

Data Backup Utility

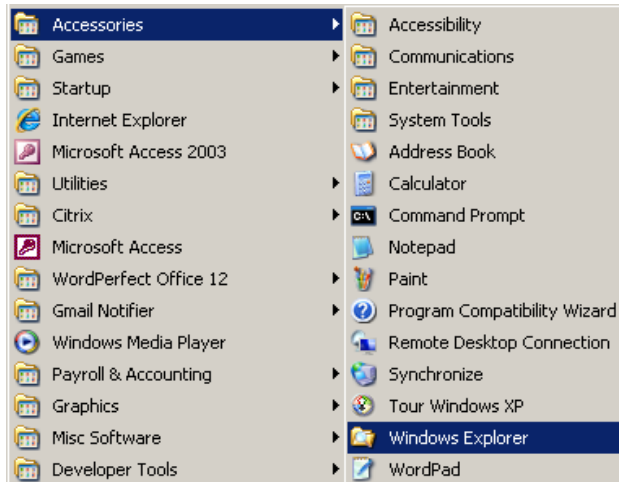
Introduction

Database programs typically separate the data tables where your critical information is stored from the part of the program that presents the data in the screen display forms and reports. In this way, we can update your program as frequently as needed without touching your data stored in tables.

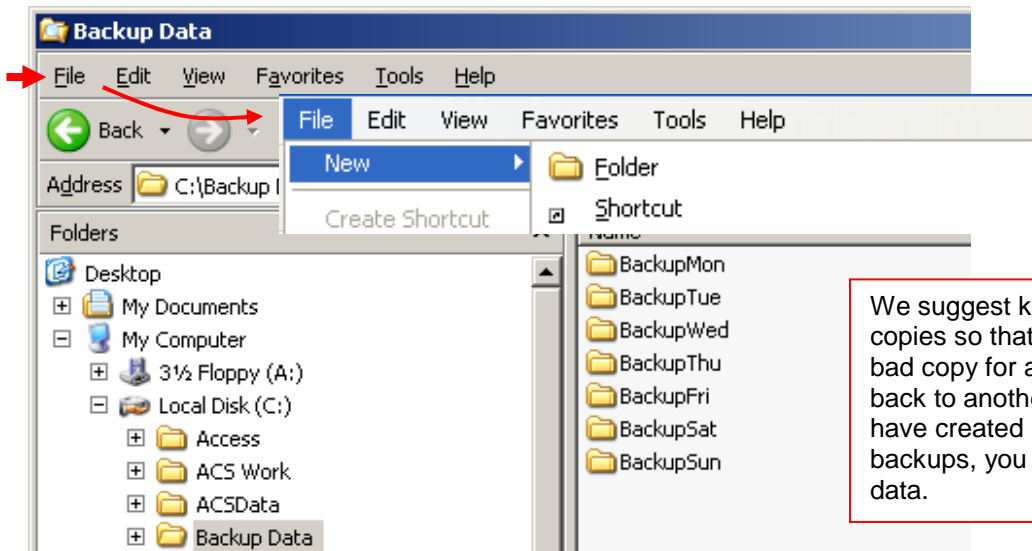
Each database has a “**frontend**” where the program processes reside. The frontend file or application program needs to be backed up only once. You can always reinstall the program from your backup if necessary.

This application program or frontend is then linked to one or several “**backend**” [databases](#). Backend databases contain only data tables and provide only data storage [without](#) application processes. An example of a backend file name might be “**EquipData.mdb**”.

The backend data **MUST** be frequently backed up. Backup at least daily, but more often if you are entering large amounts of data. We suggest that you create one backup directory for each day of the week. You can use Windows Explorer (not to be confused with Internet Explorer) to create the directories, or they can be created from within the our Backup Utility. Creating the directories from within the Backup Utility is explained later. To find Windows Explorer, click the **Start** button in the lower left of your desktop and select **Programs → Accessories → Windows Explorer** (or right-click the **Start** button and select **Explore All Users**).



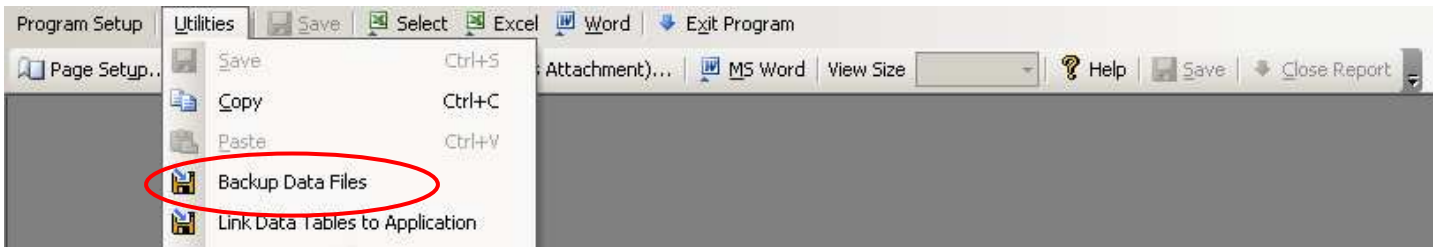
This is an example of viewed in Windows Explorer. To create a new directory, click on the directory that you have chosen for backup and click **File → New → Folder**. Then type a name for this new folder.



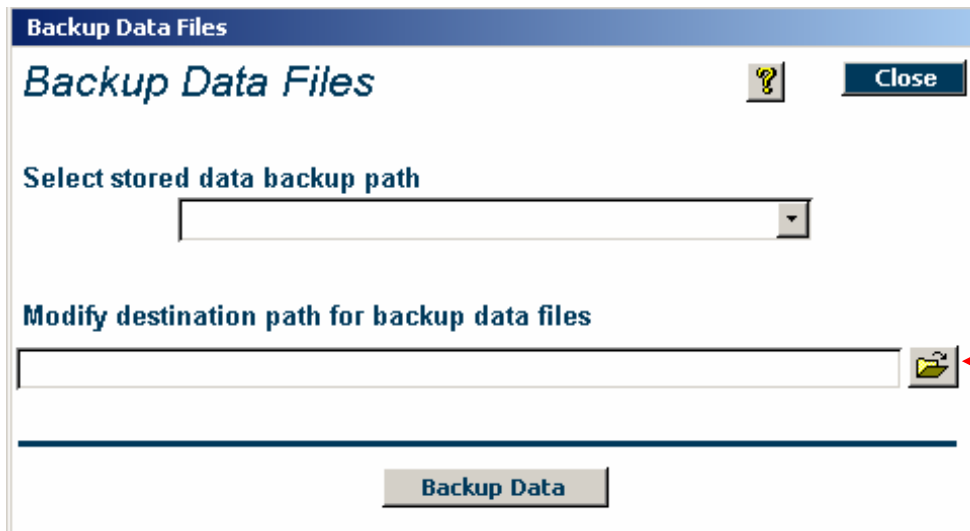
We suggest keeping several backup copies so that if one is unknowingly a bad copy for any reason you can go back to another recent copy. After you have created directories to store your backups, you are ready to save your data.

Backup Your Data

The **Backup Utility** will automatically run when you close the program, and can be accessed at any time from the **Utilities** button in the toolbar at the top of the page.

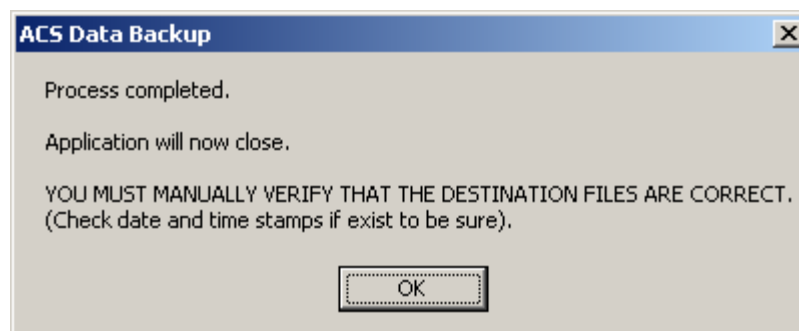


In the top line on the backup form, select a backup path (a day of the week). The bottom line shows the data path where you will store your data for the selected day of the week. The program associates this destination path with the name above, and saves it so that you only need to enter it one time.

A dialog box titled 'Backup Data Files'. It has a title bar with a question mark icon and a 'Close' button. The main area contains: a label 'Backup Data Files', a label 'Select stored data backup path' above a dropdown menu, a label 'Modify destination path for backup data files' above a text input field with a 'Browse' button (folder icon) to its right, and a 'Backup Data' button at the bottom.

You can use the **Browse** button to open Windows Explorer to navigate to the appropriate directory or create it if needed.

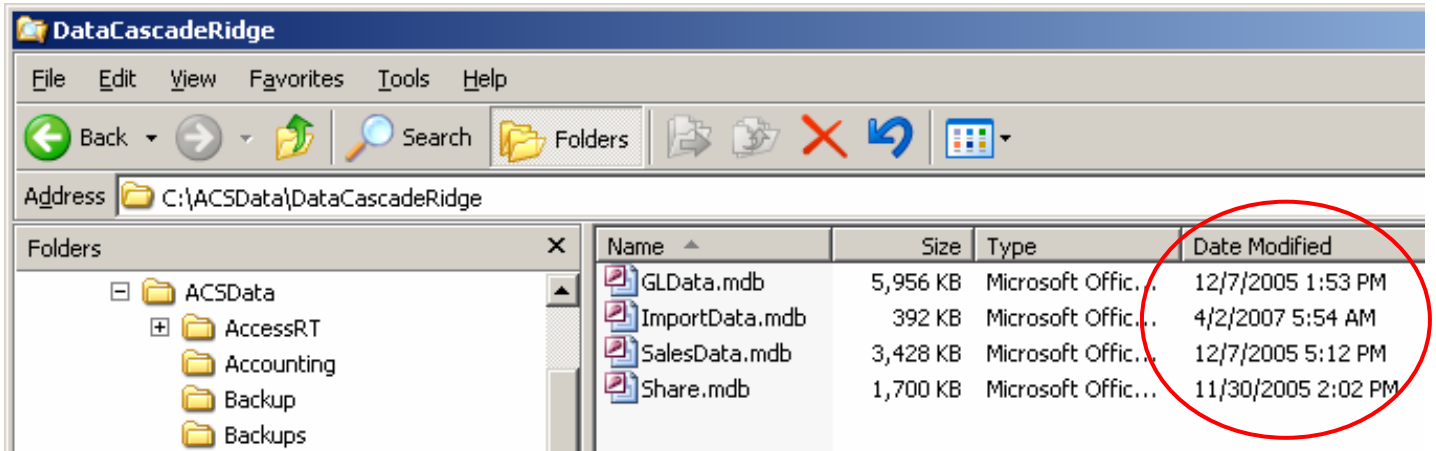
Click the **Backup Data Error! Bookmark not defined.** button at the bottom of the screen to run the backup process. When it is done, the following message appears.



As the message says, you should occasionally verify the date and time stamps on your backup data files, as explained below.

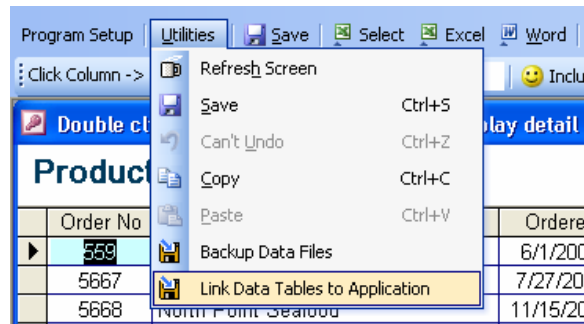
Verifying Backed Up Data

Occasionally, you will want to verify that your backed up data files are backing up properly and that they contain valid data. Begin this process by looking at the date and time stamp on the data files using Windows Explorer.

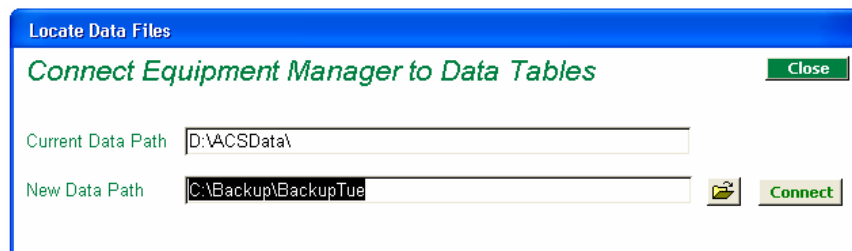


Next, re-link to the backup data set and look at the most recent data.

The frontend and one or several backend databases must be "linked" together in order to properly process data. To access the **Data Linking Utility**, select it from the **Utilities** button in the toolbar at the top of the page.

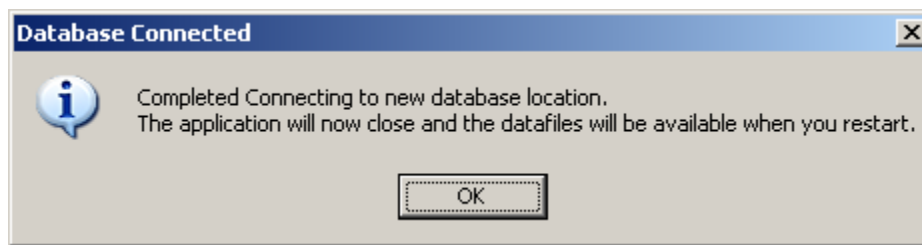


The top line shows where that data is currently connected. Do not edit this line.



The bottom line shows the new data path where you will connect. Edit this line by typing in the new path, or use the browse button to navigate to and select your **EquipData.mdb** file. The path to this file will be placed on the bottom line for you.

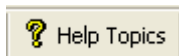
Then click **Connect**. When it is done, the following message appears:



Repeat the re-link process to return to your current data files.

Related Help Topics

Press the **Help Topics** button on the **Program Toolbar** to view these related topics.



- Data Entry Tips
- Data Linking Utility
- Getting Technical Support
- Restoring Data
- Using the Help System