

# Cow Sense® Product Support Bulletin

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Product: **Cow Sense®**

Version: **4.6 and later**

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## Herd File Backup/Restore

**Discussion:** The purpose of this Product Support Bulletin is to document and discuss the procedure for making a backup of a herd file, the different media a backup can be saved to and restoring from a backup file. The “Local Backup” function in Cow Sense automatically by default saves the backed up herd file to the Cow Sense HERDSBAK folder on the computers hard drive (Local Disk C:). This is good for a temporary backup but saving a copy of this file to a removable disk or USB Memory Drive is necessary to protect your data from computer failure. The Remote Backup and Restore Service will also be discussed and process documented. This process ensures that your valuable herd data is stored in a secure off-site location.

### Saving a Cow Sense herd file backup to a USB flash drive.

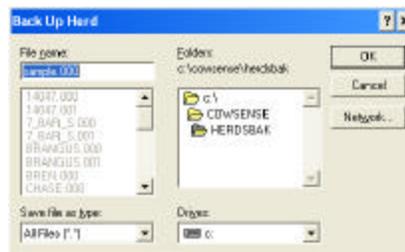
1. In Cow Sense go to Utilities > Local Backup/Restore > Local Backup
2. In the “Back Up Herd” window, change the drive to the USB flash drive (AKA memory stick, thumb drive or external drive). (Generally assigned E: or F: by your computer when you insert it into the USB port.)
3. Click “OK”
4. Watch for message that backup was successful.
5. Safely remove USB flash drive & store in a safe place.



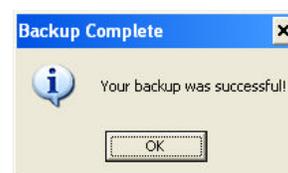
*Note: This process also works for floppy disk. Even if you have a computer with a floppy drive, backing up to floppy discs are not recommended as they are not reliable.*

### Saving a Cow Sense herd file from Local Backup to a CD.

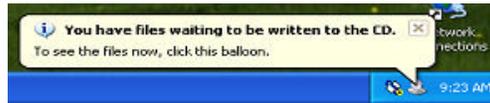
1. From the Cow Sense Main Menu, select Utilities > Local Backup/Restore > Local Backup.
2. A Back Up Herd window will appear. The “File name” defaults to the name of the Herd file followed by a period then a 3 digit extension. It is recommended not to change the file name, it should appear similar to the following “barA.000”. In this example “barA” is the name of the Herd entered when the herd file was created. The three digits on the right will automatically increase with each backup made. Allow the backup to go to the default location C:/CowSense/Herdsbak by clicking “OK”



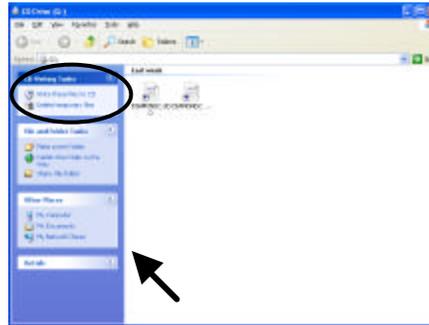
3. Watch for the message that backup was successful.
4. Minimize or exit Cow Sense. Open "My Computer" shortcut usually located on the desktop area of your monitor. Open > Local Disk C: > Cow Sense > Herdsbak.
5. Locate the backup file name in the Herdsbak folder (example barA.000).
6. Insert a CDR or CD/W in the CD tray and close.
7. Right click on the file and select "Send To..." Select the CD drive (usually D:).
8. If your computer operating system is Windows XP, there will now be a message balloon pop up in the lower right corner of the computer screen. It will let you know that there is a file waiting to be burned to a CD. *Click on the icon or on the balloon that is telling*



you that there are files waiting to be burned to a CD. (If you have an earlier version of Windows you will need to use the CD burning software for that version and you will not see the bubble mentioned above.)



9. Upon clicking the bubble, a window will open where you click on "SEND FILE TO CD NOW". This option usually appears on the left hand side of the window. You must complete this step to record the file on the CD. This process will notify you when it is complete.
10. Open "My Computer" and open the CD drive icon to verify your file is on the CD.
11. Remove the CD and store offsite or take it to the computer you want to restore the herd file.



**Restoring your herd file.**

1. Open Cow Sense on the computer.
2. From the Cow Sense Main Menu, select Utilities > Local Backup/Restore > Local Restore. A Caution window will warn that you will overwrite the herd file of the same name if you proceed. If your intention is to overwrite the herd file with a more recent or more accurate backup copy, select the "OK" button.



3. A Restore Herd window will appear. Select the drive on your computer where your back up is located (drop down box in lower right). If the herd file you wish to restore is different from the herd file you are currently in, you will need to change the "List Files of Type" field (drop down box in lower left) to "All Files".



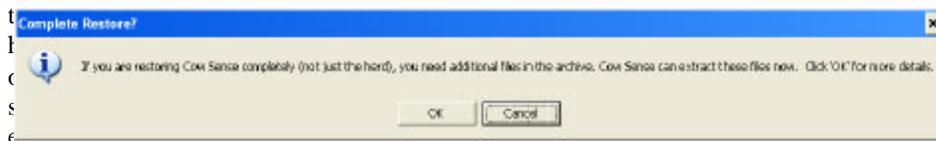
4. You will now see the back up file name (example: barA.000) in the large left box. Select (left click with your mouse) the herd file back up you wish to restore so that the name appears in the top "File Name" field.
5. Select the "OK" button.
6. The Restoring Herd File window will display a caution statement or a file name does not match statement confirming that you wish to restore the herd file displayed. Note the name and date of the back up file. Select the "YES" button for your herd file to be restored on the computer.



7. A notice will display if the herd file was successfully restored or not. If the restore was successful click "OK". If the restore was not successful, please call or email Cow Sense Support. Please note that if the herd file restored was not the same as the herd file you are currently in, you will need to open the restored herd file. From the Cow Sense Main Menu select File > Open Herd and select the herd file you just restored on to the computer.



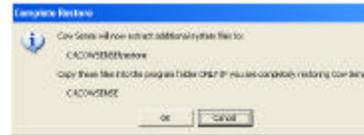
8. In the "Complete Restore?" window you will need to determine if you need to restore the companion product databases in addition to the herd file. If you use the Tag Wizard, Location Wizard, Cow Sense Calendar, and/or Treatments, you will need to restore



database files. Just click “OK” if you need to restore the respective database files and move on to “Restoring Companion Databases”. Click “Cancel” if you do not use these products, since further action is not required.

### **Restoring Companion Databases**

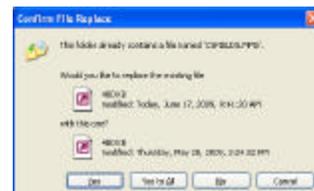
1. If you clicked OK in the “Complete Restore” window, you will be told that the additional backup files were extracted to C:\CowSense\restore and that you will need to copy the needed files from the restore folder to the Cow Sense folder. Click “OK” and proceed with Step # 10. (Clicking “Cancel” will stop the procedure.)



2. If the file were extracted successfully, you will see a “Success!” window. Click “OK”.
3. Now Open Start > My Computer (If you have Vista choose “Computer”).



4. Click on the following...Local Disk C: > CowSense > Restore.
5. You will see four files listed below. Left click ONE time on the first file. Then hold down on the “Shift” button on your keyboard and click on the last file. This will highlight all of the files.
6. Hold your arrow over the highlighted files and RIGHT click and choose “COPY”
7. Navigate back out to C:\CowSense folder. If you have Windows XP click the green back button in the upper left hand corner of the window. If you have Windows Vista, you will have a line showing the path you took to get to where you are now. For those with Vista, you will click on “CowSense” in the path.
8. The window you are looking at now will have several files and folders in it. Right click in an open area of that window and choose “Paste.” You will know you are pasting the files in to the correct folder when you are asked if you want to overwrite the existing files. You will say “Yes” to those questions.
9. The restore of herd file and additional data base files is complete.



### **Remote Backup/Restore Service and Process.**

Off-site backup is your ultimate protection. Store an external backup in another building to protect against loss in a fire or other natural disaster. It can be a challenge to keep off-site backup current, unless you use the Remote Backup/Restore service built into Cow Sense v4.50 and higher. Remote Backup/Restore uses your Internet connection to provide fast, convenient, and secure data storage at our secure Internet server. The service is available 24/7, and is as easy as doing a quick backup to your own hard drive. In addition, you get the added benefit of conveniently sharing your herd file with other authorized Cow Sense users.

#### **Remote Backup**

1. From the Cow Sense Main Menu, select Utilities > Remote Backup/Restore > Remote Backup > Subscribe to get started with the annual Remote Backup/Restore Service.
2. Once subscribed, you will select the “Continue” button from the options listed in the Remote Backup Service window.
3. A Send Herd via FTP? window will appear, select the “Yes” button from the options listed.
4. A “Connect” window will appear, select the “Launch MicroFTP” button.

5. A MicroFTP window<sup>2</sup> will appear, select the “Connect” button.
6. A Remote Backup window will appear, enter the Password you received with your subscription verification.
7. In the event that you are using the Remote Backup Service as a method of sharing your data with another authorized user; then enter their e-mail address. This option will notify the other authorized user by e-mail that a Remote Backup of the herd file is available for retrieval. Ignore this option if you are only making a Remote Backup.
8. A MicroFTP window will appear and notify you that the upload was successful. Click on the “OK” button.
9. Another MicroFTP window will appear notifying you that the session is complete. Click on the “OK” button to exit.
10. This will return you to the Connect window. Click on the “Exit” button. A window will appear notifying that the upload was successful.

#### **Remote Restore**

1. From the Cow Sense Main Menu, select Utilities > Remote Backup/Restore > Remote Restore.\*
2. Select the “Continue” button from the options listed in the Remote Backup Service window.
3. A Retrieve Herd via FTP? window will appear, select the “Yes” button from the options listed.
4. A “Connect” window will appear, select the “Launch MicroFTP” button.
5. A MicroFTP window<sup>2</sup> will appear, select the “Connect” button.
6. A Remote Backup window will appear, enter the Password you received with your subscription verification.
7. Another MicroFTP window will appear notifying you that the session is complete. Click on the “OK” button to exit.
8. This will return you to the Connect window. Click on the “Exit” button.
9. A window will appear notifying that the transfer was successful, and will now proceed with the restore. Click on the “OK” button.
10. A Replace File? window will appear. Confirm that the file listed is the herd file you wish to replace, and select the “Yes” button.
11. A “Restore Complete” window will appear. See section “Restoring Companion Databases” for additional steps.