

## A guide to using V-Base on a laptop

When using V-Base on a laptop you have 3 options

- Using the laptop as your one and only source for using V-Base
- Connecting the laptop to your network and sharing the database
- Using the laptop for outreach work (working offline with V-Base)

### Option 1: Using the laptop as your 1 and only source for using V-Base

This will be no different to using V-Base on a stand-alone desktop pc i.e. both the V-Base program and the V-Base data will be stored on the laptop.

### Option 2: Connecting the laptop to your network and sharing the database

This is basically the same as using V-Base with a desktop pc on a network but there is one thing you need to be aware of.

If the V-Base database is not on the laptop (i.e. you connect to a server or the database is stored on a different computer) you will not be able to open V-Base if you remove the laptop from the network.

If you wish to use V-Base on a laptop out of your office, please read the guide below:

### Option 3: Using the laptop for outreach work (working offline with V-Base)

#### Things you will need:

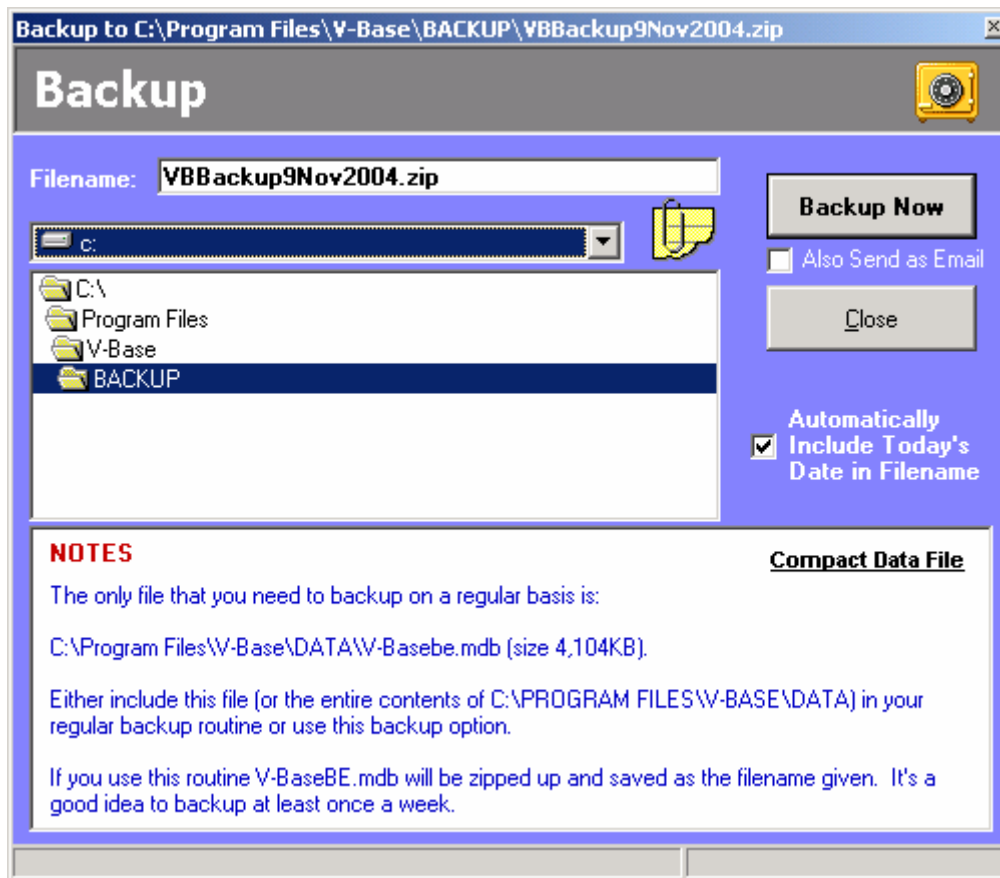
- A computer with an up to date version of V-Base (All using the same version of V-Base) and a V-Base database
- A Laptop
- 1 or more floppy disks
- Before you start, please be aware that **you cannot synchronise the 2 databases** once you have made changes to both. Therefore, if you plan to make changes to V-Base on the laptop you will not be able to make changes to V-Base at the volunteer bureau/centre at the same time.

#### What you will be doing:

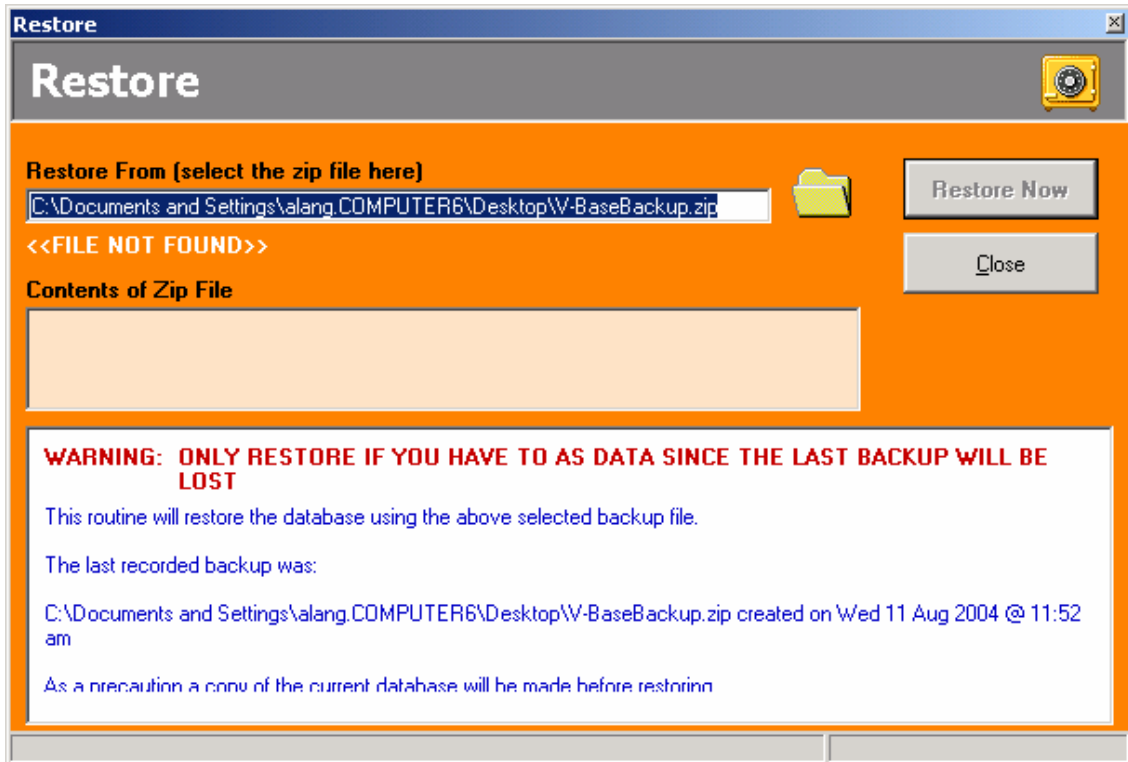
- Backing up your database from your pc
- Restoring the database onto your laptop
- Make sure that no changes are made to both databases while working offline

#### How to do it:

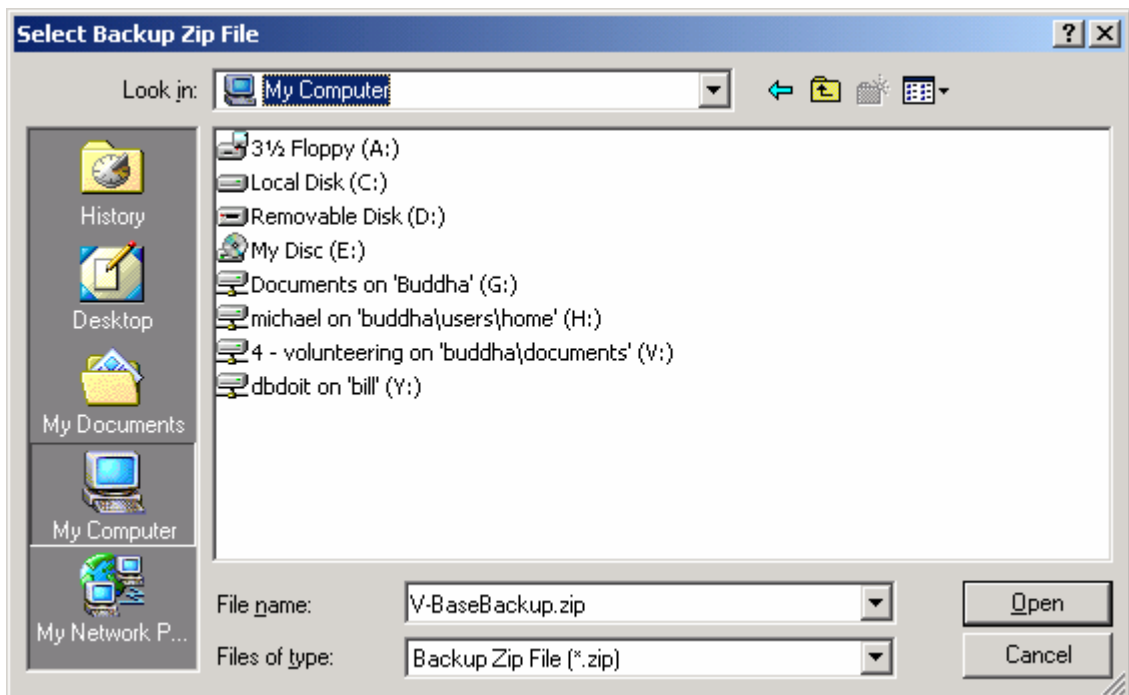
- Log into V-Base on a computer that has an up to date version of your database
- Click on 'Administration' in the menu on the left
- Still on the left hand side, click on 'Backup and Restore'
- Click on 'Backup database'
- The following window should open:



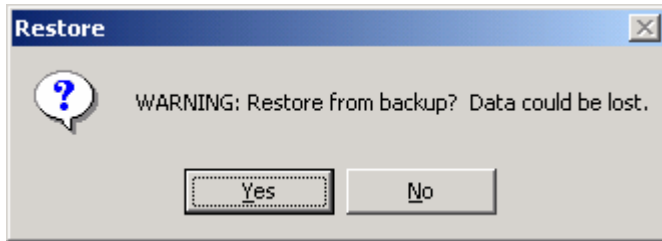
- Insert a floppy disk into the floppy drive
- Click on the drop down menu (Blue bar with a down arrow in a grey box to the left of the yellow paper) Change from c: to a: (a: being the drive letter of your floppy disk)
- Check the 'Filename' of the backup
- When you are happy with the name and where the backup is being saved to, click on the 'Backup now' button
- Remove the floppy disk
- Log onto V-Base on the laptop
- Click on 'Administration' in the menu on the left
- Still on the left hand side, click on 'Backup and Restore'
- This time, click on 'Restore database from backup'
- The following window will appear:



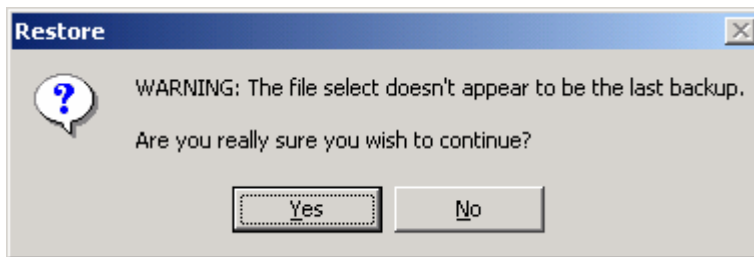
- Click on the yellow folder to bring up this window:



- Click on 'My computer' on the left, then double click on '3 1/2 Floppy (A:)'
- Click on the backup that you created and click open
- You will be taken back to the orange restore screen. Click on 'Restore now'
- Click yes when you are prompted with this window:



- You may then see this window:



- Click on yes
- When the restore is complete press ok on the window that appears
- Close the orange restore window and continue to use V-Base

**If you make changes to the database while on outreach work and want to keep them, you can reverse this process to restore your database back to your main computer.**