

TRANSFERRING CANDY DATA, DOCUMENTS & REPORTS FROM ONE COMPUTER TO ANOTHER

Title	Transferring Candy Data from one computer to another
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INTRODUCTION

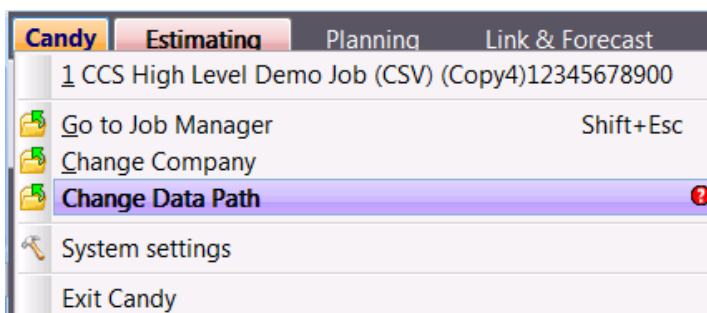
It is possible to copy all the *Candy Data* from one computer to another computer including all **customized Documents & Reports**. If Candy has already been used on the destination computer, **DO NOT USE THIS PROCESS**, as the recovery process will overwrite all the existing jobs on the destination computer.

Once Candy data has been copied to the new computer, the Candy licence will need to be de-activated on the old computer and re-installed on the new computer by the CCS Licence support desk. Contact CCS Candy licence desk on +2712 684 6000.

CCSDATA Transfer

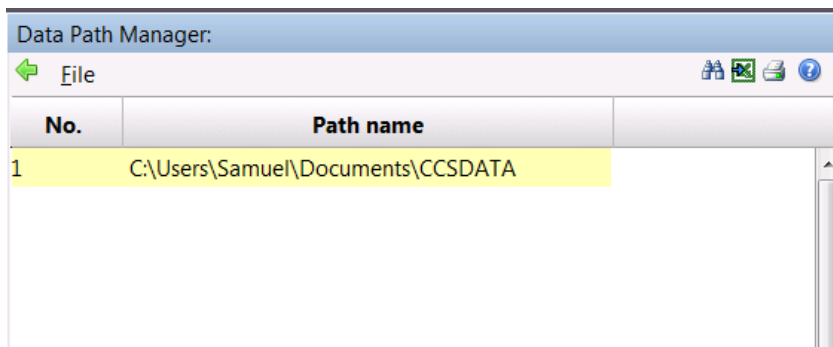
1. Determining the Candy Data Paths on your existing computer

- Right click on the **Candy** button and select **Change Data Path**.

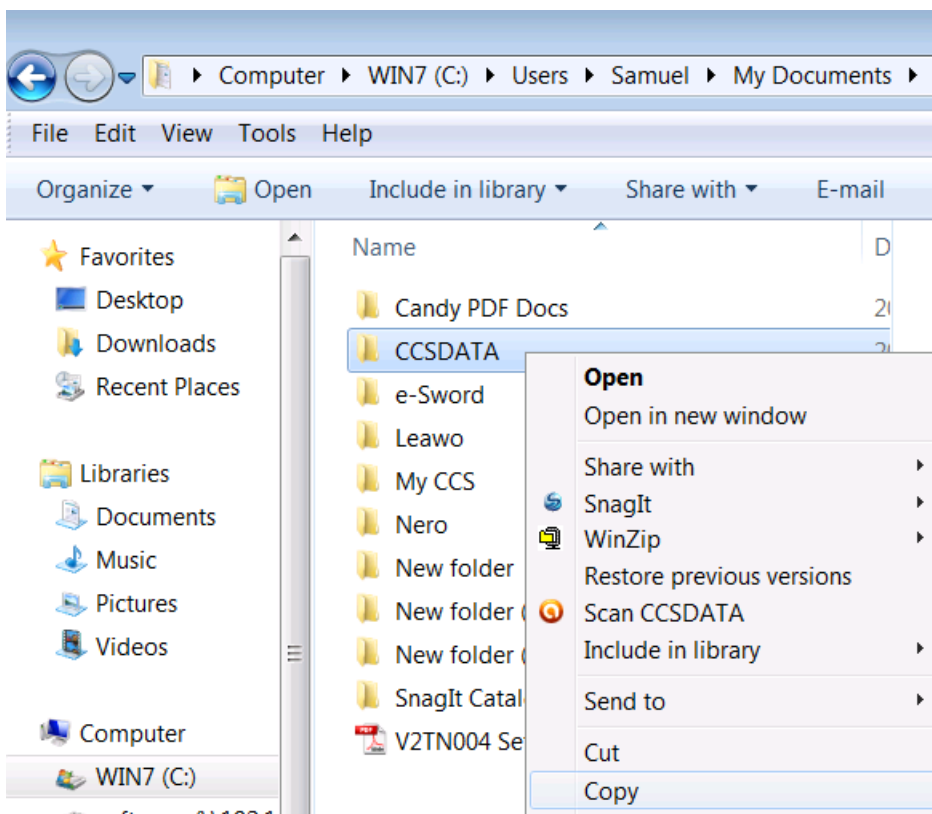


2. Copying the Candy Data to the new computer

- A default or normal Candy installation will have all the Data files stored in **My Documents\CCSDATA**.

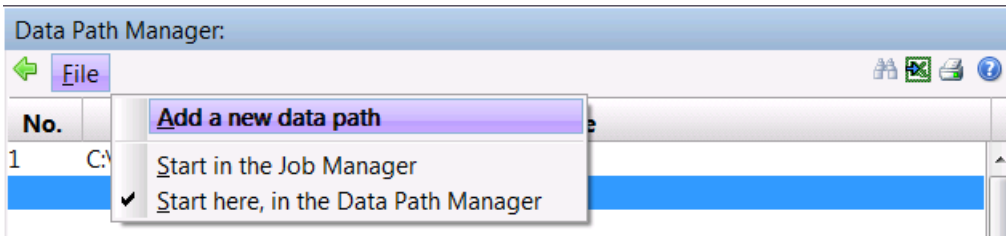


- Make a note of the various paths, as these paths will contain all your Candy Jobs.
- Using Windows explorer **Copy** the **CCSDATA** folder from the old computer and **paste** it on the new computer in **My Documents\CCSDATA**.

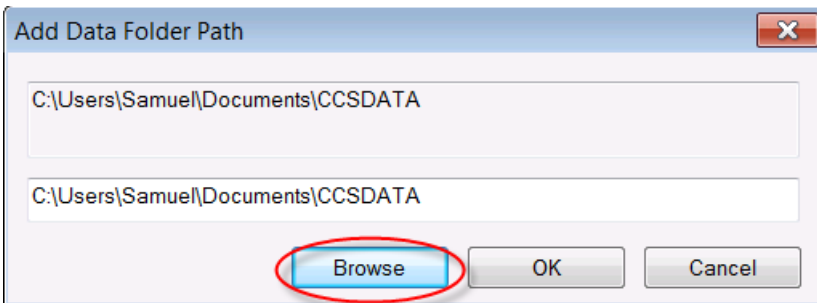


3. Run Candy on the new computer and add the new paths.

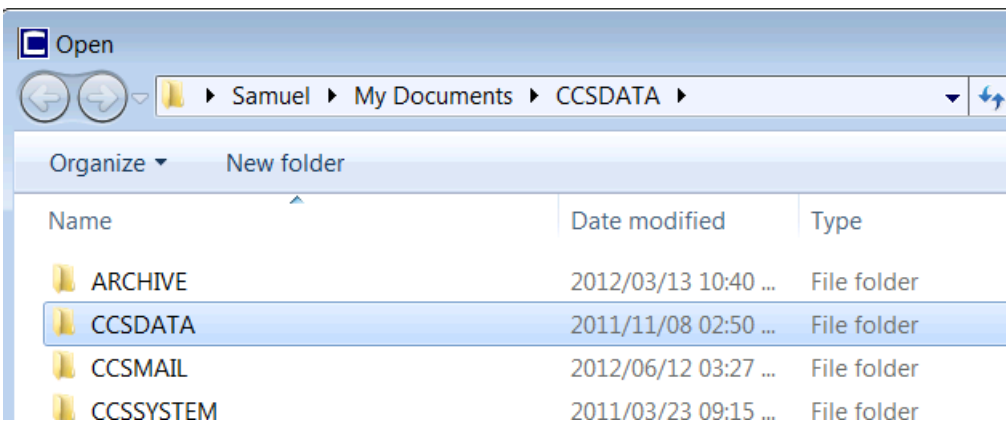
- In order to view the transferred Companies and jobs you need to go to the **Data Path Manager** and add the relevant paths.
- Go to **File > Add a new data path**.



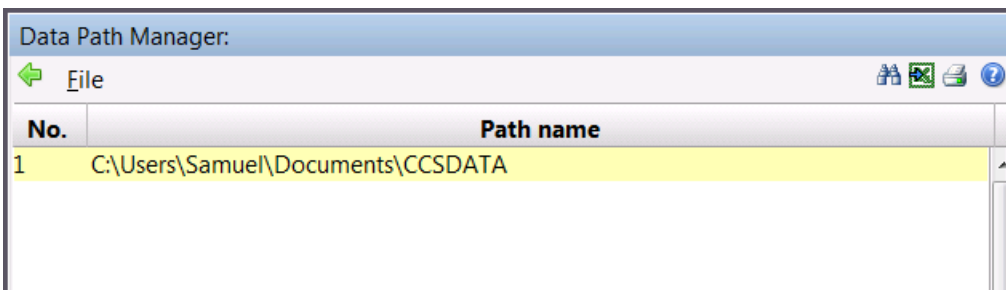
- Select **Browse** > Using Windows explorer



- Browse to the Folders as copied and select the desired folder > then click on **Open** twice and **Ok**.



- This creates the new **Datapath**



4. Check all the Candy jobs have been transferred to the new computer

Open Candy on the destination computer and ensure that all Candy Companies and Jobs have been transferred correctly to the new computer

5. Make a backup copy of the old computer

Something to consider:

Make a full backup of the old computer's hard drive. In the event that you transferred the Candy files incorrectly we may be able to help you at a later stage, if you have backed up the old data.

6. Troubleshooting

The Candy Company and Jobs do not appear on my new computer.

It is possible that the Candy data was not installed in the e.g. **My Documents\CCSDATA** .

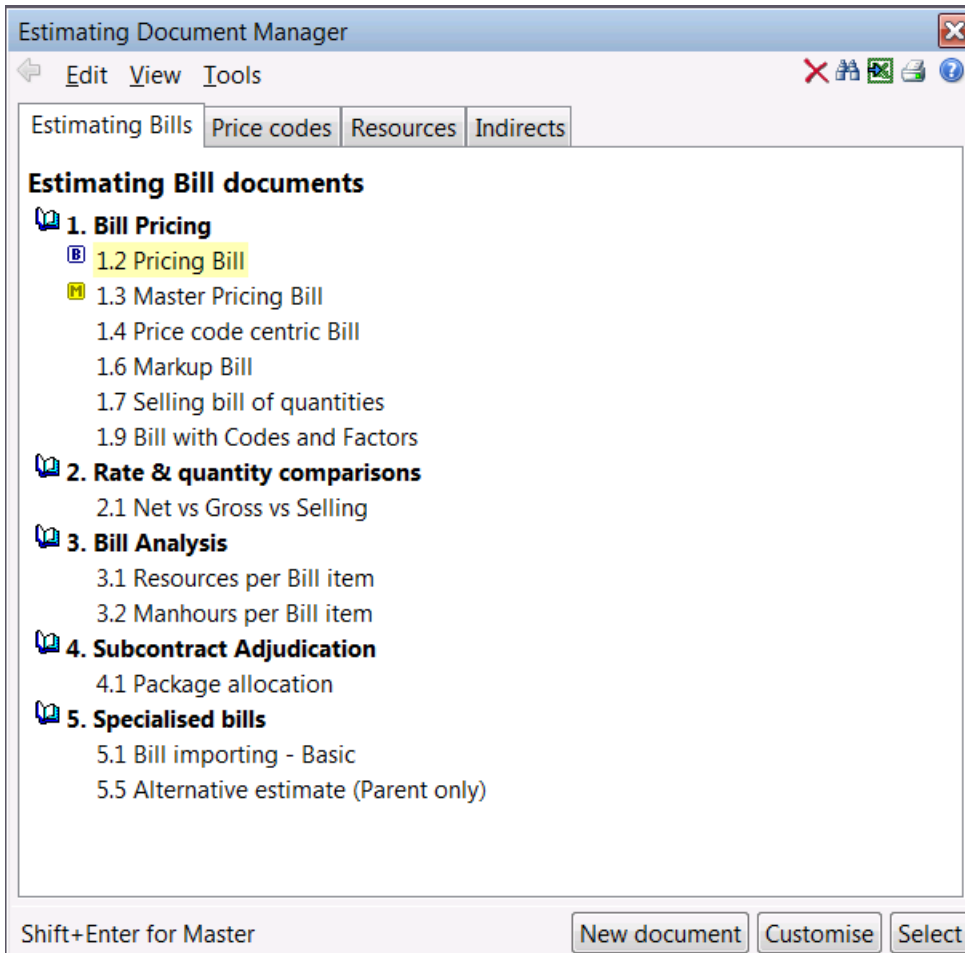
- Please ensure you check all of the paths under the Data Folder Manager.
- Close the Candy System and open it again, the system might need to refresh.

If you require assistance with the transfer of data please contact CCS Candy technical support on +2712 684 6000

Transferring of Customized Documents

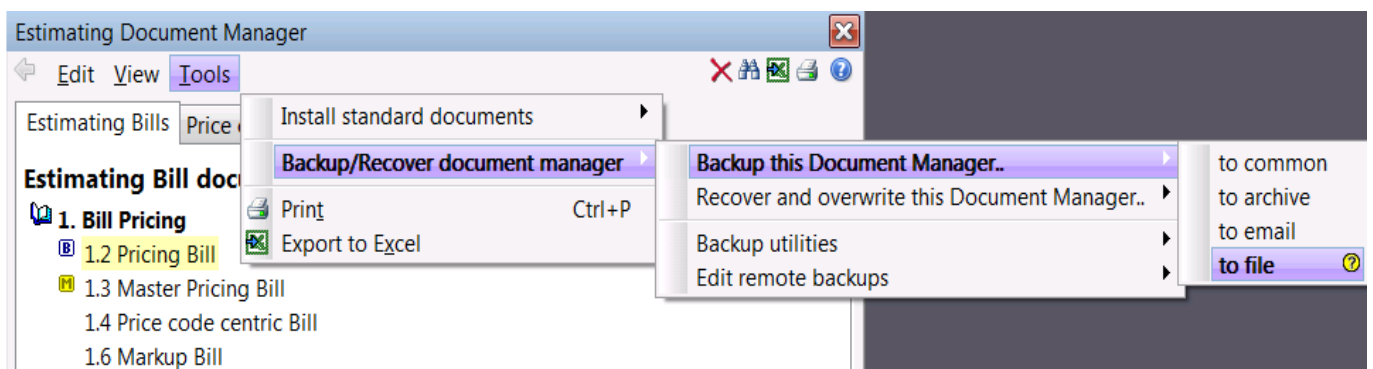
1.1 The Document Manager

Documents can be viewed, edited and priced using various layouts in the Document Manager. The Document Manager contains a standard set of data and column layouts that may be copied, customised or renamed. The layouts in the Document Manager are universal to all jobs in Candy. Any changes made to a document layout will be reflected in all jobs.



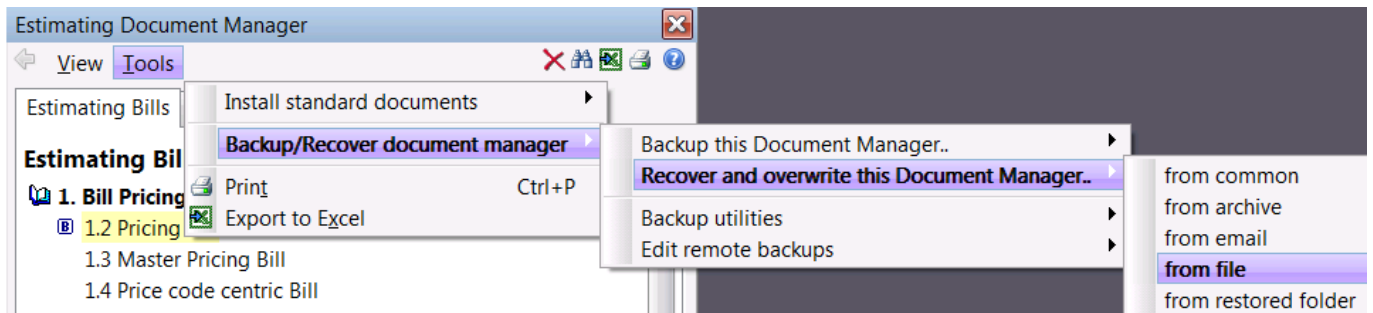
1. 2 Backup up the Document Manager from the Old Computer

- On the **Old Computer**
- Go to the Document Manager > **Tools> Backup/ Recover document manager > Backup this Document Manager > To File** (Browse to the desired target Location eg. Server or external HDD)

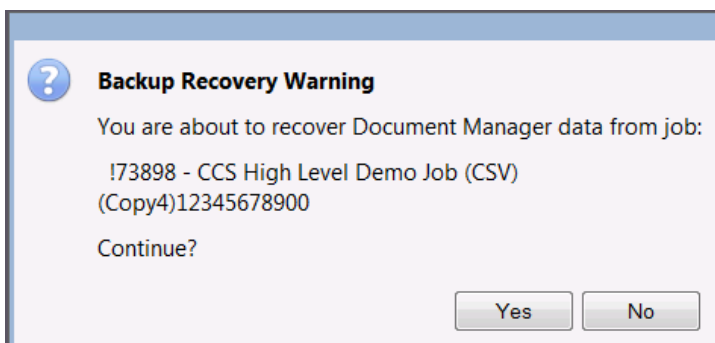


1. 3 Recover the Document Manager to the New Computer

- On the **New Computer**
- Go to the **Document Manager > Tools> Backup/ Recover document manager > Recover and Overwrite this Document Manager > From File** (Browse to the desired Location eg. Server or external HDD) and select **Open**



- Select **Yes** on the Confirmation window

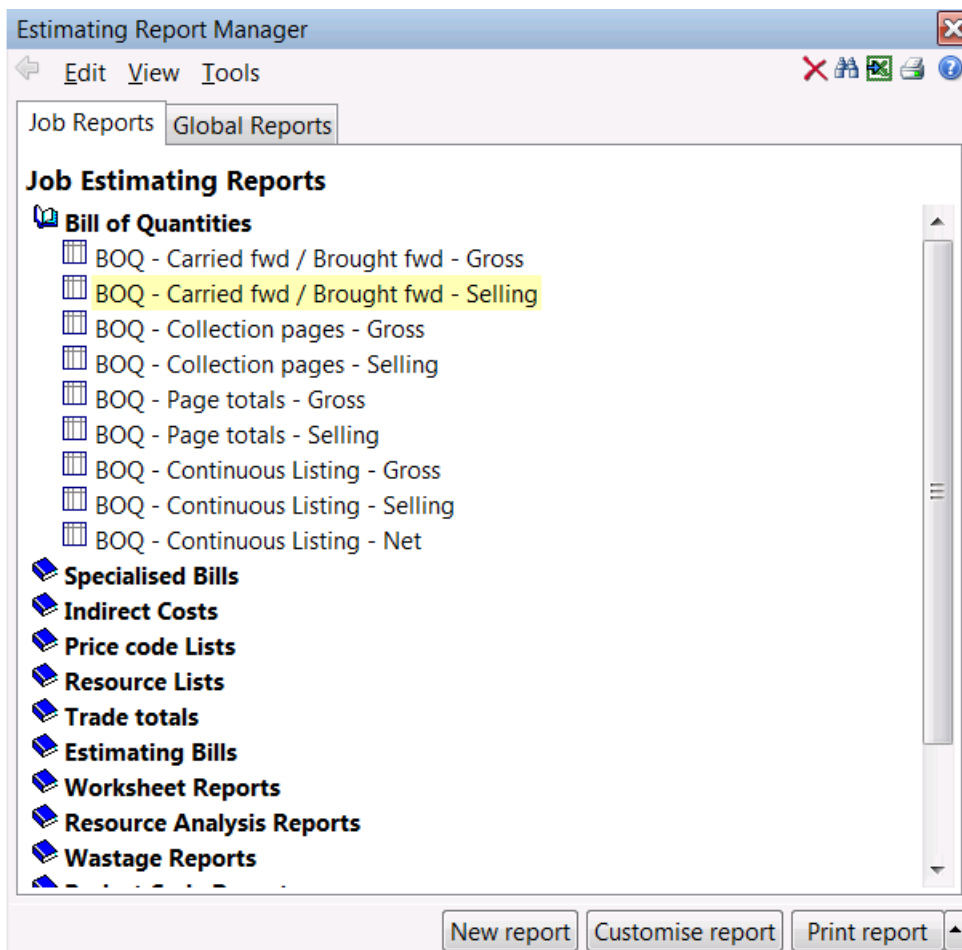


Transferring of Customized Reports

2.1 The Report Manager

All reporting in Candy is done through the Report Manager. A selection of pre-defined reports are available, any of which may be adapted to suit your specific requirements. The Report Manager consists of two tabs.

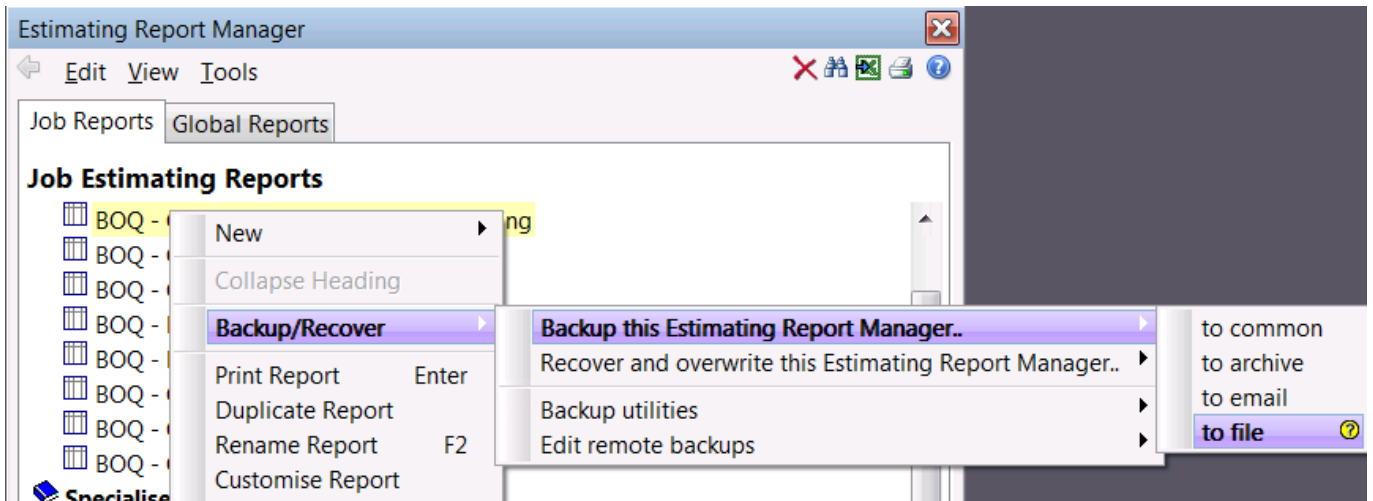
- **Job Reports:** These reports are only available to the current Job, and they are included as part of the Job backup.
- **Global Reports:** These reports are available to all the jobs on your computer, so they are **NOT** backed up with Jobs.



2. 2 Backup up the Report Manager from the Old Computer

- On the **Old Computer**
- Go to the Report Manager > Select either Job / Global Reports > Right click on any report > **Backup/Recover Report Manager > Backup this Report Manager > To File** (Browse to the desired target Location eg. Server or external HDD)

Something to consider: When backing up the Report Manager from Job Reports it must be recovered into Job Reports the same applies to Global Reports, You will need to do this for all Candy Menu's from Estimating to Materials.



2.3 Recover the Report Manager to the New Computer

- On the **New Computer**
- Go to the Report Manager > Select either Job / Global Reports > Right click on any report > **Backup/Recover Report Manager > Recover this Document Manager > To File** (Browse to the desired target Location eg. Server or external HDD)

