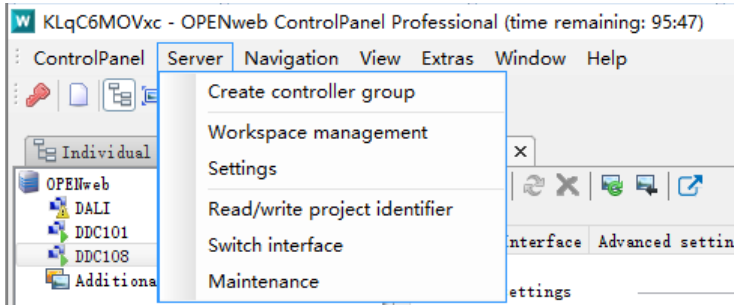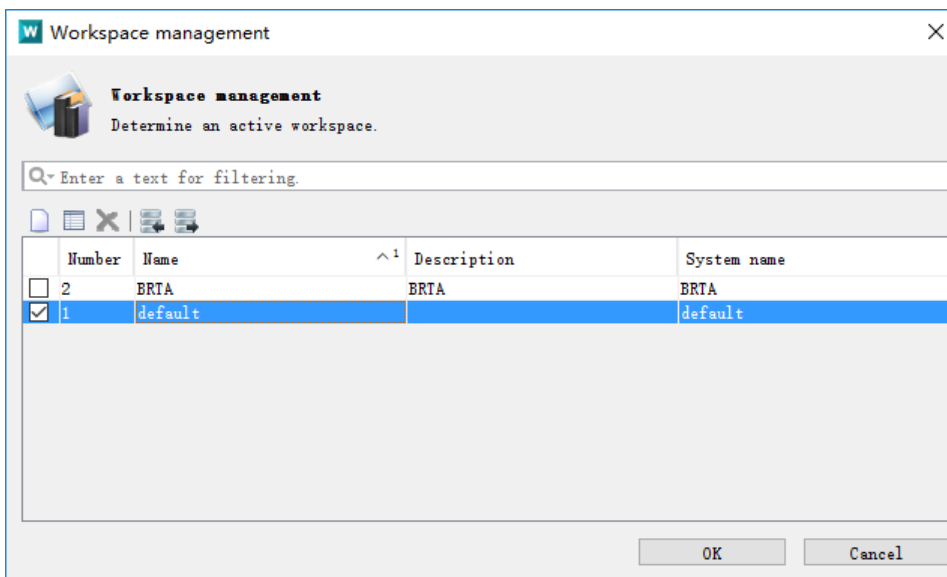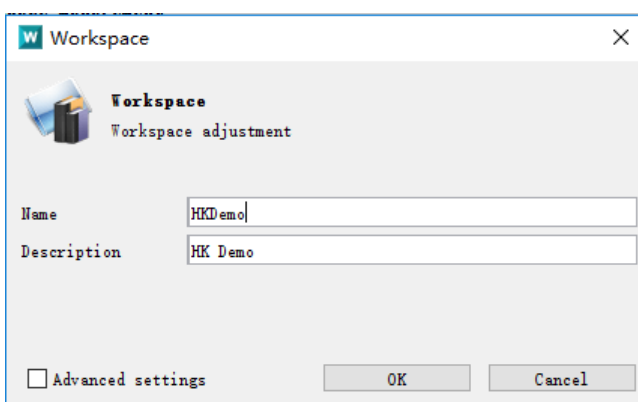# TT190404 – OPENweb - Workspace Backup and Restore

1. In TT190402 and TT190403 we show you how to backup the controller and FUP project. Now we will show you how to perform backup of OPENweb workspace and the controller parameters (Input and Display)

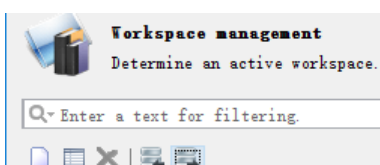2. Start OPENweb, click "Server", "Workspace Management" from menu

3. Before we backup the OPENweb workspace, first we change the name and description of the workspace. Click on the "default" workspace, click the "Edit Workspace" button
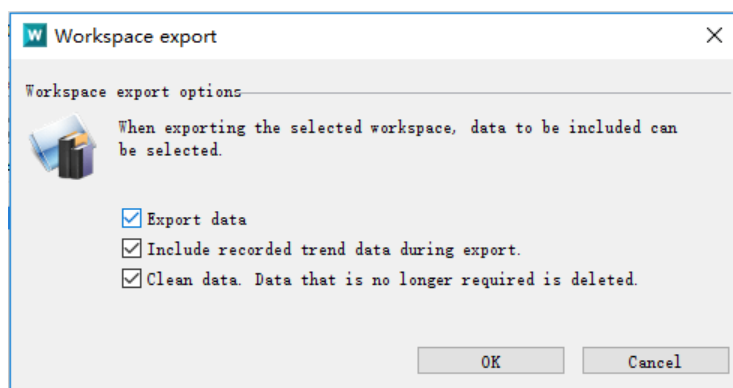

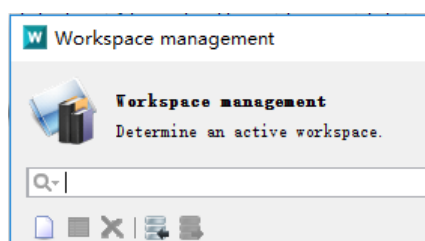4. Type the name and description of your workspace, click "OK" to save it.

5. To backup the workspace, select the workspace and click the "Export Workspace" button
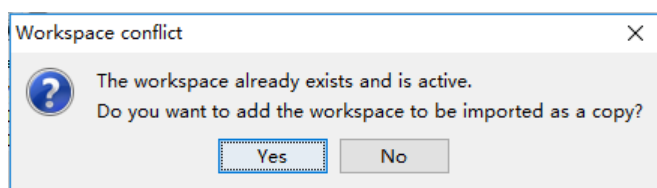
6. Select the options you want (default is OK) and click "OK". Type in the file name (no extension) and click "SAVE" to export the workspace. The extension of the OPENweb backup is "oww"
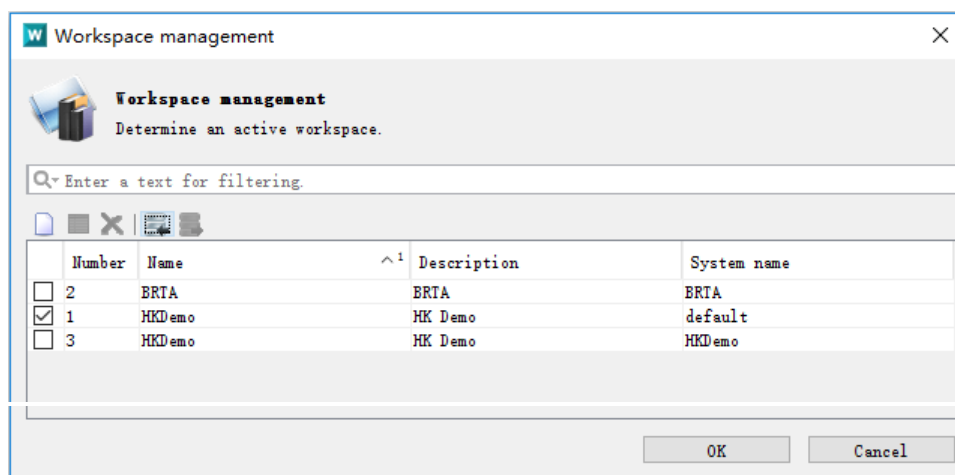

7. To restore OPENweb workspace, click "Server", "Workspace Management" from menu, click the "Import Workspace" button, select the workspace backup file, and click "Open"

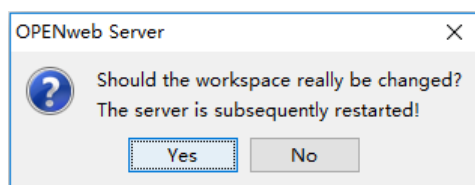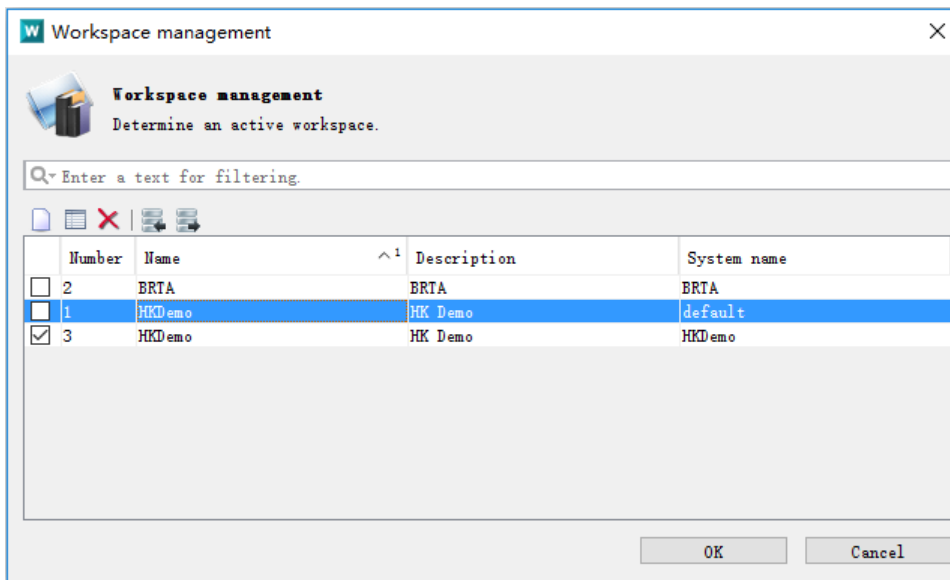
8. Click "Yes" to save the workspace as a copy

9. Now you should see a new workspace in your system. Select the new workspace (tick it) and click "OK"
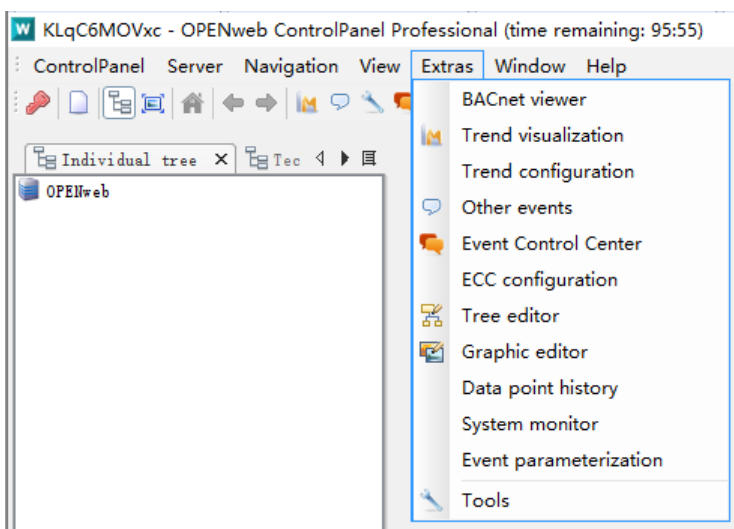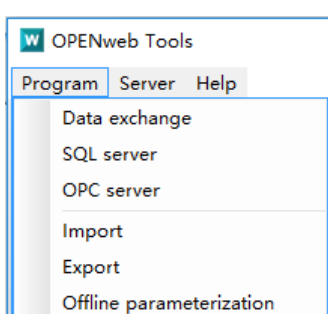

10. Click "Yes" to continue

11. After OPENweb restarted, you will be running with the new restored workspace. After checking everything is working as normal, you can delete the old workspace by selecting it and click the "Delete Workspace" button ✖ (it will be better if you leave the default workspace in the system undeleted)
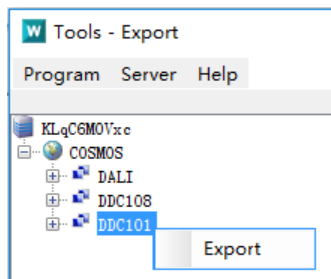

12. You can also use the "Export Workspace" and "Import Workspace" function to first configure the OPENweb workspace for your project in your PC, and then later transfer the whole workspace to your customer's PC after fully setup in your office.

13. To create a new workspace for your project, click on the "Create New Workspace" button ☐, type the name and description of the project workspace, and click "OK" to create it. With this function, you can manage all your projects in your PC

14. To backup the controller parameters (Input and Display), you can use the "Export" function in OPENweb Tools. Click on "Extras", "Tools" from menu

15. Click on "Program", "Export"

16. Click on the controller to export, right click, and click "Export"

17. Click "Yes" to update the controller parameters (Input and Display) before export. Type in the file name of the export (without extension) and click "Save". The extension of the export is "owc". Continue to export the other controllers in OPENweb