

WHONET

File management & backup



**WHO Collaborating Centre for
Surveillance of Antimicrobial Resistance**

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Part 1. File management & backup

Backing up files: As is true for any important document that you have on your computer, you should have a strategy for backing up your WHONET data files. This is important in the case of computer damage, theft, viruses, or accidental modifications. You can back files up by copying your WHONET files onto another computer, CD-ROM, USB-memory stick, or diskettes.

To make copies of your WHONET data files, go to `c:\whonet5\data` (or other location that you have selected), and find the files that you want to backup. Select these files and choose “Edit” from the main Windows screen and “Copy”. (Alternatively, you can use Ctrl-C or right-click on the file and select “Copy”.)

Then go to the location where you want to back up the files and select “Edit”, “Paste”. (Or Ctrl-V or right-click on the location and select “Paste”.)

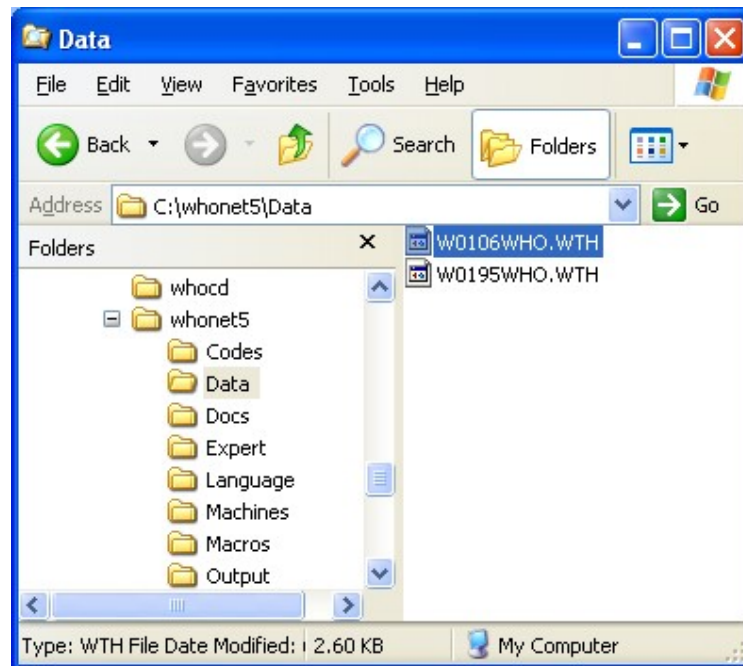


Figure 14. Contents of the folder `c:\whonet\data`. The WHONET data file `w0106who.wth` created in this tutorial is highlighted.

In addition to backing up your WHONET data files, you should also backup your WHONET laboratory configuration file. In this tutorial, the name of this file is `labwho.wth`. The file is in your `c:\whonet5` folder. Go to this file, and copy and paste the file to the backup location.

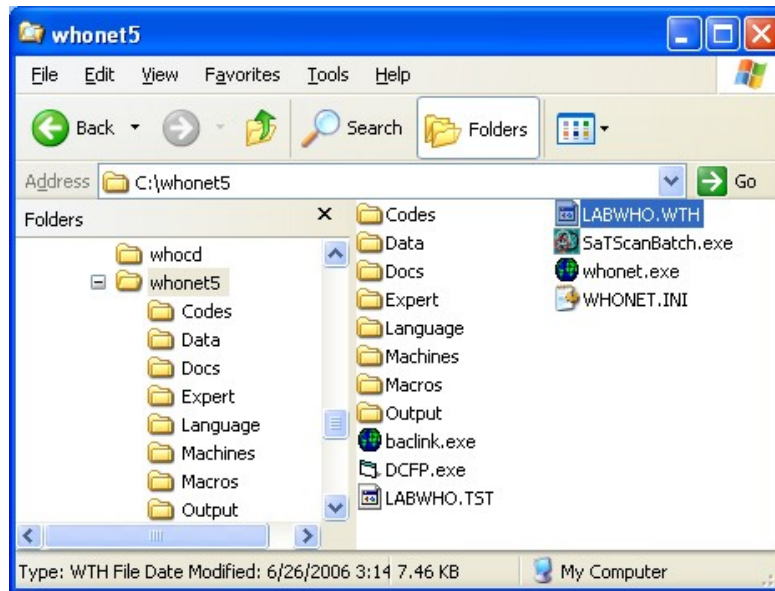


Figure 15. Contents of the folder c:\whonet. The WHONET laboratory configuration file labwho.wth created in this tutorial is highlighted.