



## How to perform Backups

### Overview

Backups should be performed daily to protect your business from issues such as hardware failure, software corruption, computer virus, fire, adverse weather conditions etc.

Profit-Track™ is normally setup to run **automatic** backups daily which does a backup to your computer.


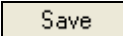
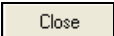
Independent Solutions also recommends you perform a **manual on demand** backups daily and rotate through 7 USB sticks. At the end of the month an 8<sup>th</sup> stick should be used. All USB sticks should be kept **off-site** overnight (take them home with you).



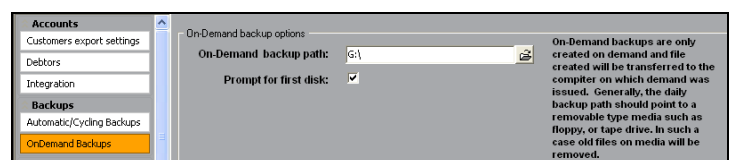
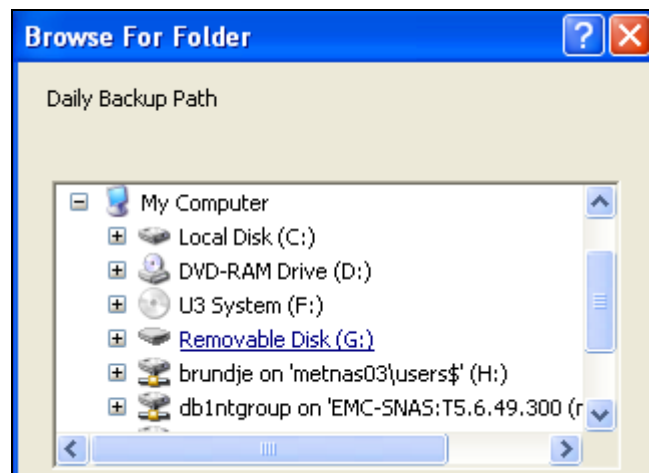
Click here to watch the Backup video

<https://www.youtube.com/watch?v=VIAkQ4Ds2cI>




### 1. Setup path for On Demand Daily Backups

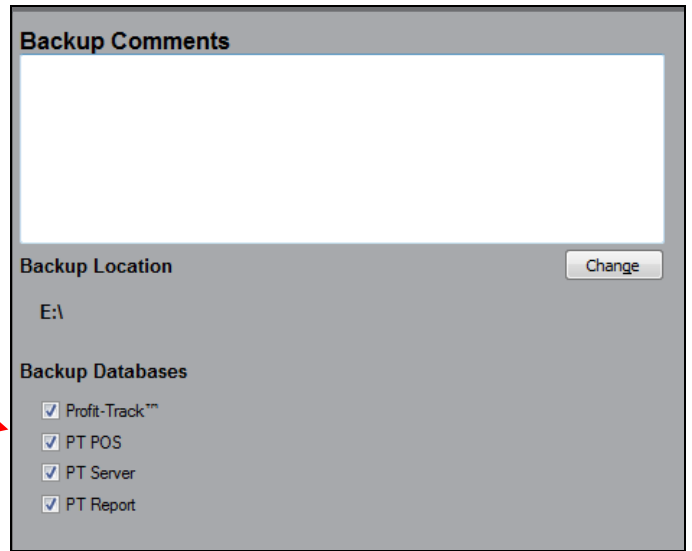
- Insert one of the USB sticks into the PC. We are not backing up here – just setting the backup path.
- Click **Setup** ➤ **System Settings** ➤ **System Options** ➤ **Backups** ➤ **OnDemand Backup**
- Click  and then **My Computer** to find the USB drive. This will probably be called **Removable Disk**. Double click the drive and click **[OK]** to select.
- Click 
- Click 

**NOTE:** this can be changed from the Backup screen if required.




2. *How to run On Demand Backup*

- Click **File** ➤ **Backup** ➤ **On Demand Backup**
- **Insert USB stick, CD or plug in external drive.**
- The destination menu path will default to the location of your last backup.
- Click  to change the location for the backup if required.
- Make sure **all Databases** are ticked.
- Click . *Please insert disk in [drive]* will display. Make sure backup device is inserted and press OK
- *Backup Complete* message displays when done.
- Click 



3. *Check the backup file was created*

- Click **Start / My Computer** (bottom left of screen).
- Find the USB drive.
- The Backup file should be dated today and look like this:

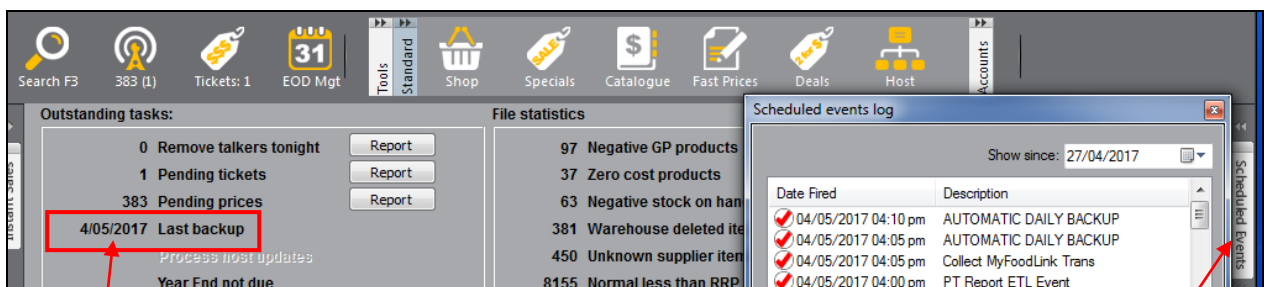
Name	Date modified	Type	Size
 05May2017 0926AM.ptb	5/05/2017 9:29 AM	PTB File	379,784 KB

**Remove old files**

- When the USB starts to fill up – delete the oldest backup to make more room (right click on the file and then press *Delete*).

4. *How to check AUTOMATIC backups have run overnight.*

- The Automatic backup task is normally scheduled to run every night.
- This should be checked daily to ensure the Task has run.



Check **Last Backup** date every morning

Click **Scheduled Events** to check the AUTOMATIC DAILY BACKUP task has run successfully 