



KONICA MINOLTA

PageScope Workware Backup Tool Ver. 2.0

User's Guide



PAGESCOPE

Workware

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1 Introduction

1.1 About PageScope Workware Backup Tool

PageScope Workware is a document management software that converts various documents like paper documents, application documents etc used in an office into electronic form and provides integrated control of these in PDF format.

PageScope Workware Backup Tool (hereafter called Backup Tool) is a software that backs up the setup information and document data of PageScope Workware and also restores the back up data.

1.2 Usage Method

Two concrete examples of using the Backup Tool to back up data of PageScope Workware are described here.

1. Back up on Local PC

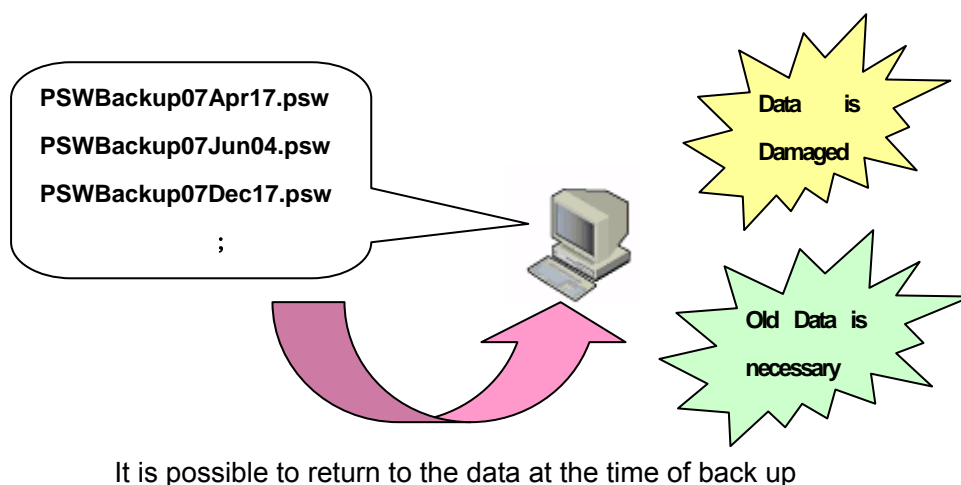
It is possible to back up data of PageScope Workware using the Backup Tool. Back up has the following 2 main advantages.

- ① Protect valuable data from loss

When data is lost, it is possible to restore the data to the state when it was backed up, by restoring the back up data.

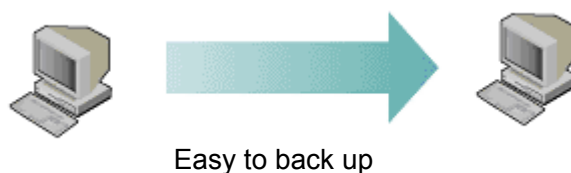
- ② Save old data

Old data can be backed up when data is no longer used or when the volume is large. The data can then be restored and used whenever necessary.



2. Moving Data to another PC

With the help of Backup Tool, it is possible to easily move data of PageScope Workware to another PC.



To make best use of this advantage, we recommend you to perform back up regularly.

1.3 Operating Environment

Item	Specification
Required Application	PageScope Workware Ver. 2.0/2.1/2.2/2.3
OS Memory CPU Hard Disk Display Network	Conforms to the Operating Environment of PageScope Workware Ver. 2.0/2.1/2.2/2.3

1.4 Objects for Backup

Type	Object Information
Data	<ul style="list-style-type: none">• Folder• Shared Folder (Only Data on Local PC. Data on network PC will not be an object for Backup)• Scanner/ Mail/ Trash
Setting Information	Watch folder information Launcher Information (Please confirm 1.5.1 Launcher Item while moving data to another PC)



Note

The Backup data backed up with PageScope Workware Ver.1.1 cannot be restored to PageScope Workware Ver.2.0/2.1/2.2/2.3. Please create Backup data after updating Ver.1.1 to Ver.2.0/2.1/2.2/2.3 with the Updater of PageScope Workware Ver.2.0/2.1/2.2/2.3.



Note

Backup taken with PageScope Workware cannot be Restored to PageScope Workware Share. Similarly, Backup taken with PageScope Workware Share cannot be Restored to PageScope Workware.

1.5 Limitations while moving Data

1.5.1 Launcher Item while moving data to another PC

Following limitations will apply to the restored launcher item while moving data to another PC.

➤ **Printer**

Printer launcher displayed in the launcher area of PageScope Workware will not function. Delete the restored printer launcher in the Setup dialog of PageScope Workware, and newly create the launcher of the printer installed in the restore destination PC.

➤ **Application**

If the file path to the backed up application file is not existing in the restore destination PC, then it will not be displayed in the launcher area of PageScope Workware. Please add when necessary.

➤ **Folder**

If the path of the backed up output folder is not existing in the restore destination PC, then it will not function properly. Please set the correct output folder in the Setup dialog of PageScope Workware again.

1.5.2 Shared Folder Limitations based on PC differences during Backup and Restore

While restoring, the Shared attribute information and settings (on the OS) of the shared folder registered in PageScope Workware might be different from those during backup depending on the PC environment (OS, Login user privileges etc) used.

The Shared folder information set while restoring, based on the combination of backup and restore environment is explained in each chapter. Please backup and restore after confirming the setting information explained in the chapters corresponding to the combinations in the following table.

		Administrator privileges	Users privileges
Environment used for Backup	Administrator privileges	Case① (a)	Case②
	Users privileges	Case① (b)	Case②

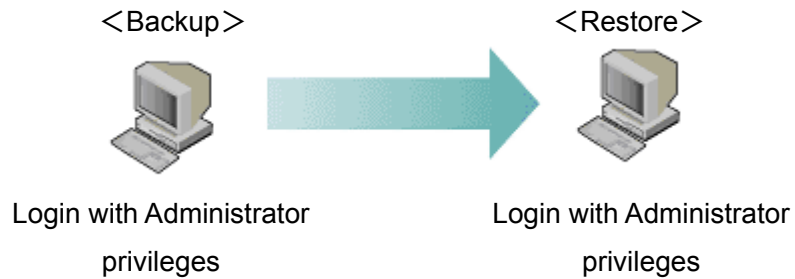


Note

In PageScope Workware Share, perform Backup and Restore operations with Administrator rights.

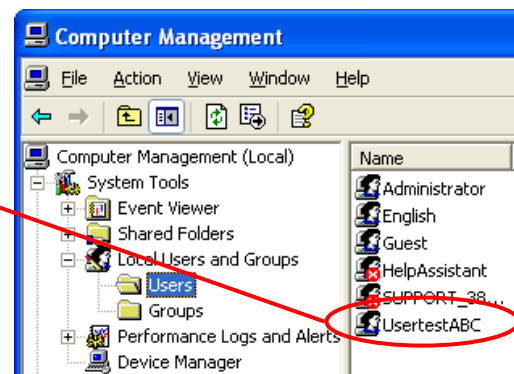
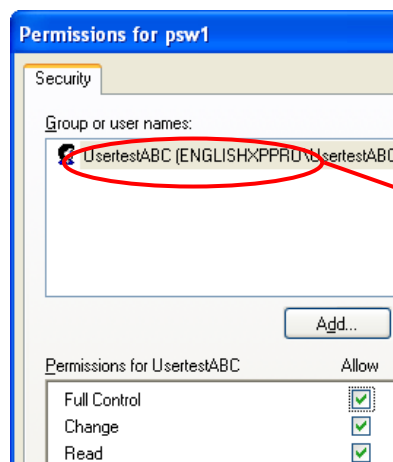
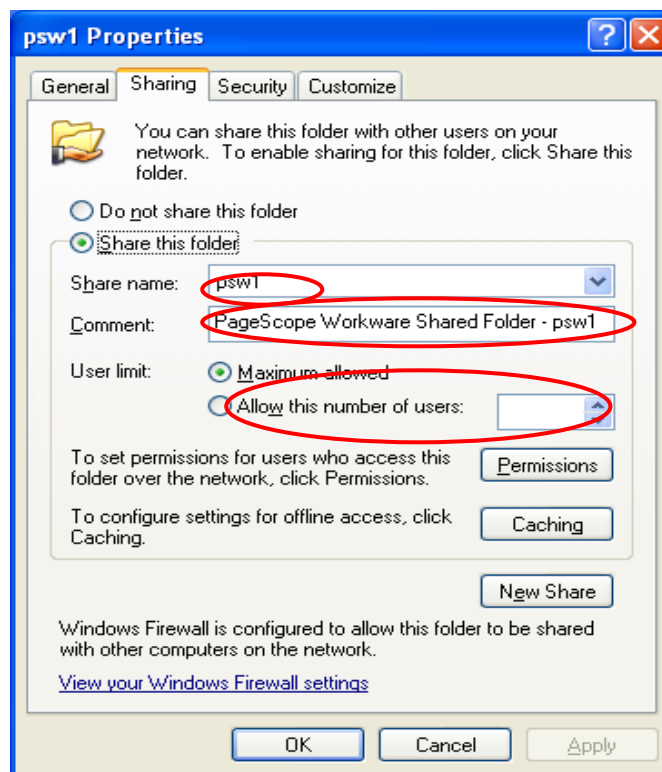
Case① Log in with Administrator/PowerUser privileges

(a) In case Backup is performed after Login with Administrator privileges

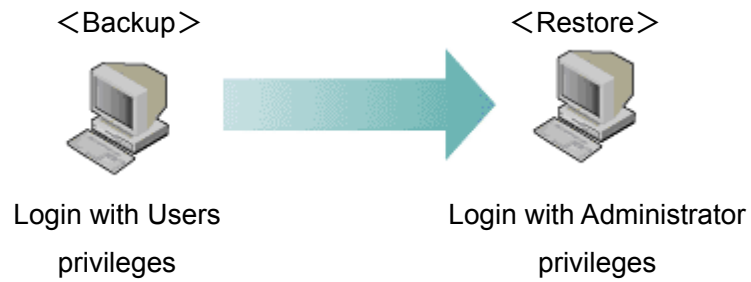


After Restoring, the Shared attribute information (on the OS) of the shared folder registered in PageScope Workware will be as shown below.

Item	Value	Notes
Shared Name	Folder Name registered in PageScope Workware	Will be the value on the left even if a different name is set during Backup
Comment	Value set at the time of Backup	
Access Type	Value set at the time of Backup	
Shared Access Permission	<p>Value set at the time of Backup</p> <p>However, this is set only when the Login user (set at the time of back up) is registered in the PC used for restoring. If it is not registered in the PC used for restoring, then full control privileges are set to the user who restored.</p>	

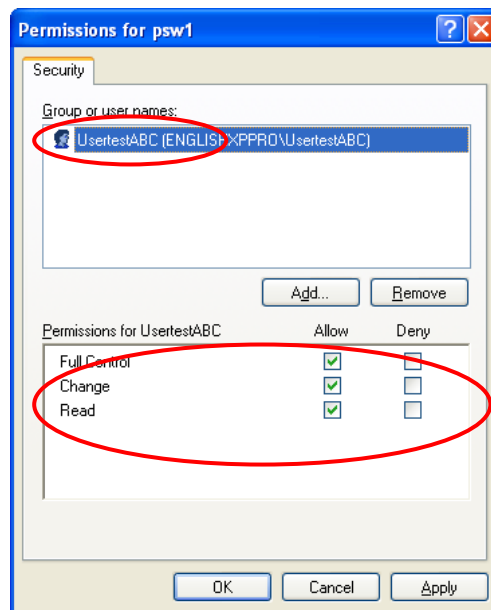
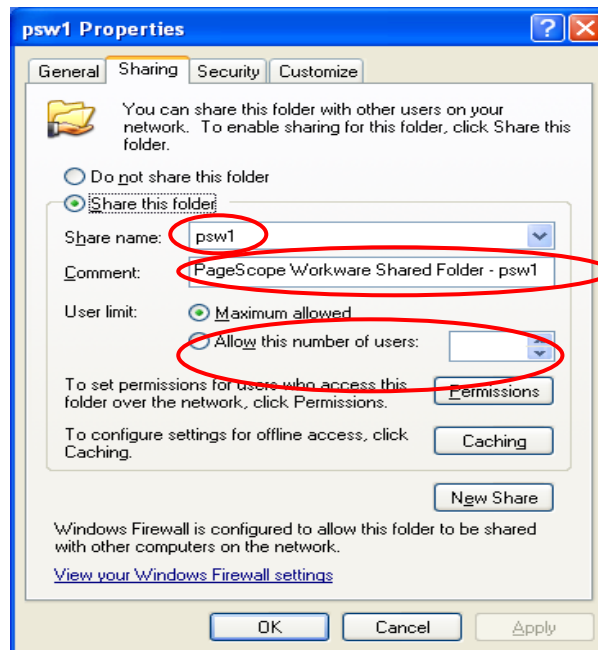


(b) In case Backup is performed after Login with Users/Guests privileges

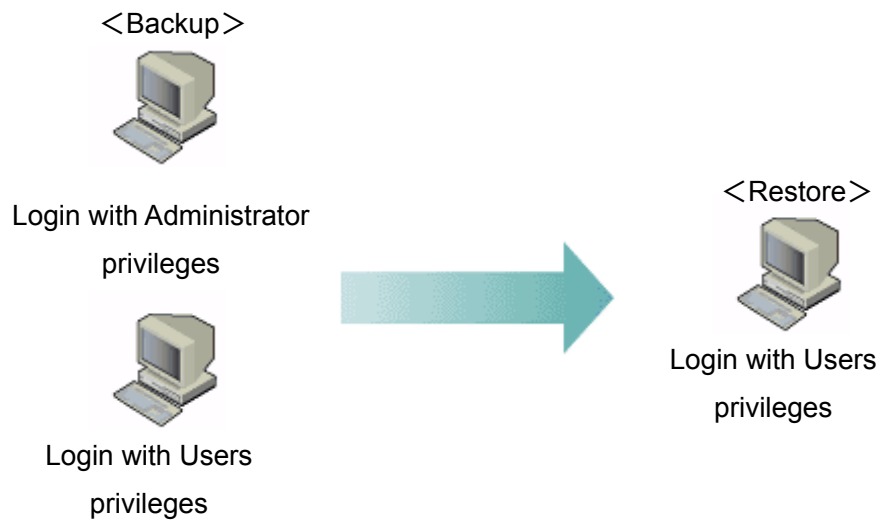


After Restoring, the Shared attribute information (on the OS) of the shared folder registered in PageScope Workware will be as shown below.

Item	Value	Notes
Shared Name	Folder Name registered in PageScope Workware	Will be the value on the left.
Comment	"PageScope Workware Shared Folder –" + Shared Name	
Access Type	Unlimited	
Shared Access Permission	Full control privileges are set to the user who restored.	



Case② Log in with Users/Guests privileges



There are 2 types in the Shared folder registered in PageScope Workware and they will be restored as described below.

- ① When a folder that has already been registered in PageScope Workware is shared

When a folder registered in PageScope Workware is selected and shared folder is created using [Shared Folder] – [Create Shared Folder] from the right click context menu

After restoring, the Shared folder setting will be canceled even though it is restored in such a way that it can be operated on PageScope Workware. It is necessary to manually do the shared settings. Please select that folder, and then select [Shared Folder] – [Create Shared Folder] from the right click context menu.

- ② When a folder that has not been registered in PageScope Workware is registered as a shared folder

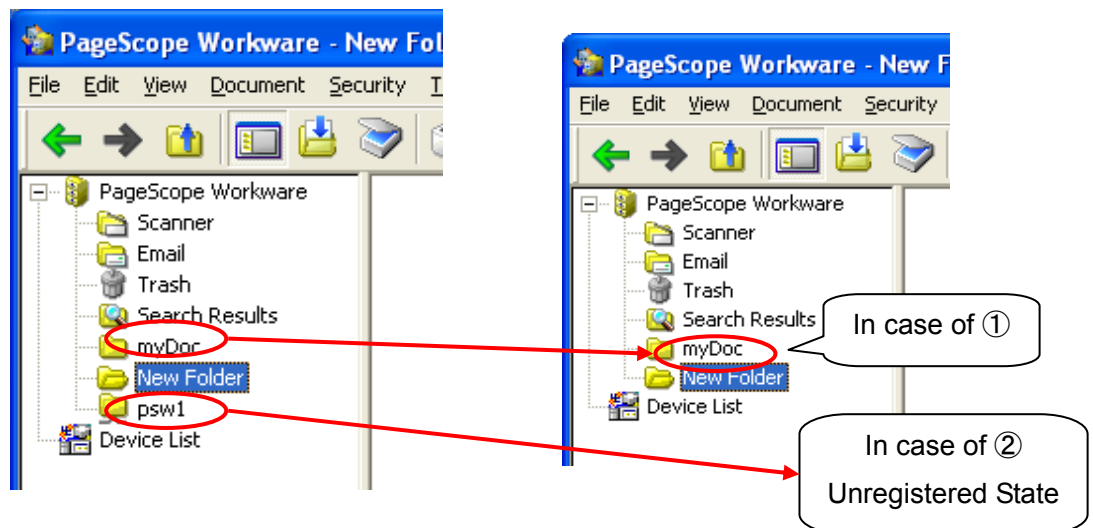
When a Shared folder is created using the following steps

1. Select PageScope Workware on PageScope Workware
2. Select [Shared Folder] – [Create Shared Folder] from the right click context menu
3. Enter Shared Name and Folder Path on the OS

After restoring, the data will be restored but it will not be in a registered state in

PageScope Workware. It is necessary to manually register the shared folder. Create the Shared folder using the following steps

1. Select PageScope Workware on PageScope Workware
2. Select [Shared Folder] – [Create Shared Folder] from the right click context menu
3. Enter Shared Name and Folder Path on the OS

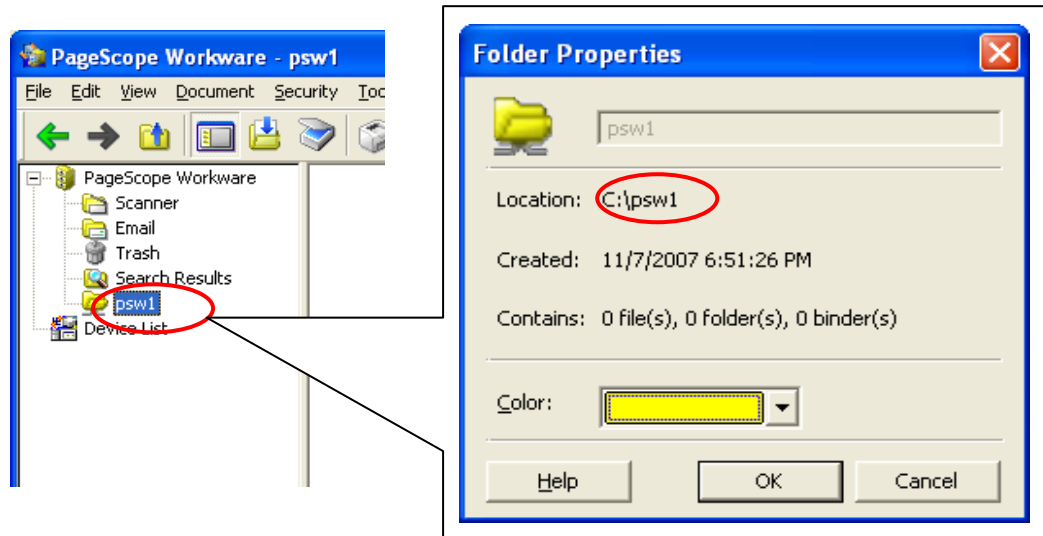


Tip

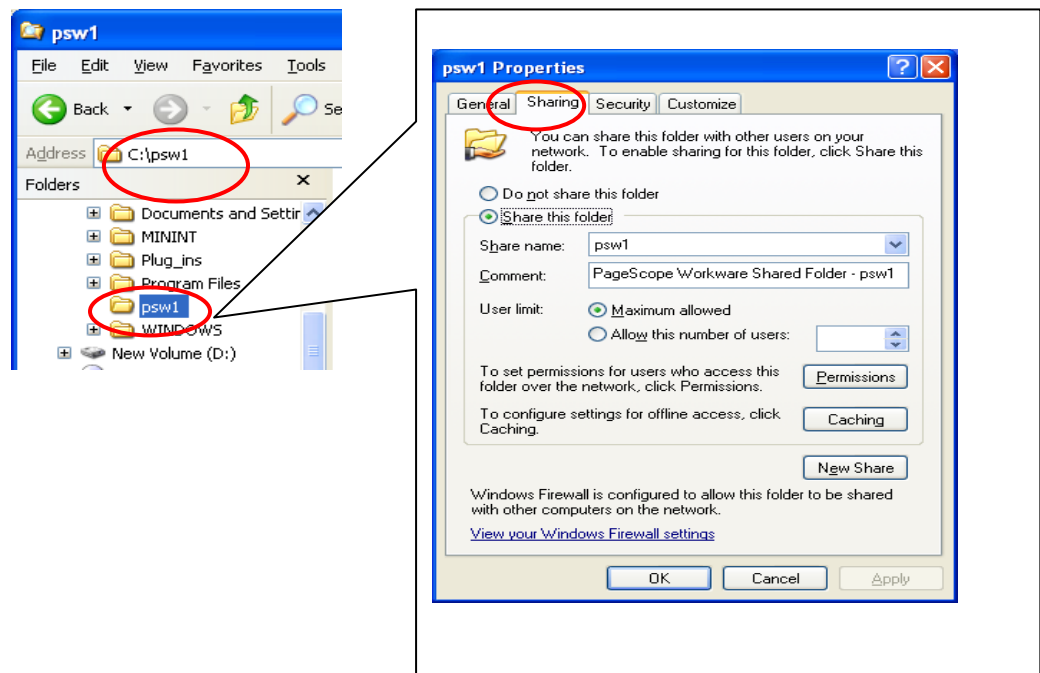
When restoring in an environment logged in with Users/Guests privileges, please take back up after noting down the folder path information of the shared folder beforehand.

1.5.3 Shared Attribute Information of Shared Folder and Confirmation Method

The shared folder registered in PageScope Workware has actual data in the folder path specified at the time of registering. The "Folder Properties" dialog is displayed if property is selected from the right click context menu after selecting shared folder ("psw1" is given as an example here) The "Location" in the Properties dialog refers to the folder path specified at the time of registering (here it corresponds to "C:¥psw1")



Also, if the actual folder path ("C:\psw1" here) is selected from Explorer, and property is selected from the right click context menu, the "Folder Properties" dialog will be displayed. The "Sharing" tab in the Properties dialog refers to the shared setting information of the folder. This will be the shared attribute information of the folder on OS.



2 Installing Backup Tool

Execute the following procedure to install Backup Tool.

- ① Log in to PC with Administrator privileges.
- ② Confirm that PageScope Workware is installed and has been launched at least once.



Note

Backup tool Ver.2.0 cannot be installed in a PC in which PageScope Workware Ver.2.0/2.1/2.2/2.3 has not been installed. Even if these are installed, they must be launched at least once, otherwise the Backup tool Ver.2.0 cannot be installed.

- ③ Follow the instructions in the dialog box to install Backup Tool.

3 Backup

Execute the following procedure to backup data of PageScope Workware.

- ① Close all applications.
- ② Launch Backup Tool.



Note

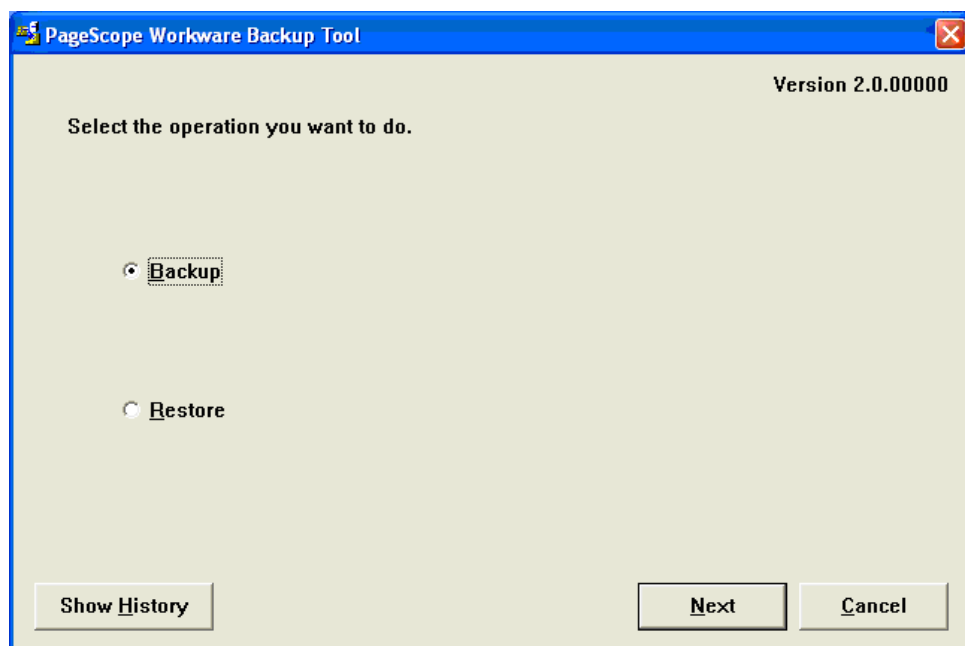
Backup tool Ver.2.0 cannot be installed in a PC in which PageScope Workware Ver.2.0/2.1/2.2/2.3 has not been installed. Even if these are installed, they must be launched at least once, otherwise the Backup tool Ver.2.0 cannot be installed.



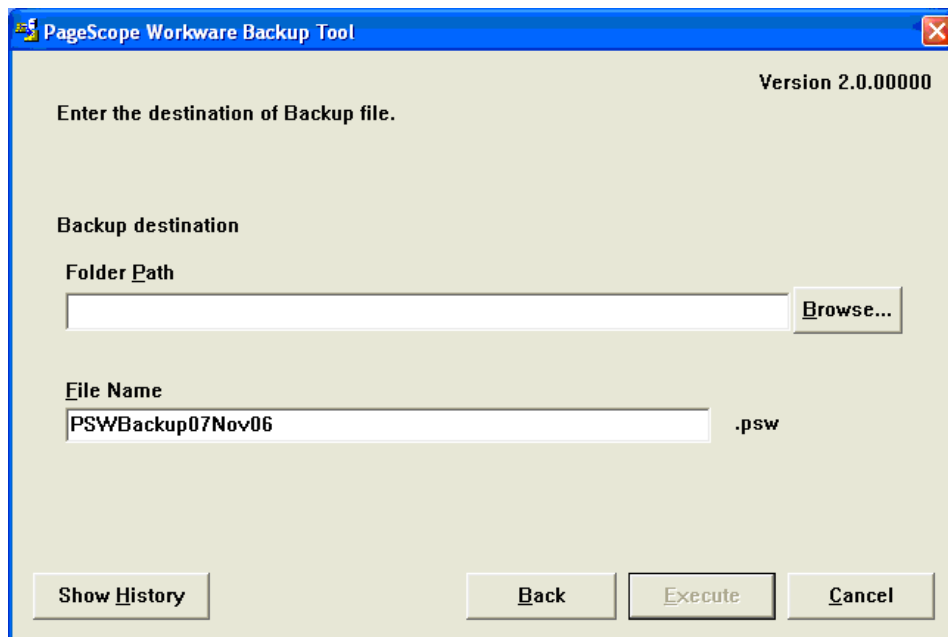
Note

In PageScope Workware Share, perform Backup operation with Administrator rights.

- ③ Select [Backup] and click the [Next] button.



- ④ Input the location to save the Backup file and select the [Execute] button.



— Folder Path

Input the path of the folder where the backup file has to be saved.

Either input directly or click the [Browse] button and select the folder. If the [Browse] button is clicked, [Browse Folder] dialog will be displayed. Then select the destination folder to save.



— File Name

Input file name of Backup file (any arbitrary name).



Note

Sufficient empty capacity (2-4 times the capacity of the data folder or the shared folder for Backup) is necessary in the drive that has the folder specified for Backup. Required empty space will depend on the type of files inside the data folder. For data folder location, refer PageScope Workware User's Guide (4.9 Move Data Folder).

Similarly, sufficient empty capacity same as the Backup operation will be required at the time of Restore operation as well.



Note

Do not perform operations like File registration/deletion to the Backup data folder or the shared folder, or open/update files during Backup operation.

This might cause improper execution of the Backup operation.



Tip

If Backup is not possible as some file is being accessed, the name of that file will be recorded in a log. By default, the log will be created in the following location:

In Windows XP: "C: \ Documents and Settings \ All Users \ Application Data \ KONICA MINOLTA \ PageScope Workware Backup Tool \ BackupFailureLog.txt"

In Windows Vista: "C: \ Users \ All Users \ KONICA MINOLTA \ PageScope Workware Backup Tool \ BackupFailureLog.txt"



Tip

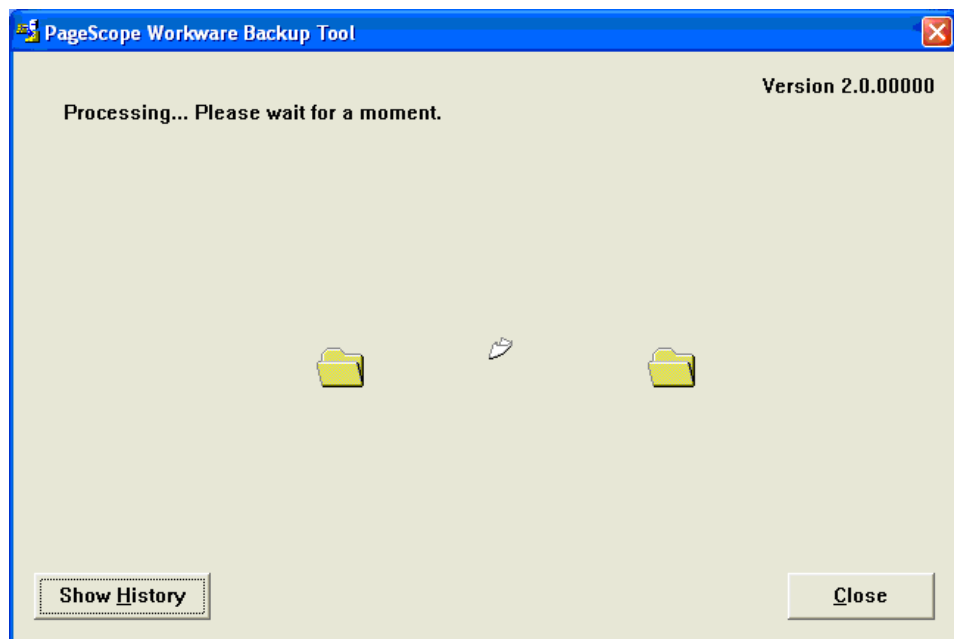
To save it in the shared folder of another PC, first select “My network” and then select the shared folder of another PC.

Sometimes, the shared folder might not be seen even though the PC is seen. This problem can be avoided by logging in to the PC that should be connected to, from the Explorer beforehand. When the PC that should be connected, is selected from the folder tree of the Explorer, the following dialog is displayed. Please input the user name and password in this dialog to log in to the PC.



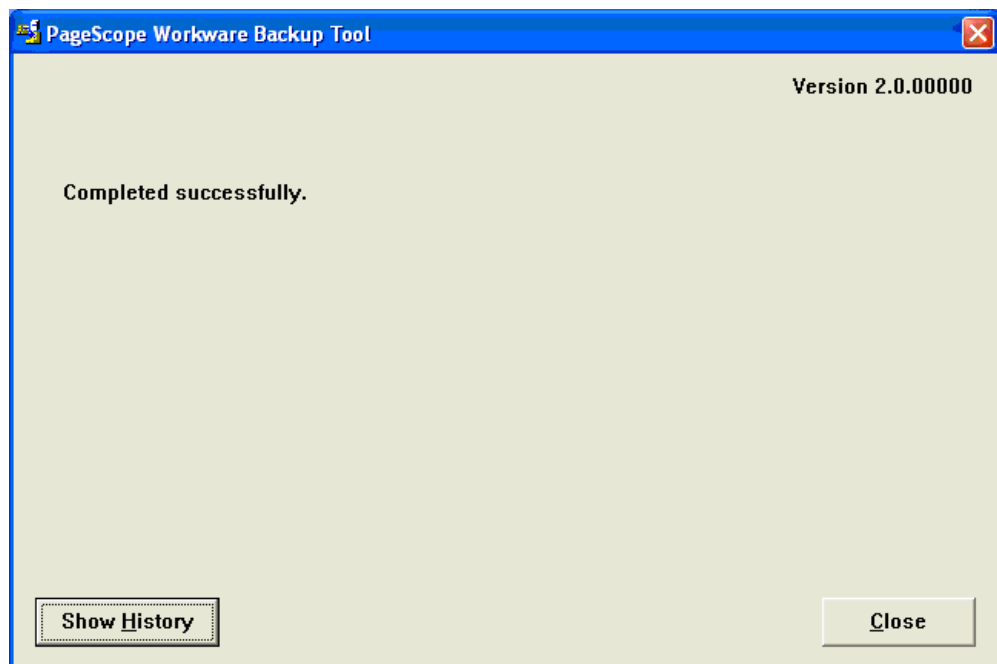
After normal log in, close the [Browse Folder] dialog once and select the [Browse] button again.

Also, sometimes back up may fail even though the shared folder is seen. Even this problem can be avoided by the above mentioned method.



It may take few minutes depending on the PC environment or PageScope Workware data.

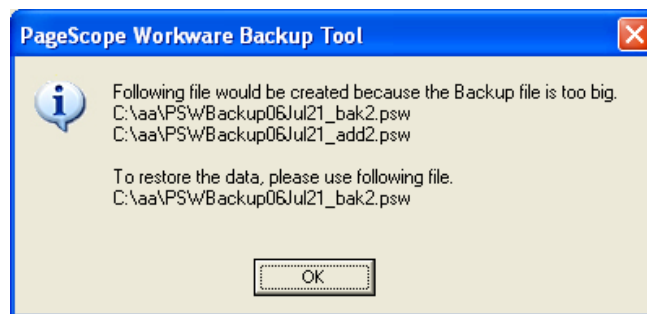
- ⑤ Confirm the Result and select the [Close] button.





Note

When data registered in PageScope Workware is very large, multiple back up files may be created in the specified folder path.



While restoring, please place all created files in the same folder path, and select the file specified in the above mentioned dialog.



Note

Please do not change the file name at any cost. You may not be able to restore it.



Note

In the PC where Restore operation is to be performed, same drive as the Backup folder where Backup operation was performed, will be needed.



Tip

The Backup file name can be referred to in the history.

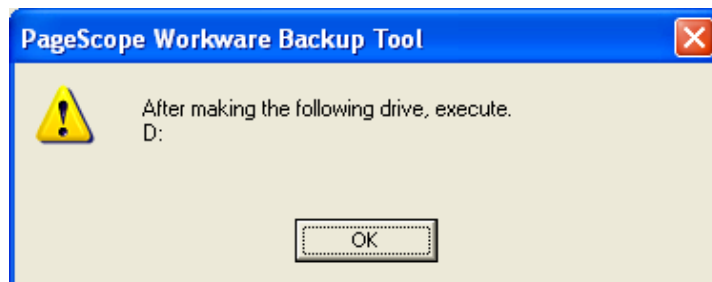
4 Restore

4.1 Important points to be noted while Restoring

It is not possible to restore in the following cases.

① In all Restoring environment

1. When the shared data of the back up data contains the drive that doesn't exist in the PC used for restoring, create the drive from "Computer Management" following the below mentioned dialog and then restore.

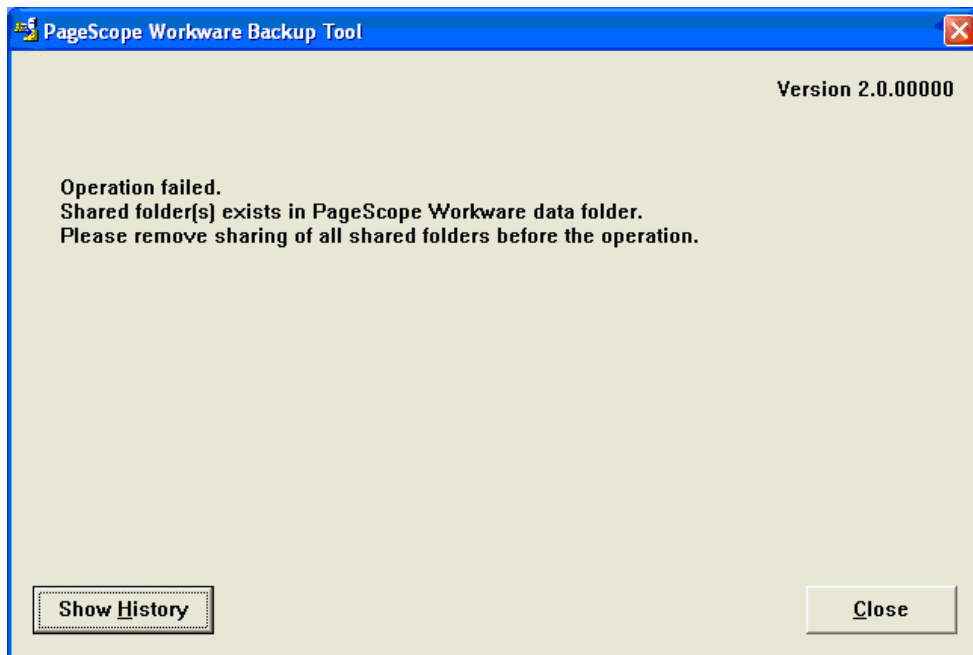


2. When the shared data of the back up data contains a folder that already exists in the PC used for restoring (excluding folder managed by PageScope Workware), move the folder from the explorer following the below mentioned dialog and then restore.



- ② Only when logged in with Limited User privileges (Users/ Guests etc)

If shared folder data is present in the current PageScope Workware, it will not be restored. Please cancel the shared folder and restore again with the Backup tool.



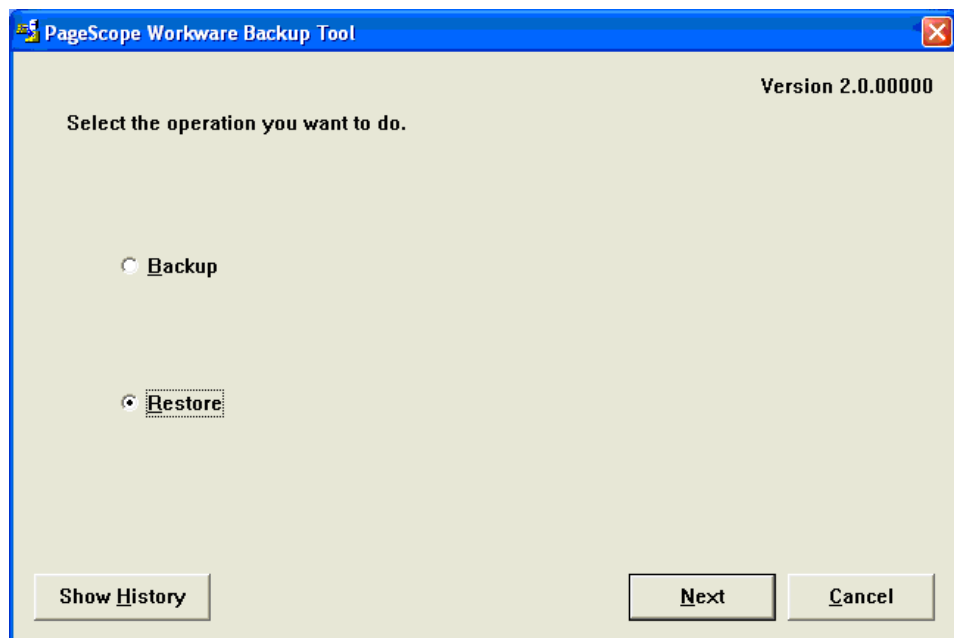
4.2 Preparing to Restore

While restoring, current data of PageScope Workware that is being used, will be deleted and replaced with the backed up data. Before restoring, if necessary, please back up the current PageScope Workware data based on the procedure given in "3. Back up" in this document.

4.3 Restore

Execute the following procedure to restore data of PageScope Workware

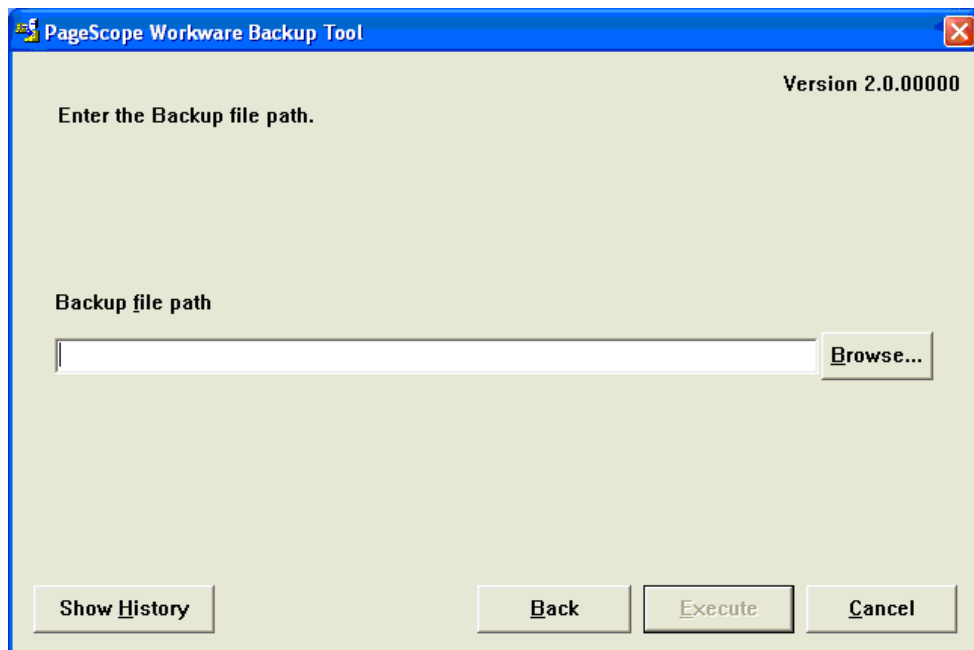
- ① Close all applications.
- ② Launch Backup Tool.
- ③ Select [Restore] and click the [Next] button.



Note

In PageScope Workware Share, perform Restore operation with Administrator rights.

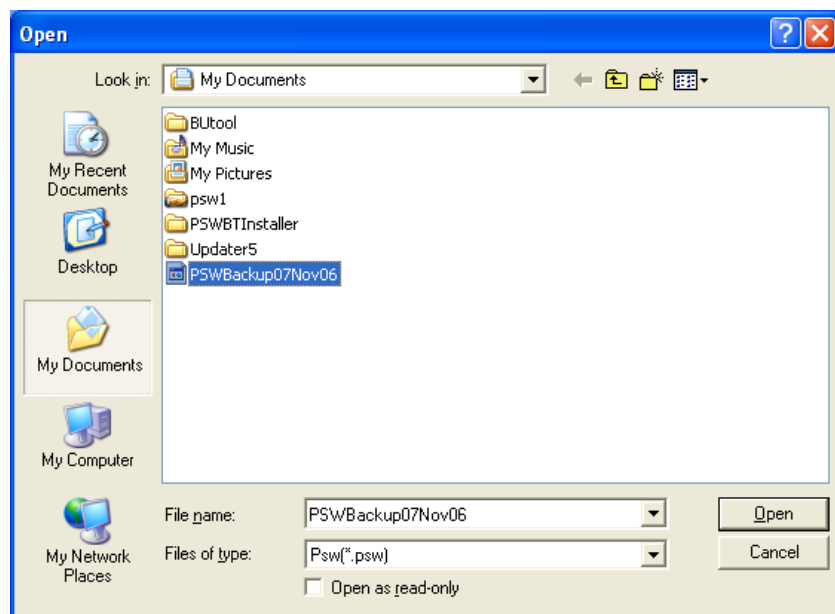
- ④ Input the location in which Backup file is saved and select the [Execute] button.



— Backup file origin

Specify the path of the existing backup file (XXX.psw).

Either input directly or click the [Browse] button and select the file. If the [Browse] button is clicked, [Open File] dialog will be displayed. Then select the back up file that has to be restored.





Note

In order to perform Restore operation, sufficient empty capacity (2-4 times the capacity of the data folder or the shared folder which is to be Restored) is necessary in the drive that has the PageScope Workware data folder. Required empty space will depend on the type of files inside the data folder.



Note

Do not perform operations like file registration/deletion to the Restore data folder or the shared folder, or open/update files during Restore operation. This might cause improper execution of the Restore operation.



Tip

To save it in the shared folder of another PC, first select "My network" and then select the shared folder of another PC. When another PC is selected the following dialog may be displayed. Please input the user name and password in this dialog to log in to the PC.





Note

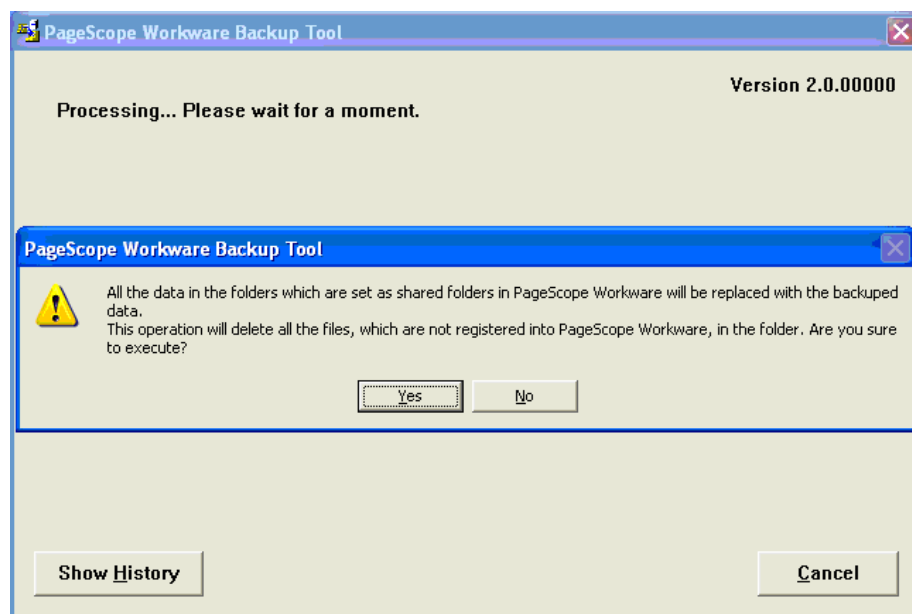
If multiple back up files are created during backup, place all created files in the same folder path, and select the specified file for the backup file (XXX_bakX.psw). You may not be able to restore if you change the name of the file that was created.



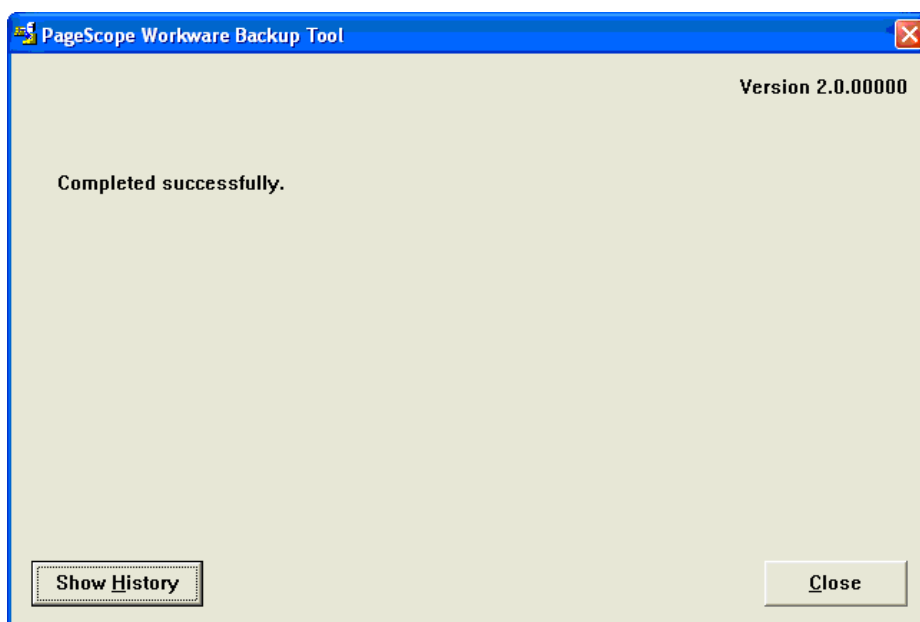
Note

All the files in the Restore destination folder (the folder in which the data of the shared folder which is registered to PageScope Workware, exists), including the files which are not registered to PageScope Workware, will be deleted.

Depending upon the requirement, move the files with the explorer before performing the Restore operation.

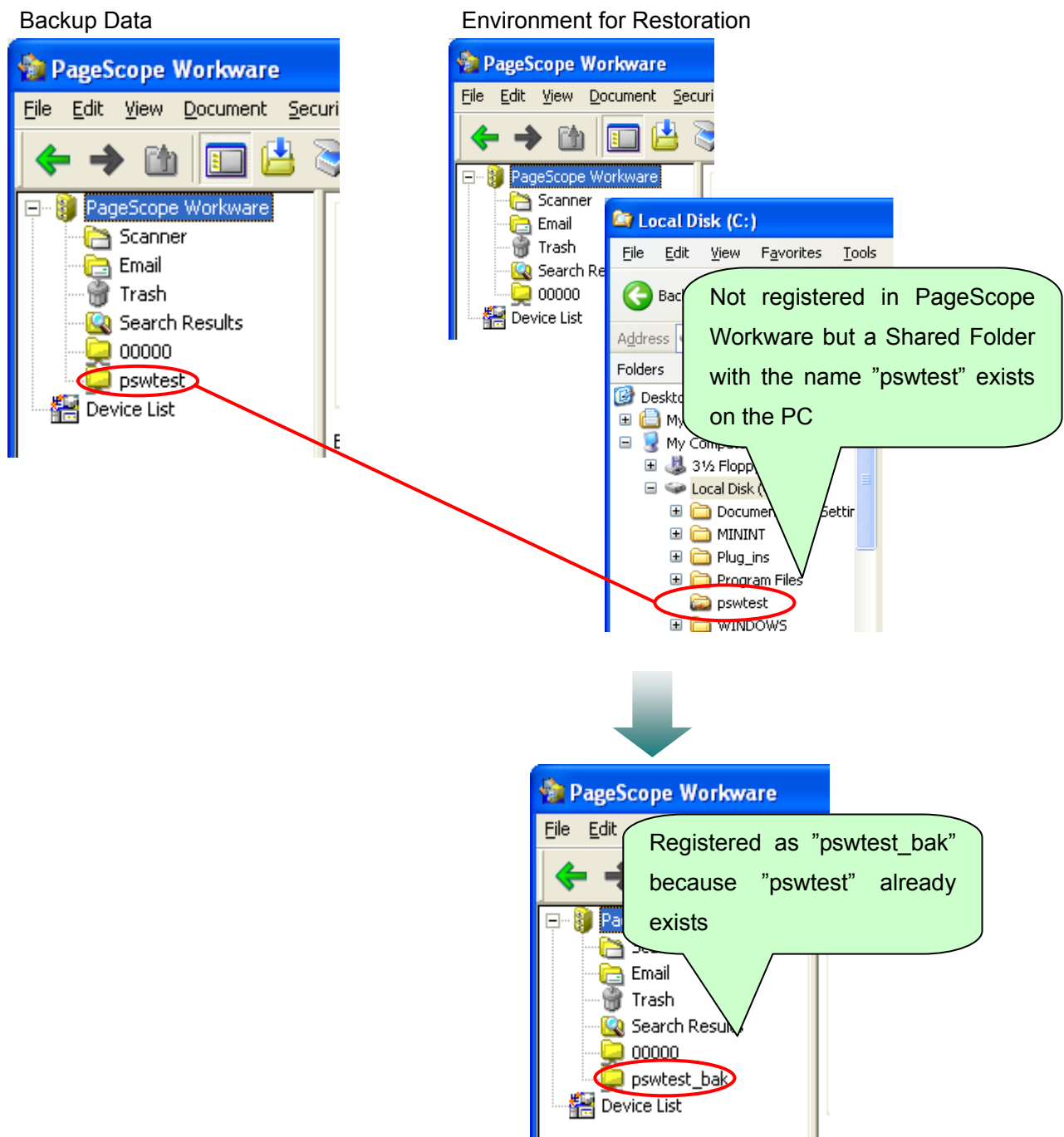


- ⑤ Confirm result and select the [Close] button.



⑥ Launch PageScope Workware, and confirm data.

If it is not registered in the current PageScope Workware in the restoring environment (PC) and if a shared folder with the same name as backup data exists ("pswtest" here), shared setting will be done with a different shared folder name ("shared folder name + _bak"). Shared setting will be done even on the explorer of OS with ("shared folder name + _bak"). If shared name is long, the characters will be deleted from the last part of the shared folder name and "_bak" will be added.

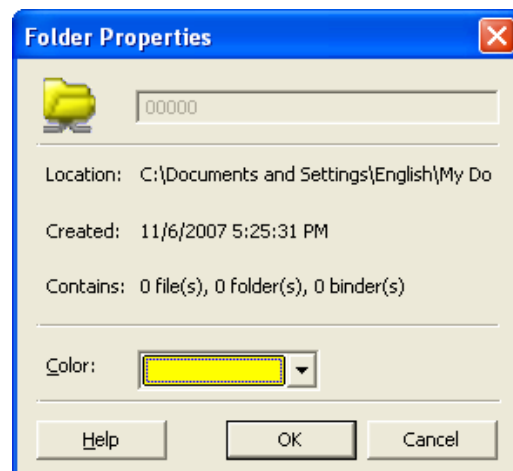
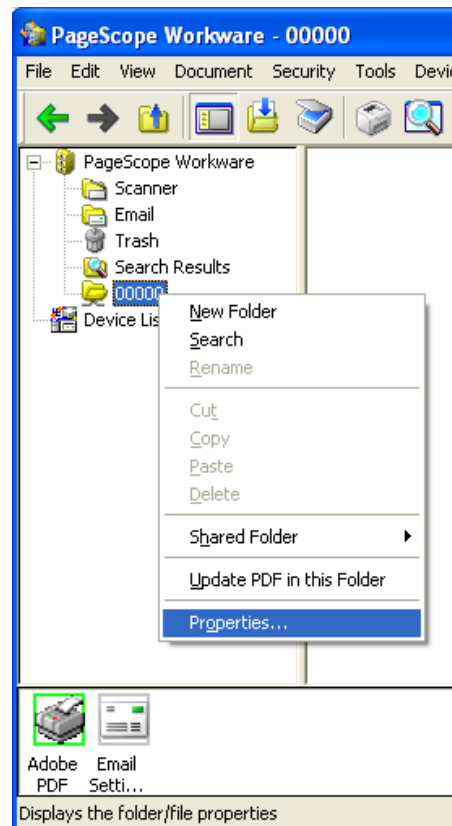




Note

When the PC environment (login user settings etc) used for back up and restore are different, the shared settings on the OS may have to be set manually.

The following [Folder Properties] dialog will be displayed if "Property" is selected from the right click context menu after selecting the registered shared folder in the folder display area of PageScope Workware.

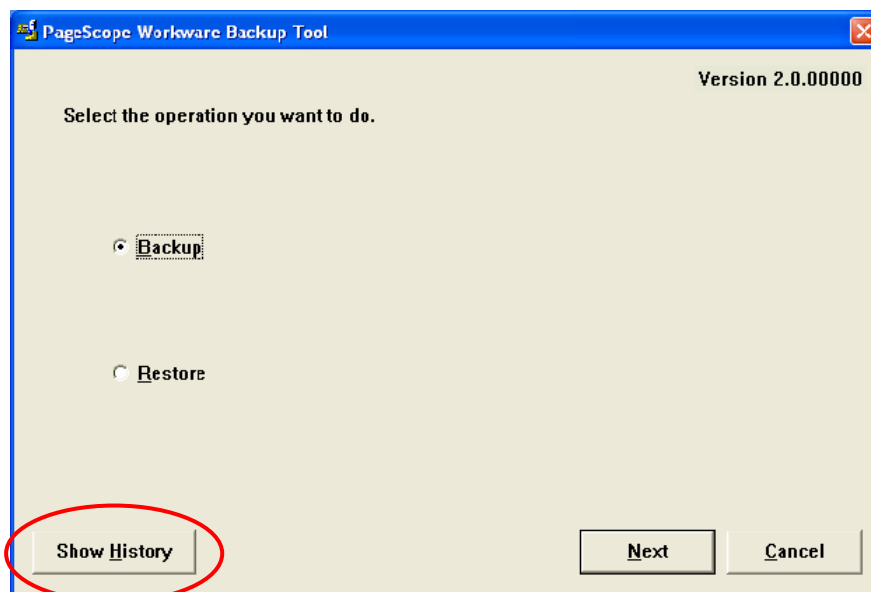


From explorer, select the folder path displayed in the location of the [Folder Properties] dialog. Carry out the shared settings for that folder.

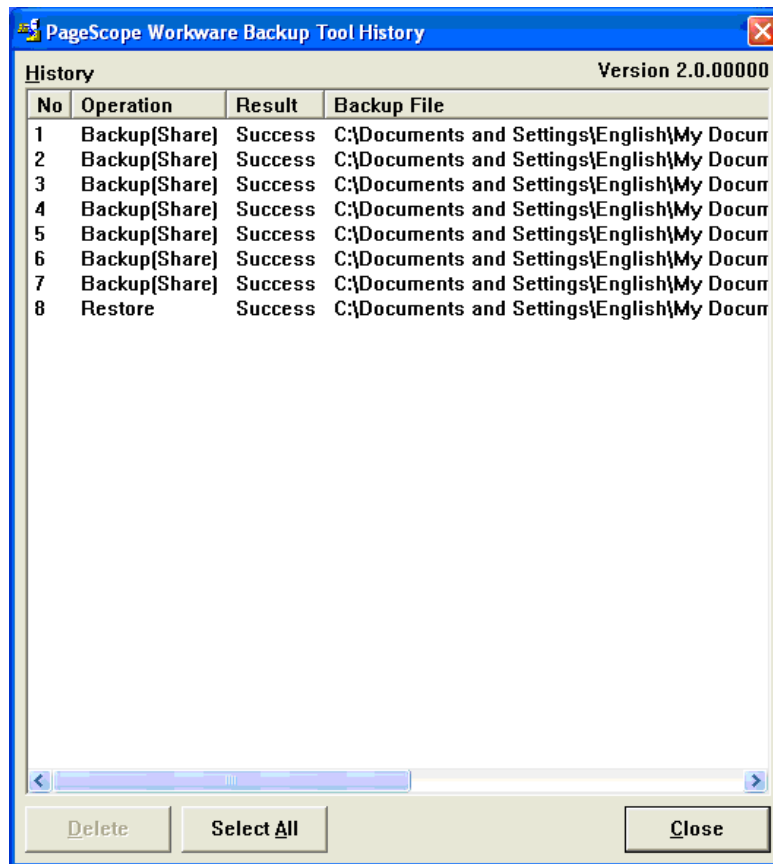
5 Read History

Execute the following procedure to read the history of the Backup tool.

- ① Select the [Show History] button.



- ② To delete, select the History and click the [Delete] button.



To delete all, click the [Select All] button and then click the [Delete] button.

- ③ Click the [Close] button.



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