DATABASE FILES required from your v3 system

To collect the required data files from the v3 system please complete the following steps:

1. Ensure that v3 is not in use during the following steps.
2. Run a full housekeeping in v3 (System > Housekeeping > Run All).
3. Wait for the housekeeping to complete.
4. Find the 'data' and 'blobs' folders in your Oliver/Liberty v3 installation directory. E.G. "C:\Oliver\data" and "C:\Oliver\blobs".
   Note that the v3 installation directory may be on a server that requires an IT staff member to access.
5. Compress the v3 'data' and 'blobs' folders and their contents using a zip utility.
6. Upload the *compressed* 'data' and 'blobs' folders to the Softlink FTP site.
   Details for connecting to the Softlink FTP will have been provided to you in an email from Softlink titled "Sending us your Oliver/Liberty v3 data". Please contact the Project Coordinator if you have any questions about uploading the required data to the FTP site.

TIP: If you have multiple v3 installations or backups, checking the date modified values of the files in the 'data' folder can be a good way to determine which is the folder containing the most recent data.

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