

## Backup Information

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M-AE File: Backups: Auto-Backup Setup

Making Backups is important for any computer user, but it is **especially critical** for any business. Computers are just machines and they can and will fail.

### TAPE BACKUP SCHEDULER

A Tape Backup is the **best** backup system. It will backup PFW and any other important data on the computer. This allows you to make backups automatically and take the tapes out of the building for safe keeping.

It is recommended that you have a tape backup and follow the manufacturer's prescribed directions for backing up data, rotating tapes, and activating a scheduler. If you use the tape exclusively, be sure that PFW is NOT running on any machine.

### PFW BACKUP SCHEDULER

Unlike a Tape Backup, PFW will backup PFW data only. It copies data to a subdirectory of PFW or to a directory of your choosing. You can run this in conjunction with a Tape Backup giving you an extra level of protection.

Go to File: Backups and you will see options for

- Auto-Backup Setup - A scheduler for automatic PFW backups. (see below)
- [Backup Files Now](#) - A routine to perform the backups manually at any time..

### Auto-Backup Setup

On the Backup Information screen you set the frequency and time for backup of PFW.

**IMPORTANT NOTE:** In order for PFW Backup to function one station, the Master Station as identified in this setup dialog box, **MUST** remain running during the time of backups. Be sure to schedule the time **BEFORE** your tape backup begins to operate.

Backup Information

Master Station: Main Register

Days To Backup

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Backup Time: 12:59 AM Duration: 00:58 (hours:minutes)

Backup Path: c:\PFW\DATA2\BACKUPS\ ...

Number Of Backups To Keep: 8

OK Cancel

**Master Station ID** - Enter the ID of the station which will remain running during the backup times.

**Days To Backup** - Check the days of the week when you want backups performed.

**Backup Time** - Enter the time of day when PFW will lock out all users so that the backup can begin. If you choose 12:01 be sure the A for AM is included, otherwise the backup will be performed at noon, and thereby interfere with business.

**Duration** (hours:minutes) - Enter the number of hours and minutes you anticipate will be needed to perform the backup. This is optional if the store will be closed during the backup time.

(Note: If you discover that upon starting PFW you are immediately prompted to exit PFW, know that the system is currently in the middle of the Duration period. You should either edit the AutoBackup Setup or check you computer system clock settings.)

**Backup Path:** Enter the drive and directory where the data files will be stored. If the directory does not exist, PFW will make one.

Recommendations: If you only have one computer, backup to the suggested directory. If you have a network of computers, backup to a directory of a different computer. If the server hard drive fails, your data will be stored on a different hard drive.

**Number Of Backups To Keep** - It is recommended that you keep multiple backups, perhaps one for each day of the week.

Backup files also run the risk of being corrupted. If the backup from yesterday is unreadable, then you will be able to fall back on the backup of the day before.

Once the maximum number of backups is reached, then the oldest backup will automatically be erased and replaced with the current backup.

### How To Restore A Backup

Restoring a backup of all or selective files would be done following your TAPE BACKUP SOFTWARE instructions. If you are also using PFW's Auto-Backup Setup, you can restore files easily from the Choose Company: Utilities button. See [Restore Backup](#).

### Error Messages and Solutions

#### POSITIVE ALERT!

There is an indication that POSitive is performing a backup routine on another station. If this is correct, you should exit POSitive now by clicking on "Exit" below.

If POSitive is not performing a backup, you can continue by clicking on "Continue"

#### Solution:

If after choosing the Continue button and assuring that no other computer is making a backup, then you should manually delete a file named backup.dat in the data folder.