

## Backing Up Your Data Manually

### Summary:

Manually back up the data

### Problem / Goal:

Back up the data manually whenever you wish.

### Solution:

We recommend you back up your data regularly. Do not rely upon nightly, taped backups run by your server.

**NOTE:** If you are running as a standalone where the database is on "this" computer but the computer is on a network, we recommend that you back up to a folder on your server. That way, if this computer ever crashes, your backups will not be lost. All of your backups will have a date and time stamp.

### Why we make this recommendation:

Backups that your server does each night "may not" necessarily capture your database file (**hrware.gdb**). In the event that your PC crashes, you stand to lose all of your data on that computer and since by default your backup folder resides on your PC, you stand to lose all of your backups as well.

**Note:** Backups are all date and time stamped in the following manner...

### Manual\_Backup\_05-12-06\_1530.gbk

In this example the backup was made on May 12<sup>th</sup> 2006 at 1530 hours (3:30 PM) When searching for backups search for **\*.gbk** and simply select the most recent one listed.

You have three options

**Option One:** From within the program, click **File > Maintenance > Back up Database**.

- If the database is not on "this" computer, the backup will begin immediately.
- If the database is on "this" computer, the **Select Directory** window will open.
- Using the **Select Directory** window, navigate to where you want the backup to reside and click **OK**.

**Option Two:** When prompted to back up upon exit, you may click **Yes**.

- If the database is not on "this" computer, the backup will begin immediately.
- If the database is on "this" computer, the **Select Directory** window will open.
- Using the **Select Directory** window, navigate to where you want the backup to reside and click **OK**.

**Option Three:** From the desktop, click **Start > Programs** or **All Programs > Gradience > Maintenance > DB Monitor**.

1. Log into it as you would log into the Database Monitor.
2. When it opens, click **Backup > Backup Now**.
3. Click **yes** to question about running a sweep.
4. Using the **Select Directory** window, navigate to where you want the backup to reside and click **OK**.
5. Click **File > Exit > Yes**.

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