# NC-CORELS: Splitting the Backup File for Emailing

Version 1

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#### Overview

A large number of counties have NC-CORELS/Maximus Ledger Suite backups that are too large to send via email either due to file size limitations at the county sending the file or at the state receiving the file. The solution to this problem is to split the backup file into several smaller files that are a size that is manageable by both email systems.

#### **Backup Files**

The backup file is created within NC-CORELS or the Maximus Ledger Suite by using the *Utilities -> Backup* menu option or optionally with the Maximus Toolkit program.

NC County Reimbursement Ledger Suite - QuIC	- DSS
File General Tables Tasks Uploads Reports	Utilities Window Help
<u>Quec</u> Tec 🔤	Change Password     CTRL+P       Set User Preferences
	Process <u>D</u> iary Edit Subset Descriptions <u>E</u> dit Field Attributes
	<u>B</u> ackup
	System Settings
	Calculator

Figure 1 - NC-CORELS Backup Menu

💦 NC County Rei	mbursemen.	0	×	
Backup system t	Backup system to			
c:\temp\backups\	\mls_data.zip		L	
C <u>F</u> ull system		• Data only		
			,	
	Backup!			
		6	?₽	

Figure 2 - NC-CORELS Backup Screen

The backup file is typically named either *mls\_full.zip* or *mls\_data.zip* depending upon which option was selected on the backup screen above. Please note the destination folder and name where your backup file is copied.

#### NC-CORELS: Splitting the Backup File for Emailing

Include in library 🔻	Share with 🔻 🛛 Bu	rn New folder	
Name	Date modified	Туре	Size
🔥 mls_data.zip	11/17/2015 3:03 PM	Compressed (zipped) Folder	34,588 KB
👃 mls_full.zip	12/31/2015 11:02	Compressed (zipped) Folder	107,760 KB

Figure 3 - Backup file created

## Splitting the File

A ZIP file compression program is used to split the backup file into smaller files. You may have WinZip, WinRAR, 7-Zip or similar. We will use 7-Zip in our examples as it is freely available from <a href="http://www.7-zip.org/">http://www.7-zip.org/</a>. Please check with your IT department for supported and allowed ZIP file compression programs.

Perform the follow steps:

- 1. Install 7-Zip if needed.
  - ► Computer ► Local Disk (C:) ► Temp ► backups ► Burn New folder 🧮 Open 🔻 Name Date modified Size Туре 34,588 KB 👃 mls\_data.zip (zipped) Folder Open 👢 mls\_full.zip 107,760 KB (zipped) Folder Open in nev indow Extract All... right-click 🗧 Agent Ransack... mouse to Ŷ AxCrypt Þ Scan for Viruses... get menu Novell Copy... 👫 TortoiseSVN 7-Zip Open archive Edit with Notepad++ Extract files... Open with Extract Here Extract to "mls dat 🙀 WinMerge Test archive Restore previous versions Add to archive Send to Compress and email...
- 2. Locate the backup file and click your right mouse button to get the floating menu.

Figure 4 - Right click context menu

3. When the Add to Archive dialog window appears, type in 5M in the *Split to volumes, bytes:* text box as shown below.

Add to Archive				<b>₹ 9 % X</b>
Archive:				
mls_data.7z				▼
Archive format	7z	•	Update mode:	
Compression level:	Normal	•	Add and replace files	<b></b>
Compression method:	LZMA	-	Options Create SFX archive	
Dictionary size:	16 MB	•	Compress shared files	
Word size:	32	•	Encryption	
Solid Block size:	2 GB	•	Enter password:	
Number of CPU threads:	2 •	/4		
Memory usage for Compressing:		192 MB		
Memory usage for Decompressin	g:	18 MB	Show Password	
Split to volumes, bytes:			Encryption method:	AES-256 -
	5M to s	nlit	Encrypt file names	
Type 5M to split				
into 5MB chunks				
			OK Cancel	Help

Figure 5 - 7-ZIP Add to Archive dialog window

4. Now you will see many files with extensions .001, .002, .003, etc. which are the split file parts.

Open  Burn New folder			
ame	Date modified	Туре	Size
mls_data.7z.001	1/5/2016 12:25 PM	001 File	5,120 KB
mls_data.7z.002	1/5/2016 12:25 PM	002 File	5,120 KB
mls_data.7z.003	1/5/2016 12:25 PM	003 File	5,120 KB
mls_data.7z.004	1/5/2016 12:25 PM	004 File	5,120 KB
mls_data.7z.005	1/5/2016 12:25 PM	005 File	5,120 KB
mls_data.7z.006	1/5/2016 12:25 PM	006 File	1,266 KB
mls_data.zip	11/17/2015 3:03 PM	Compressed (zipped) Folder	34,588 KB
mls_full.zip	12/31/2015 11:02	Compressed (zipped) Folder	107,760 KB

Figure 6 - Split file parts

#### **Emailing File Parts**

Now you can simply email these parts as attachments in your standard email program. Be sure to create one email for each split file part.

=	5 U	↑ ↓ -			
FILE	MESSAG	E INSERT OPTIONS FORMAT TEXT REVIEW			
ArialImage: Constraint of the second se					
Clip	pboard	ra Basic Text ra			
⊒■	То	<u>DHHS.CORELS.SUPPORT;</u>			
Send	Cc				
	Subject	File parts - 2 of 6			
Attached mls data.7z.002 (5 MB)					
NC-CORELS Support,					
Here are the file parts for my NC-CORELS backup.					
Thanks,					

Figure 7 - File part #2 attached to email

## To Recombine File Parts Back to the Original File

Follow these steps to reconstruct the original file:

 Locate the part files and click the right mouse button over the file named *mls\_part.001* to pull up the context menu and then select *7-Zip* and then select *Extract Files*.



Figure 8 - Right click context menu

2. Enter a destination folder where you want the file to be recombined.

Extract	₹ Ð Ð <mark>×</mark>
Extract to: C\Temp\backups\mis_data\	•
Path mode: Full pathnames ▼	Password
Overwrite mode: Ask before overwrite	Show Password
ОК	Cancel Help

Figure 9 - 7-Zip Extract dialog window

3. Your file will be recombined at the selected folder location.



Figure 10 - Recombined file

End of document.