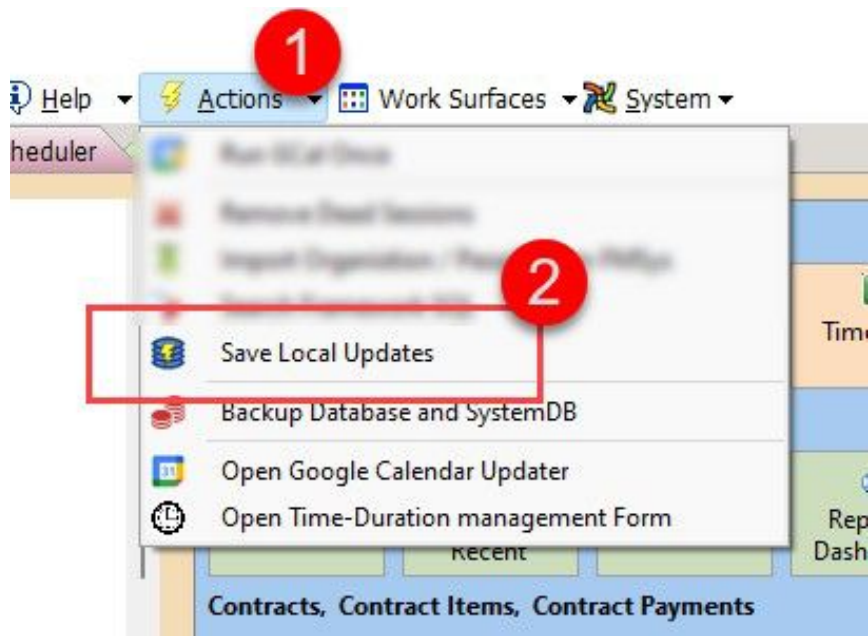


# Save Local Updates Procedure

Laptop Users may want to save updates they have made at times when they are not connected to the KKSys server. Doing this provides the security that their changes have been saved and will not be lost if there is an issue with their computer.

The update files can be emailed to the main office at any convenient time and there they can be applied to the main system by the KKSys admin staff.

## Using "Save Local Updates"

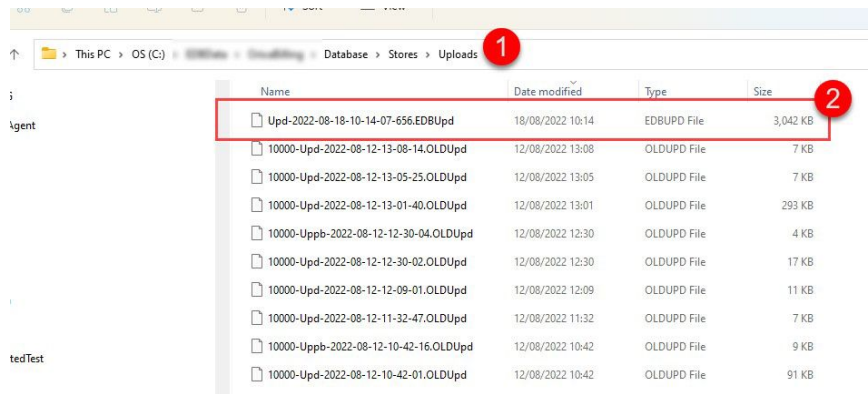


Save Local Updates Procedure

1. Find the "Actions" menu.
2. Click on the "Save Local Updates" procedure. Say "Yes" when asked.

## What happens when Save Local Updates is run

All the changes you have made to the database since you last called "Save Local Updates" are collated by KKSys, and put together into a single file. This file is saved to a folder on-disk set by your Administrator.



Local Updates file saved to disk

1. After the Save Local Updates procedure is run, a file will be saved into your "Uploads" store folder. This is usually in the path: C:\KKSys\Database\Stores\Uploads.
2. Note the form of the file-name: It includes the exact date and time that the update was run in the form YEAR-MONTH-DAY-HOUR-MINUTE-SECOND followed by a 3 digit random number.

## What to do with the updates file

You can keep as many updates files as you want on your local computer. If you want to provide your updates to the main office, simply write an email and add **all** your new updates as attachments.

**Remember:** after you have emailed these updates, rename those files you have sent "OLD" so that you do not send them twice. This is important as if updates are applied twice it may cause issues for your administrators.

## Coping with issues and errors in Update Files

Please consult the following page:

[Issues with Replication and Update Files in Orixa \(www.orixa.co.uk/194037\)](http://www.orixa.co.uk/194037)