

Archive and Restore Data

How To Archive and Restore Data:

The WAIS-III Canadian Scoring Assistant software provides a way for you to archive old data. Once the data is archived it can be restored at any time. The Archive Data option provides an easy-to-use wizard that will guide you through the entire process.

Follow the steps below:

Archiving Data

1. Select Database Utilities | Archive Database from the Options menu to open the Archive Wizard Window.
2. Click the Browse button to select a path for archive or enter an archive location in the text field. Note: If you have previously archived data, the path will be displayed in the field. It is important to remember any user-specified archive location.
3. Enter the archive name in the field. Note: The archive name will be appended with the date and time of the archive. All archives must have unique names.
4. Click the Next button to open the second window of the Archive Wizard. Note: If you have entered an invalid extension as the archive name, you will receive an error message. The archive file extension must be .asa.
5. Select how you would like to archive the data. The options are:

By Examinee: will archive all records by examiner name.

By Assessment Type: will archive all records by the type of assessment.

By Date Range: will archive all records in chronological order by date.

Another archive window will load based on your selection. If you selected Examinee or Assessment Type, you will be prompted to select which examinees or assessments you wish to archive. If you selected by Date Range, you will be prompted to enter the start and end dates for the archive.

6. Click the Archive button to archive your data based on your previous selections. Note: If you specify a drive that does not have enough space to complete the archive, you will receive an error message. Your options will be to specify a different drive or reduce the number of records.
7. During the archive, you will see a window with a progress meter of how much has been archived.
8. Click the Done button when the archive is complete to close the window.

Restoring Data

If you need to access archived records, this product offers the flexibility of restoring the data.

1. Select Archive and click Restore Menu Option from the Options menu.
2. Enter the name of the path where your archive resides in the field provided or click the Browse button to browse all files on your computer.
3. Click the Restore button to restore your previous data.

Additional Notes:

Note: You can archive records for any assessment installed on the PsychCorpCenter platform.

Also Note that if you have a newer version of the PsychCorpCenter Version 3.1 or higher the ability to archive, backup, and restore data is located from the start menu and data utilities under the PsychCorpCenter folder.

Article ID: 1052

Last updated: 09 Jul, 2010

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=1052>