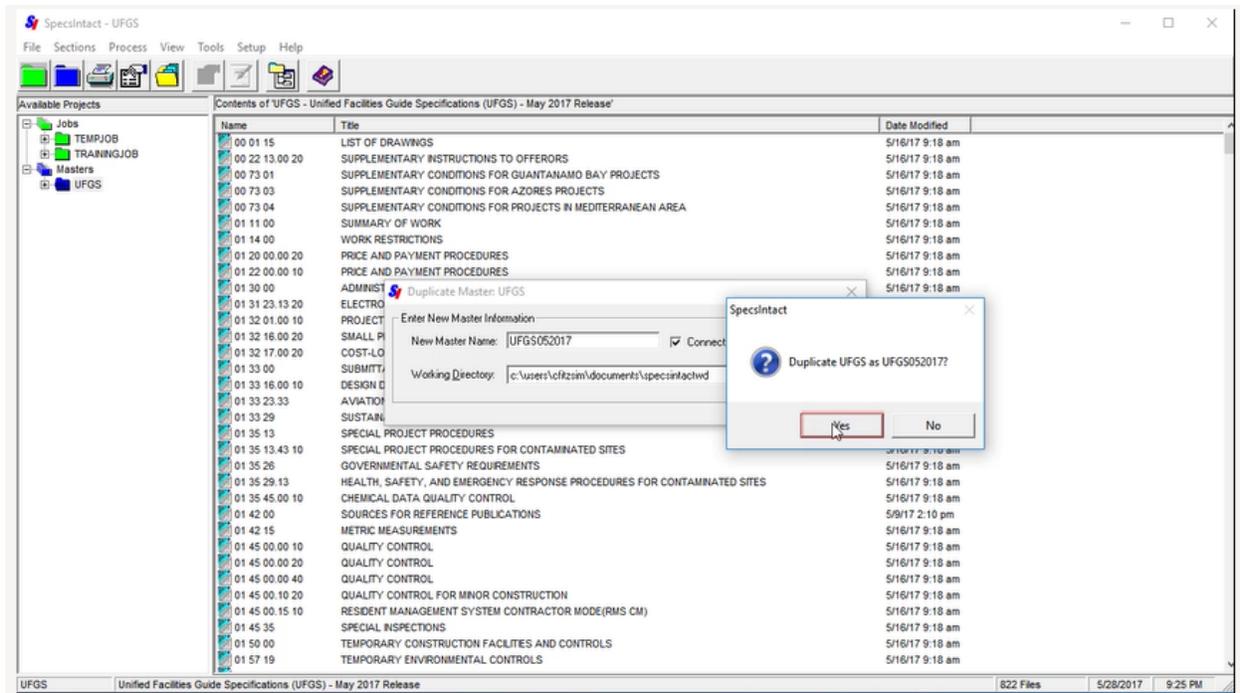
From the Duplicate Maser Window, my cursor is already in the New Master name I'm going to *enter* **UFGS052017** and leave the **Connect Master** option selected.



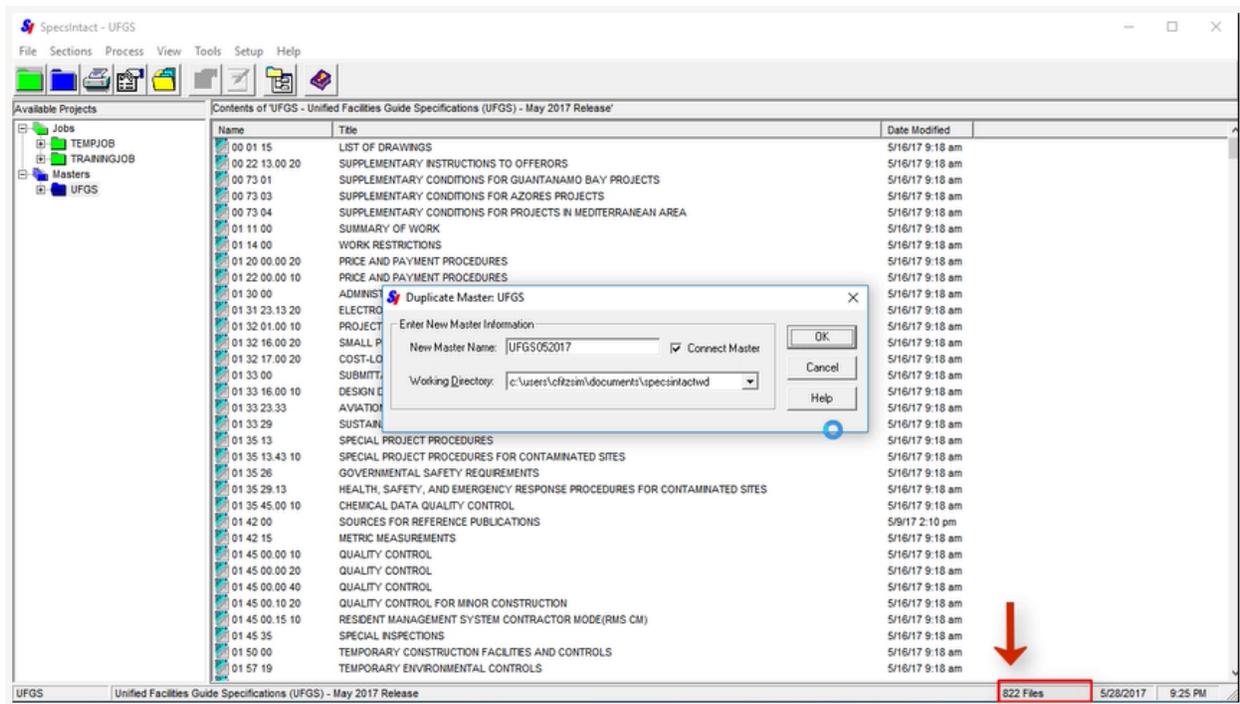
For those of you who use Multiple Working Directories, it is important to verify you are saving the duplicated Master in the right Working Directory. Now that you have done so, select **OK**.



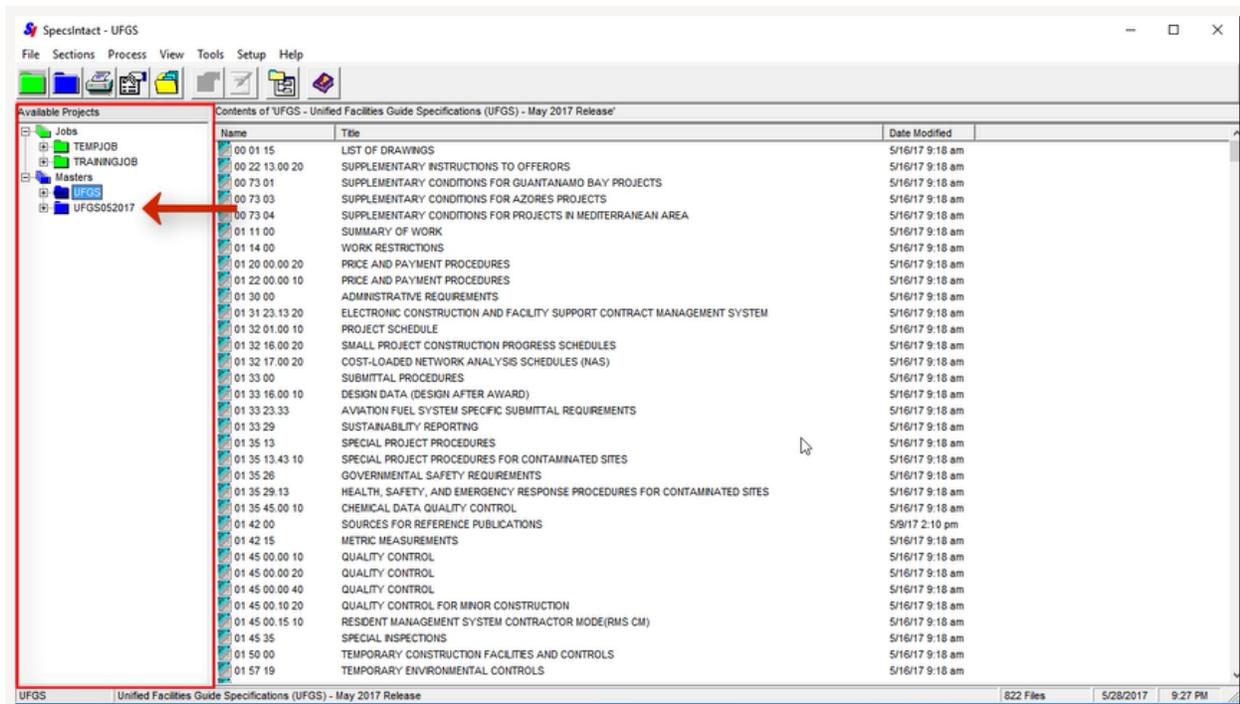
When prompted to duplicate the UFGS Master with the new file name, select **Yes**.



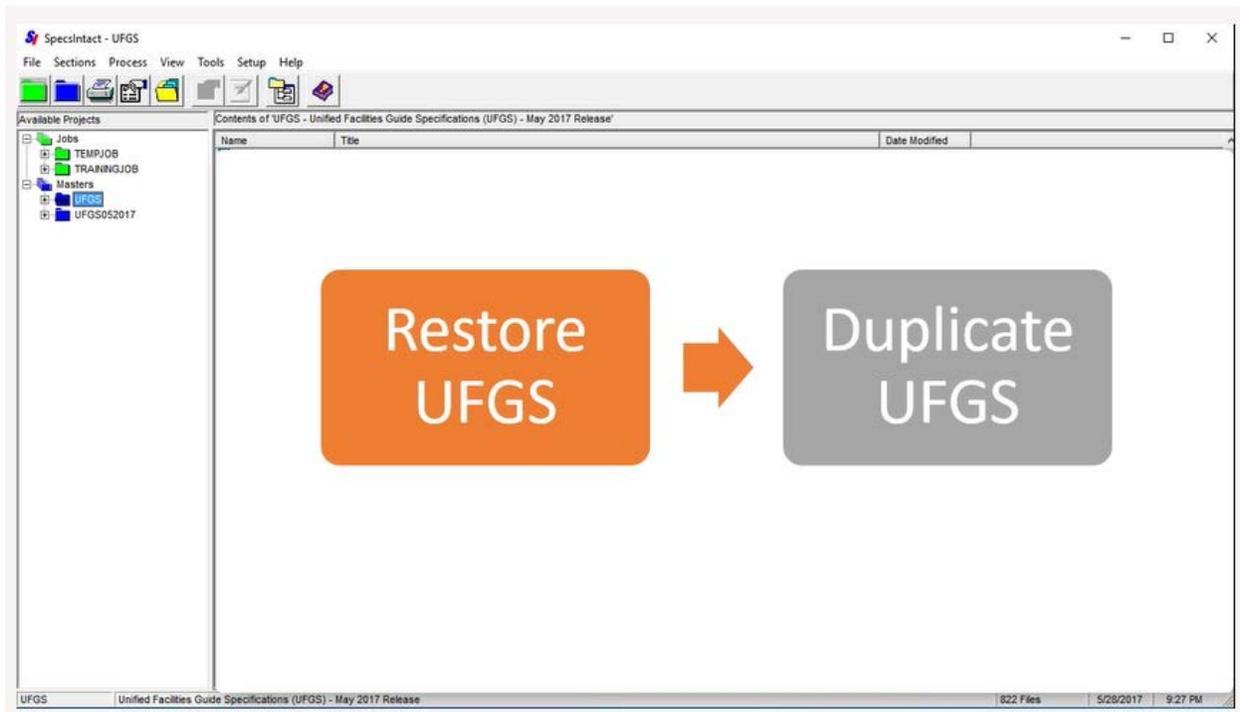
This process can take a little time depending on your system and network connections since it contains more than 800 Sections.



As soon as it has finished, you will now have the current UFGS Master and the duplicated UFGS052017 Master.

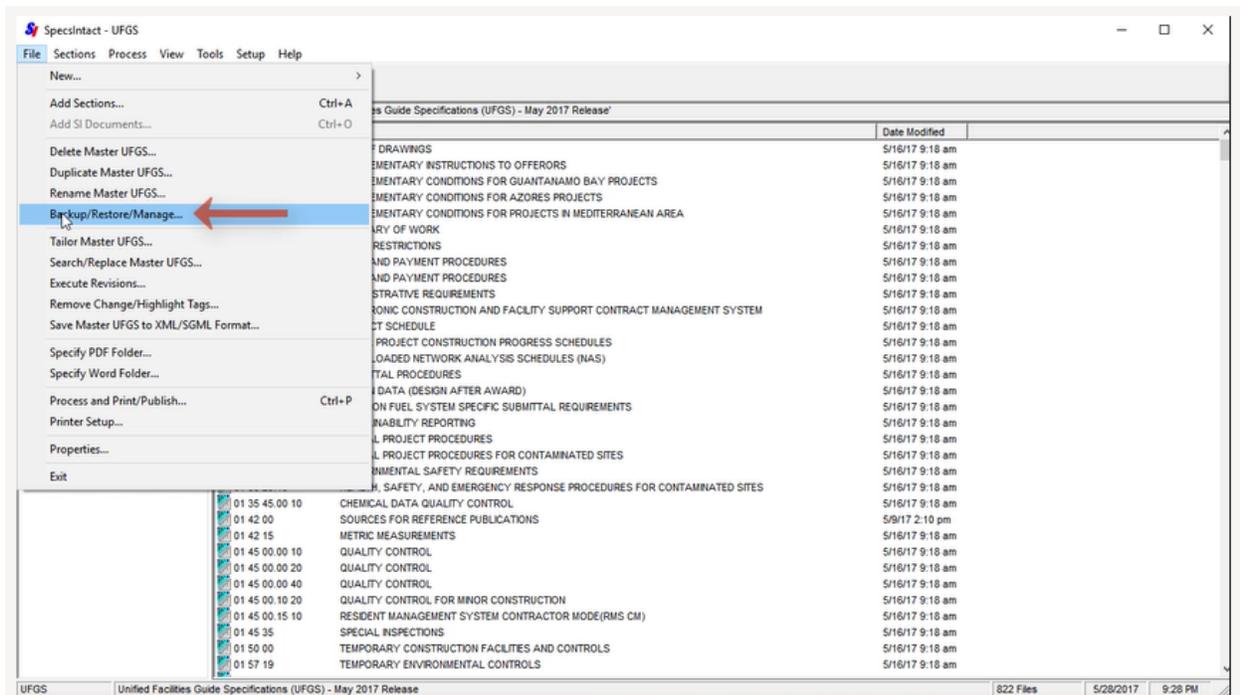


With the next UFGS Master update, make sure to restore the new Master and then duplicate the UFGS Master as the current release.

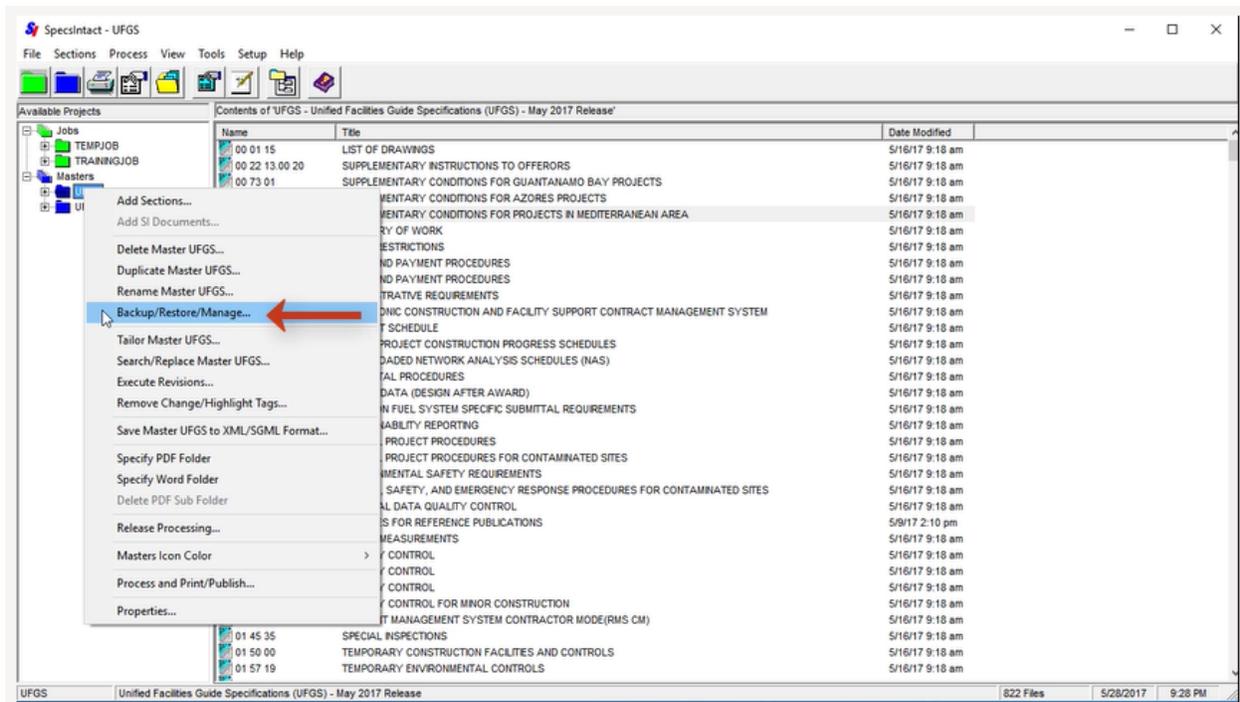


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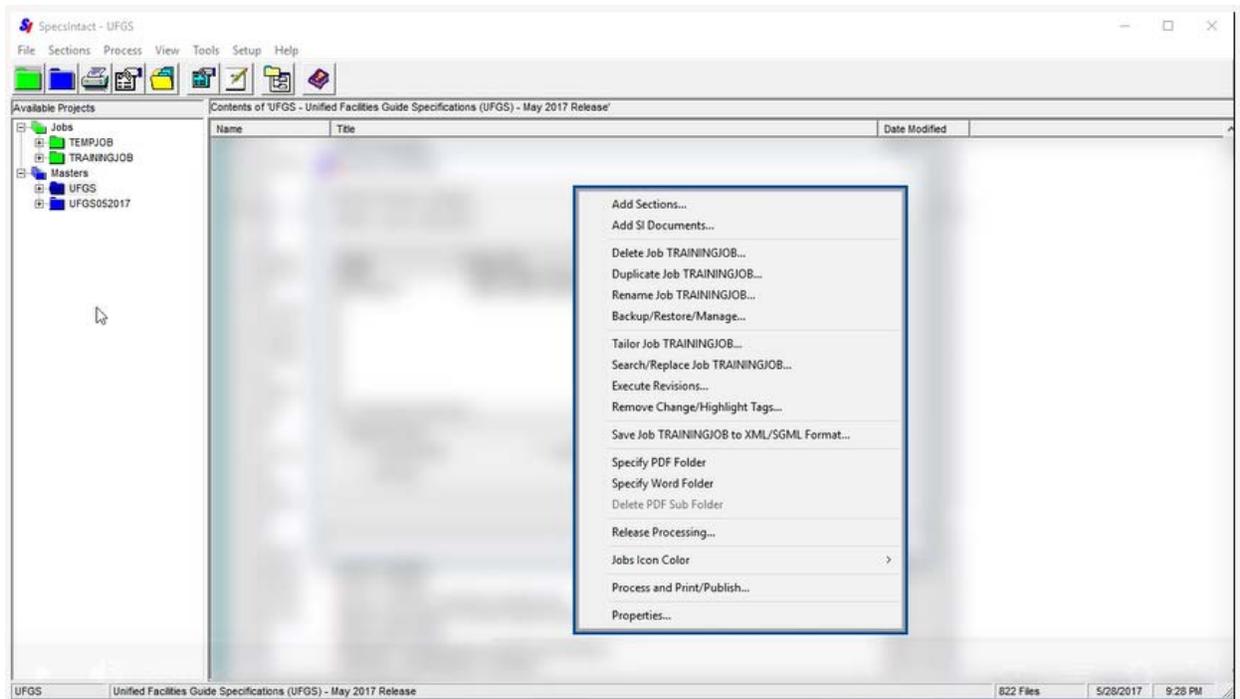
Now let's continue with restoring a Master. There are a couple of methods you can use to Restore a Master. You can either go to the File Menu and select Backup/Restore/Manage,



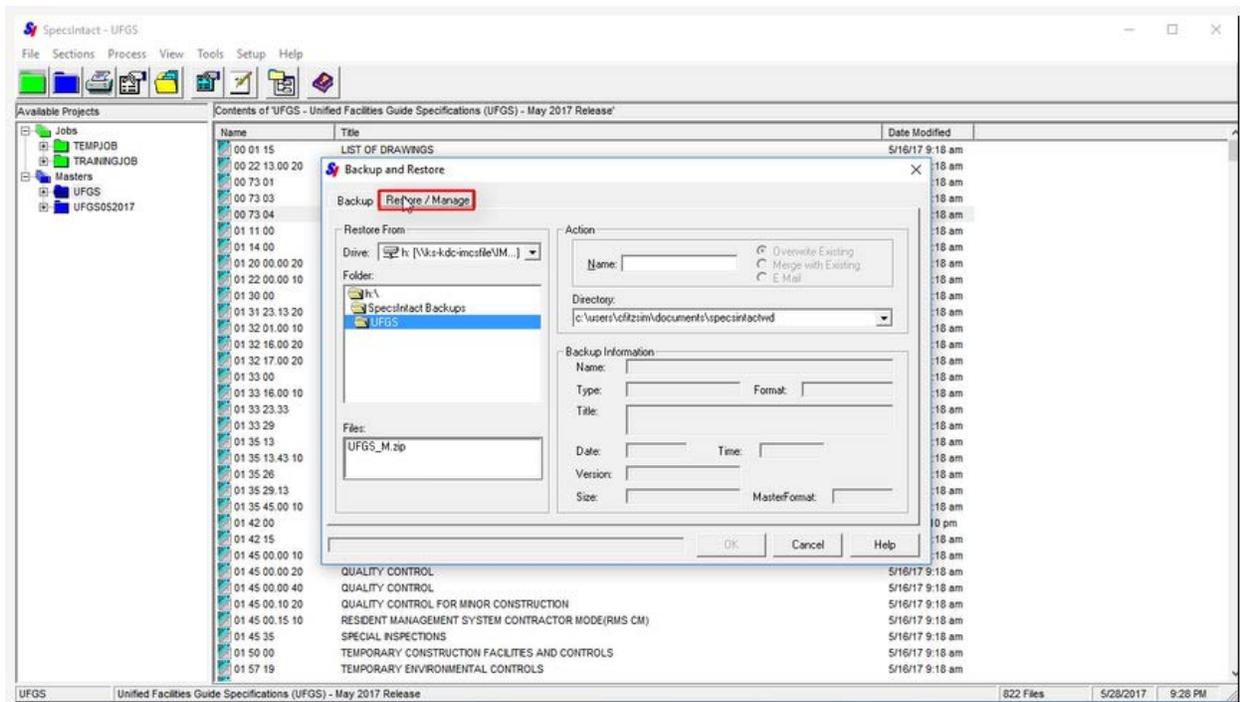
or you can right-click on a Master and select Backup/Restore/Manage.



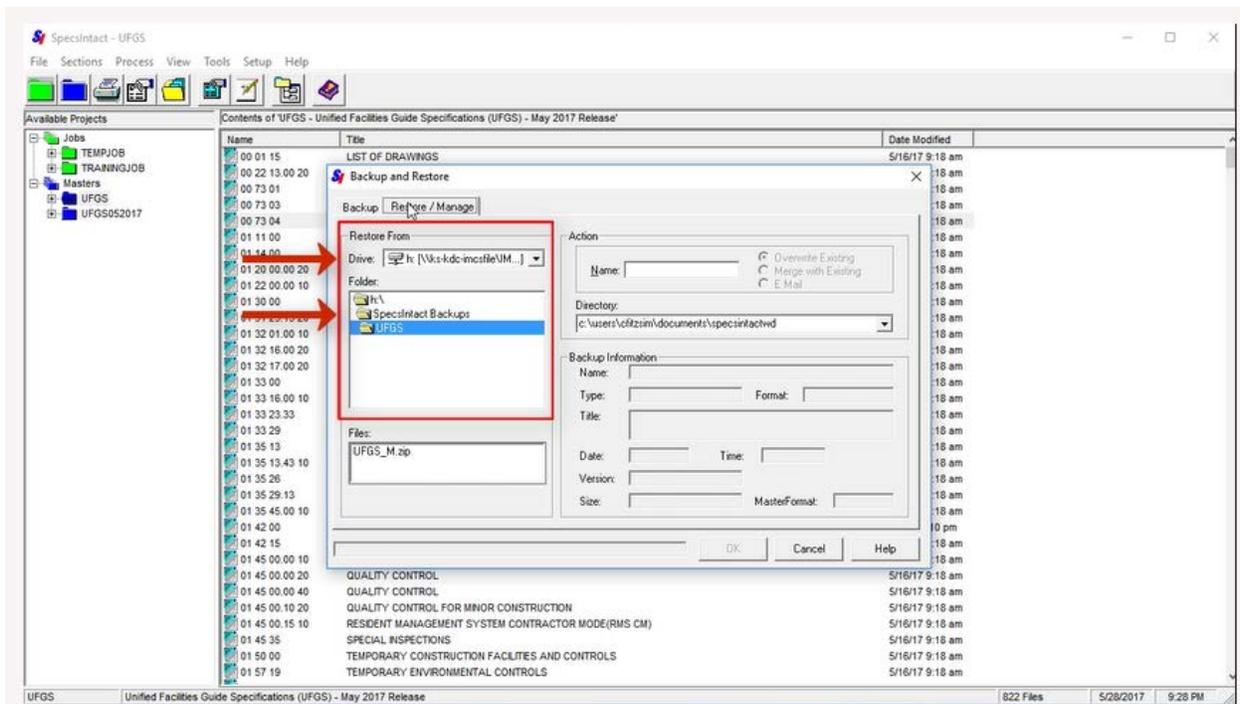
I often use the right-click menu to do a lot of the commonly used SpecsIntact Explorer functions, but it is up to you to choose the method that you are most comfortable with.



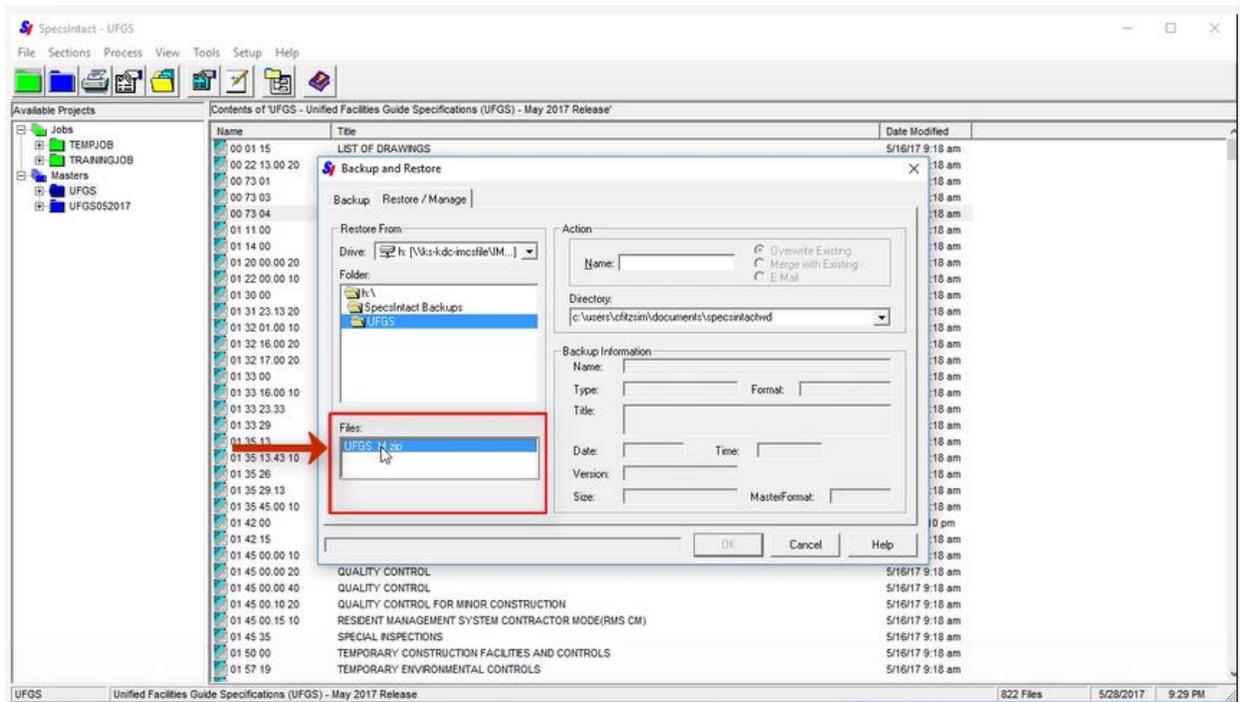
On the Backup and Restore dialog box, we are currently positioned on the Backup Tab, so let's select the Restore/Manage Tab.



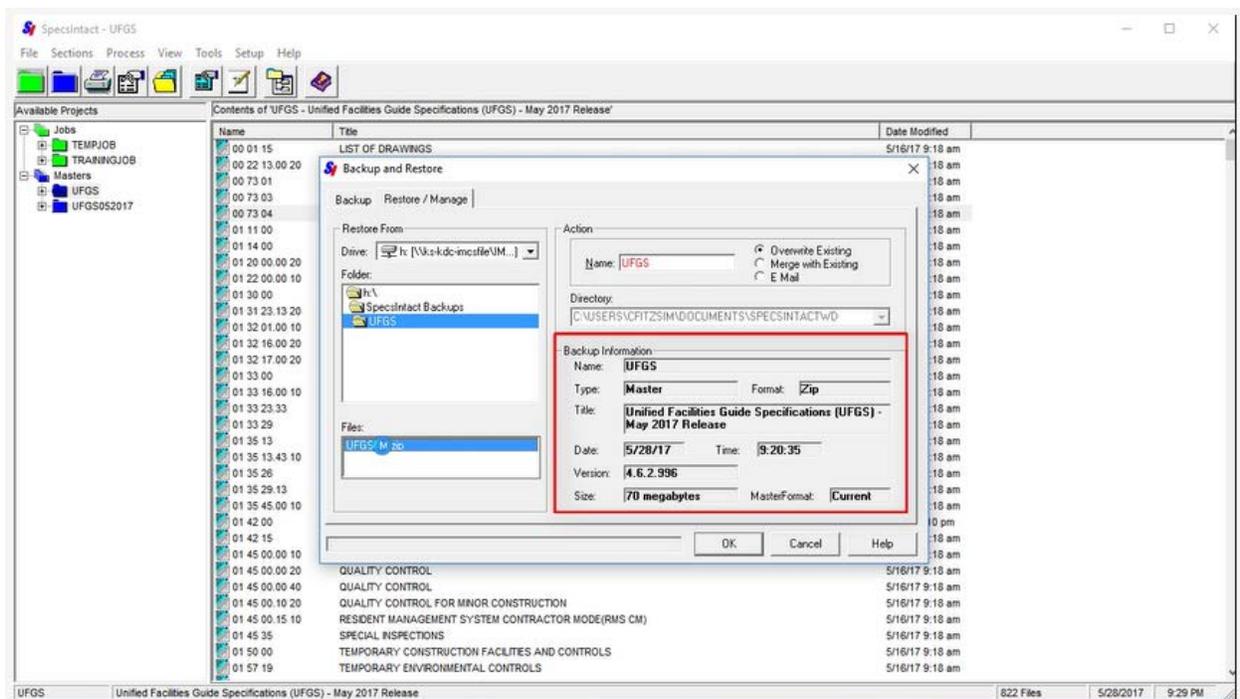
As we examine the details below Restore From, the software positioned me at the same location where I last backed up, which happens to be on my H: Drive, below SpecsIntact Backups. If the backup was in a different location, you would use the Drive and Folder options to browse to the desired location.



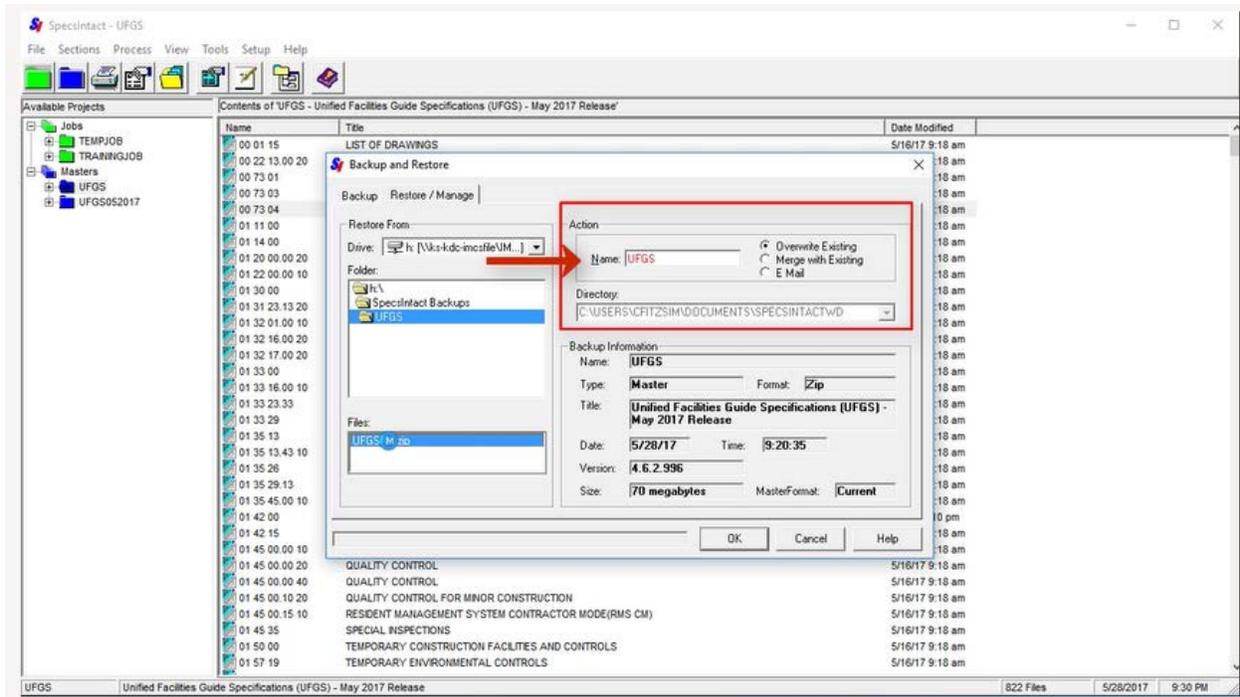
Below Files, I am going to select the UFGS_M.zip file.



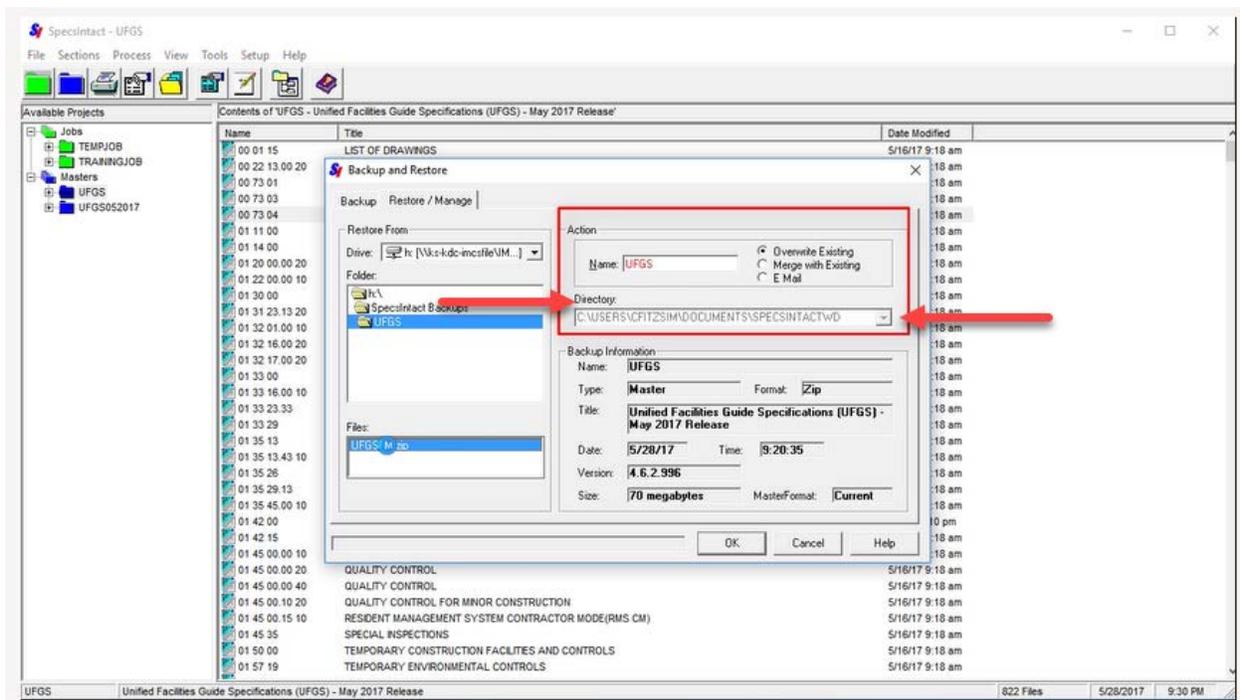
Before we move on, I'd like to bring your attention to the Backup Information that is displayed as soon as you select a Backup file. You will see the Master Name, Type of backup, the backup Format, Master title, the Date and Time the Job was backed up, the Version of SpecsIntact that was installed when the backup was created, along with the size of the backup and the MasterFormat version.



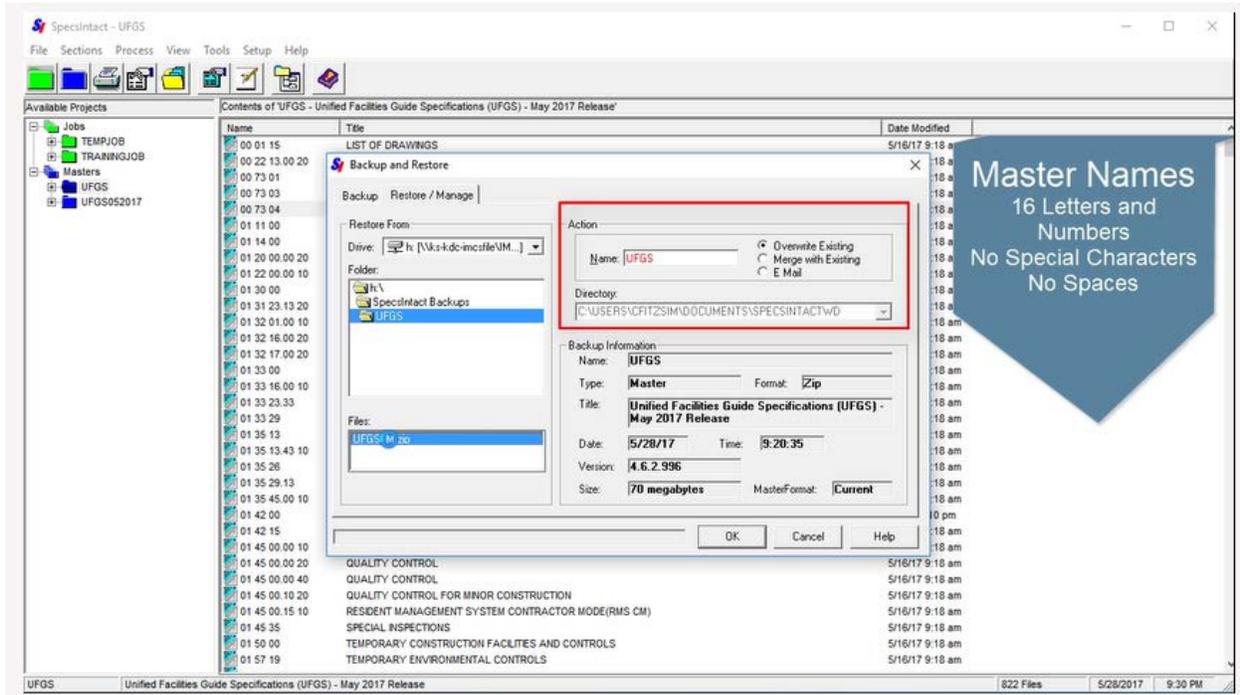
Now, let's focus on the Action Section, starting with the Name field. Masters that are within one or more of the connected Working Directories will appear with a red font. This was designed to prevent having two Masters with the same name residing within multiple Working Directories. If the Master does not exist in one or more of the connected Working Directories, the Master Name will use a regular black font.



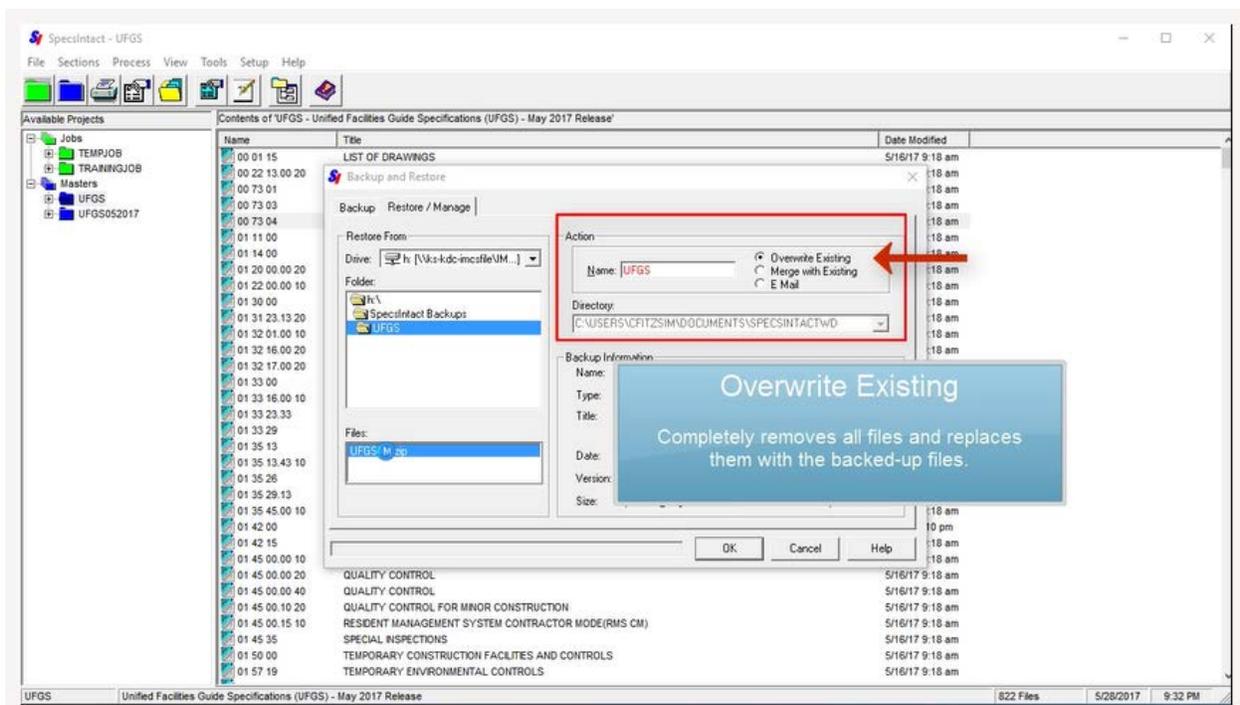
Before we continue, you should always verify that you have the correct Working Directory selected, if not, simply click on the drop-down arrow to choose a different Working Directory from the list. If for some reason you do not want to replace the existing Master with the backed up version, you can either enter a new name or append to the existing Master Name



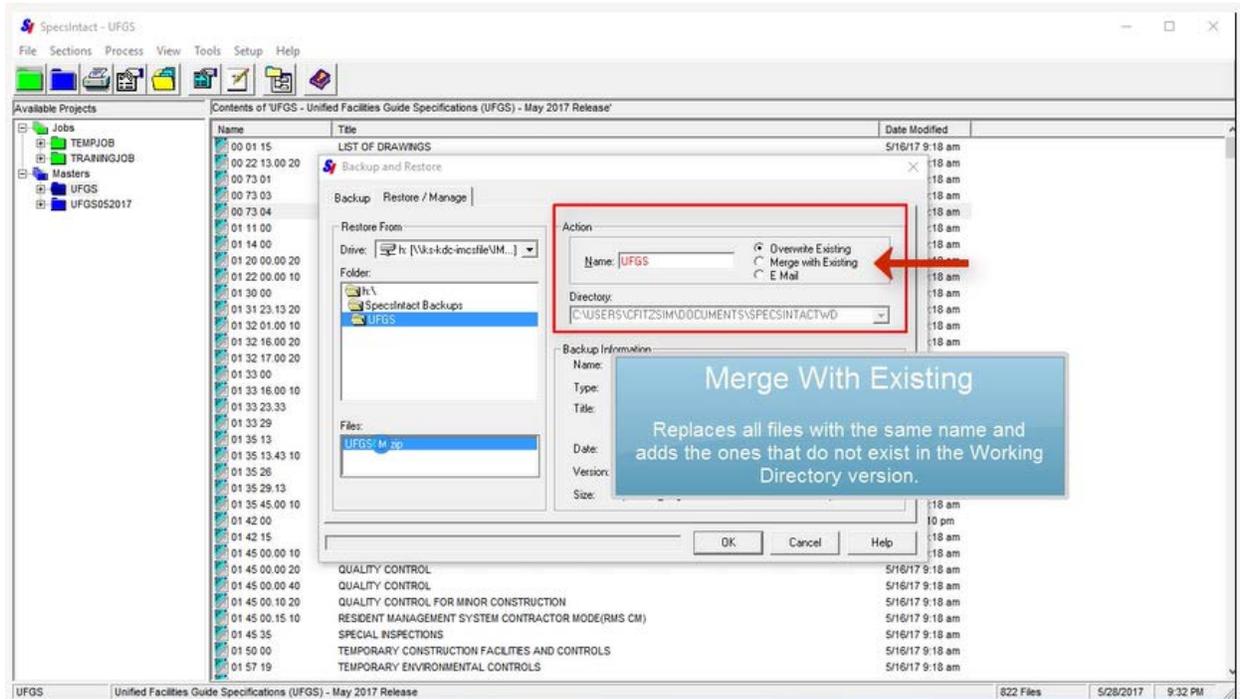
If you find you have the need to modify the Master Name, remember that Master Names can only contain up to sixteen letters and numbers, with special characters or spaces.



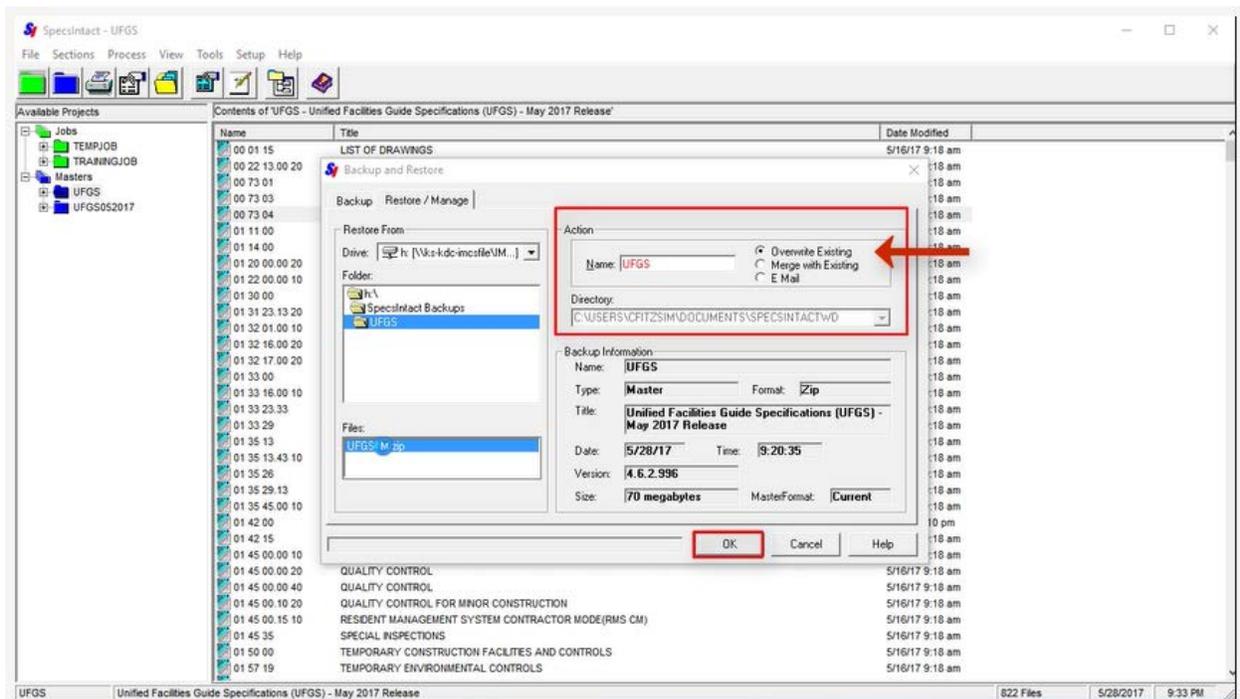
The Overwrite Existing feature will completely remove the files within the Masters Original Working Directory and replace them with the backup files.



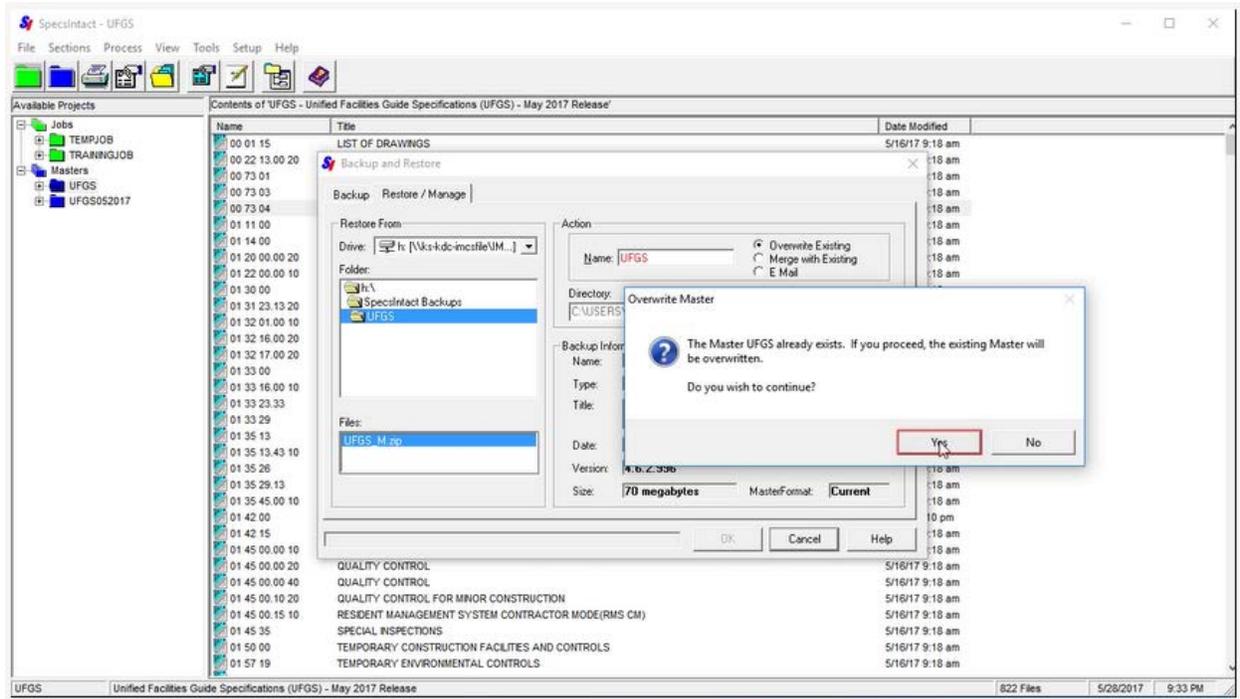
The Merge with Existing will replace all files with the same name and will also add any additional file(s) in the backup that do not exist in the Working Directory version.



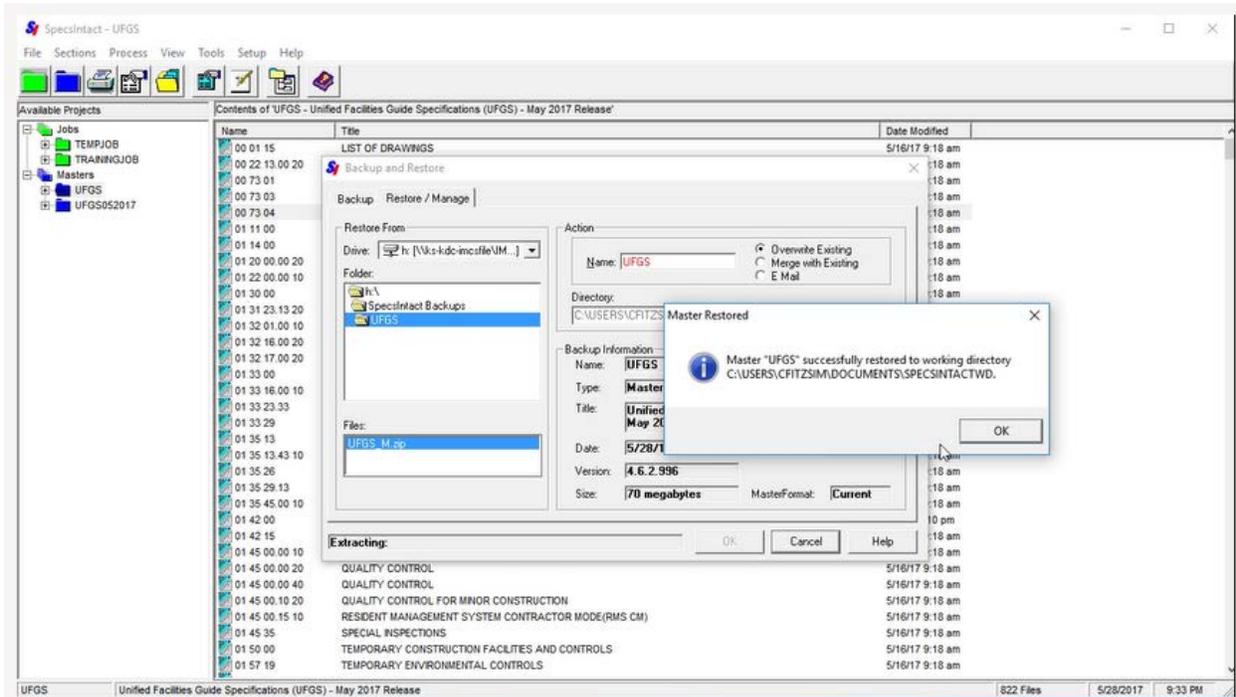
When restoring a Master, the Merge with Existing feature is rarely used. Sometimes it is necessary to restore the UFGS Master from a manual download because either you are unable to automatically download the Master due to firewall issues, or you may have accidentally deleted or edited a Master Section, so you want to restore it back to its original form. For this demonstration, I'm going to leave Overwrite Existing selected and select OK.



Immediately, the Overwrite Master message box opens informing you that the UFGS Master already exists and asks if we wish to continue, you want to *select Yes*. Depending on your system and network connections, this process can take a little longer than restoring a Job or smaller Local Master.



When the confirmation message appears letting you know the Master was restored, go ahead and *select OK*. This same technique can be used to Restore any SpecsIntact Master that has been downloaded or backed up as a "_M.zip" file. This completes the lesson on Restoring a Master. To learn more, please continue to the next module of your choice.



Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
