

NC-CORELS: Splitting the Backup File for Emailing

Version 1

Contents

- Overview 2
- Backup Files..... 2
- Splitting the File 3
- Emailing File Parts 5
- To Recombine File Parts Back to the Original File 5



NC-CORELS: Splitting the Backup File for Emailing

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.

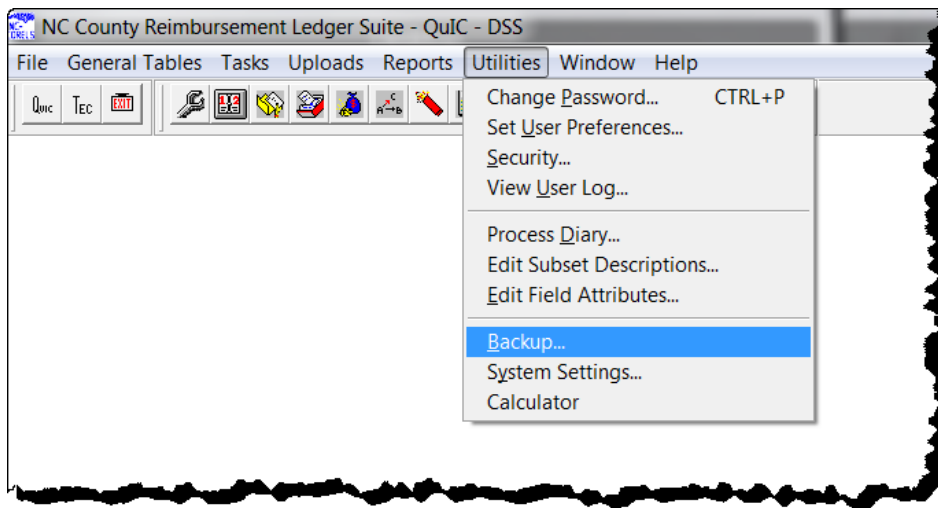


Figure 1 - NC-CORELS Backup Menu

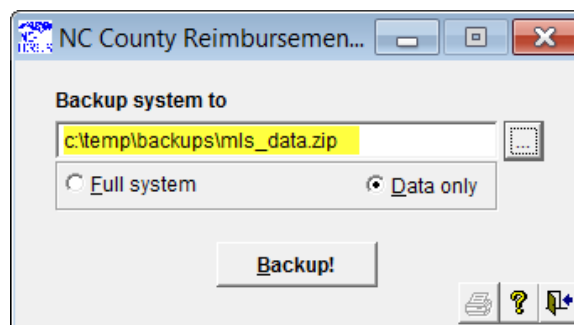


Figure 2 - NC-CORELS Backup Screen

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

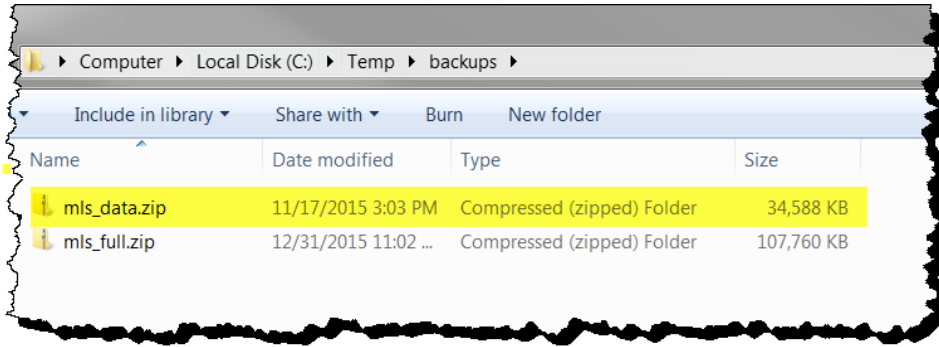


Figure 3 - Backup file created

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 <http://www.7-zip.org/>. Please check with your IT department for supported and allowed ZIP file compression programs.

Perform the follow steps:

1. Install 7-Zip if needed.
2. Locate the backup file and click your right mouse button to get the floating menu.

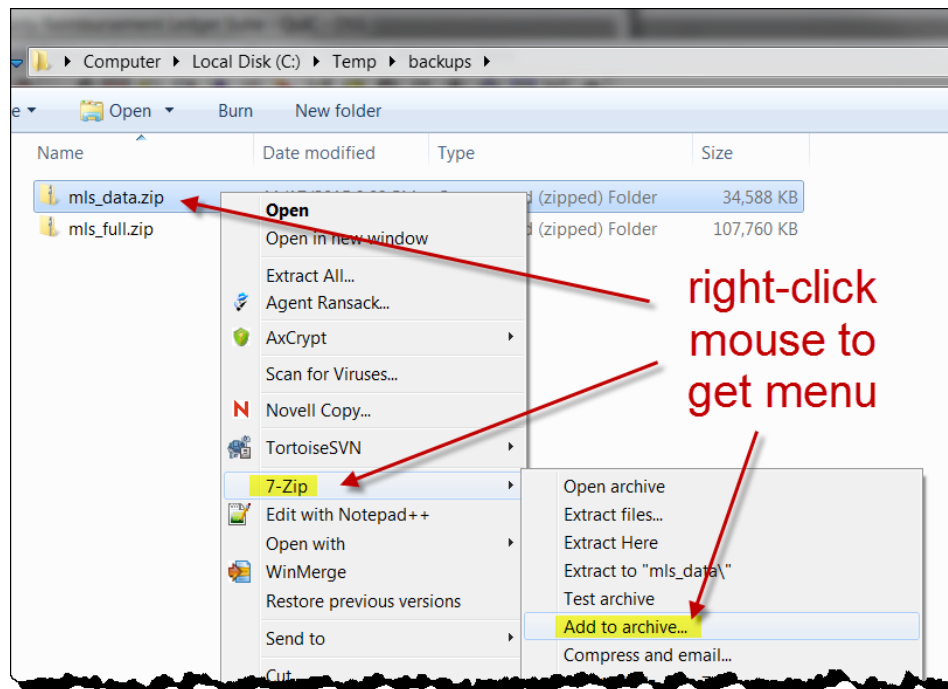


Figure 4 - Right click context menu

NC-CORELS: Splitting the Backup File for Emailing

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

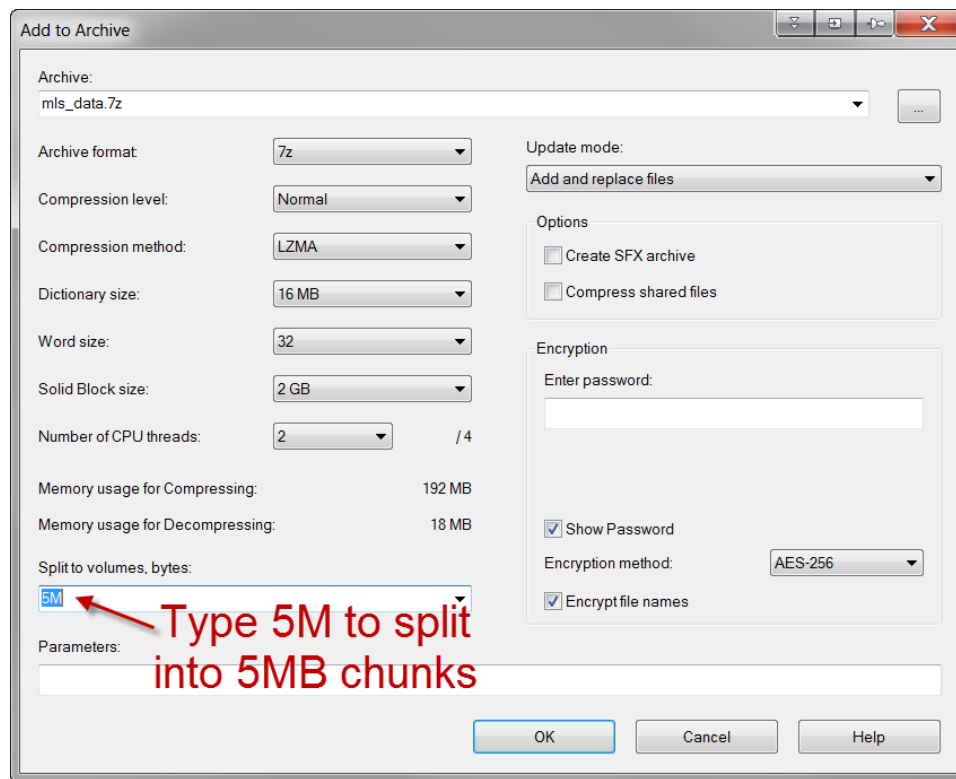


Figure 5 - 7-ZIP Add to Archive dialog window

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

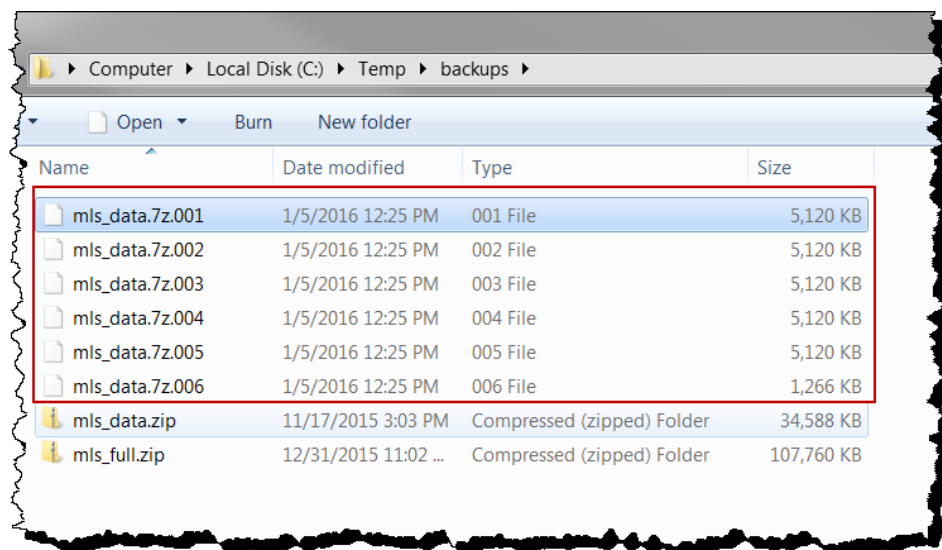


Figure 6 - Split file parts

NC-CORELS: Splitting the Backup File for Emailing

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.

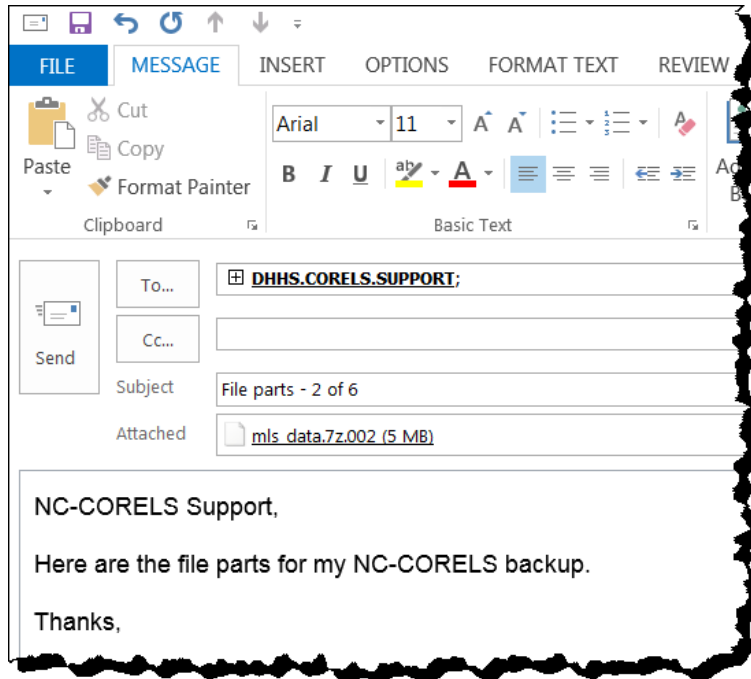


Figure 7 - File part #2 attached to email

To Recombine File Parts Back to the Original File

Follow these steps to reconstruct the original file:

1. 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**.

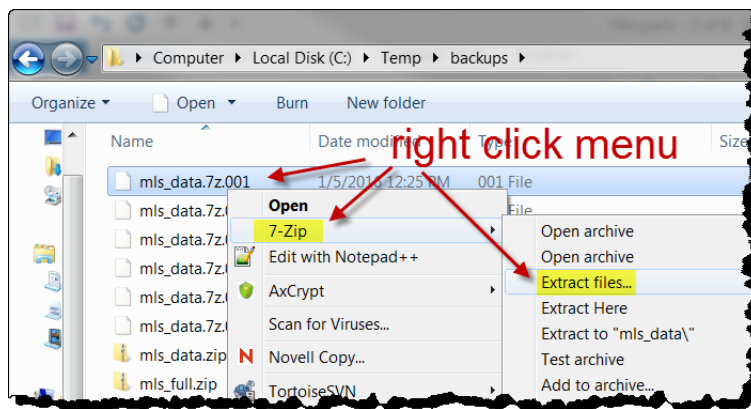


Figure 8 - Right click context menu

NC-CORELS: Splitting the Backup File for Emailing

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

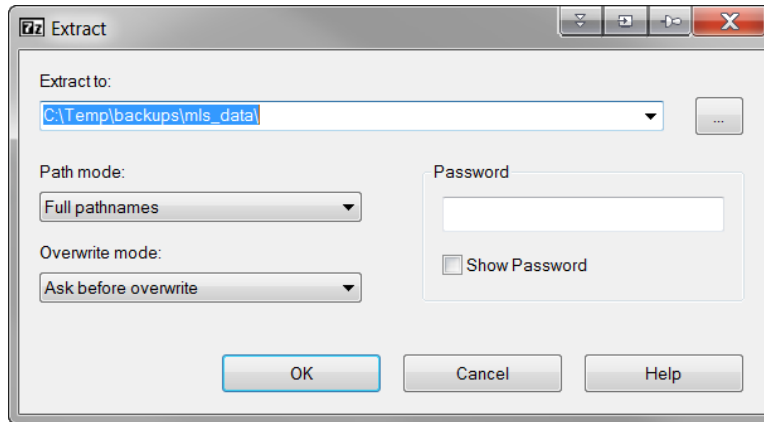


Figure 9 - 7-Zip Extract dialog window

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

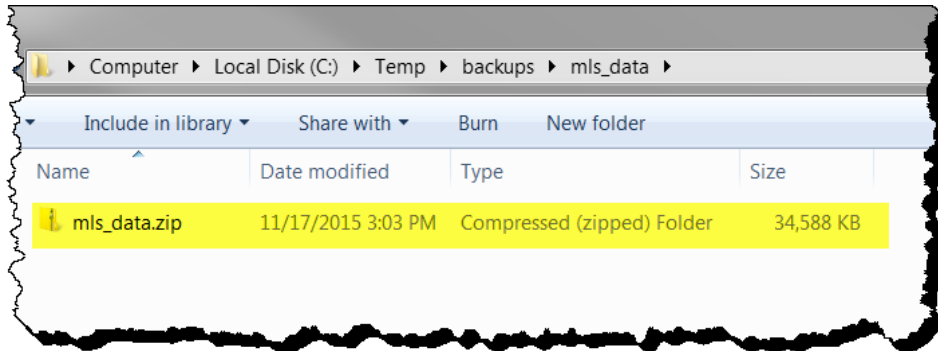


Figure 10 - Recombined file

End of document.