

Backing Up from Within an Application

Virtually all of our applications include an option for quickly backing up the current database. This is critically important, because – though the likelihood is *extremely* low – any procedure that includes processing the entire database can corrupt it. Again, this happens virtually *never*, but since it *can*, we must try to insure against potential negative results.

So, we recommend backing up your database before performing any processing – or once or twice a day – whichever comes first. This means making a duplicate copy of the current database, and the easiest way to do this is with the application’s built-in Quick Backup.

The following is a brief outline of how to do this.

Note: You may want to print this document for future reference. Just select **File>Print** or click the printer icon and print in the usual way. See [Appendices](#) for more on this.

1. From the main application window, select **Tools>Backup** or press **Ctrl+B**.

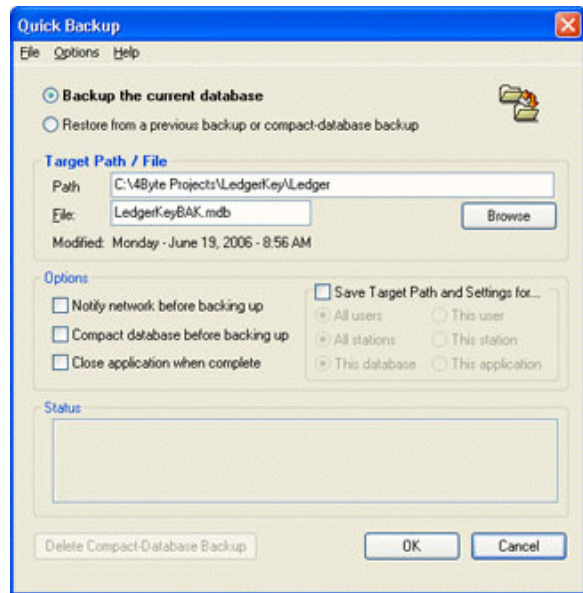
You will see a “Quick Backup” window like this:

There are three sections to the window.

At the top are the two main options: “Backup the current database” and “Restore from a previous backup or compact-database backup”. The default is the former, and the latter is for replacing the current database with a version created previously (See [“Restoring the database”](#) below.)

Below these two is the “Target Path / File” box (or “Source Path / File” for restoring). These are the location and file name of the database copy.

Below this is the “Options” box with four additional functions and the “Status” box which shows steps as they occur.



2. In the simplest situations, the default settings will be what you want, and you just press **Enter** or click **OK** to start the backup.

The Status Box will show you when the backup is complete.

Critically Important Note: If your database is *shared* – used by other stations on a network – it *must* be “offline” to those stations during the backup. The best way to insure this is to broadcast a notice to everyone *before* starting the backup or to perform the backup when you are certain no one will access the data. There is an option for notifying network stations automatically before the back starts (see “[Notifying the network before backing up](#)” below). The Quick Backup normally takes only a few seconds, but if a network station attempts to use the database during this time, they will receive an error message.

Warning! Under almost all circumstances, the application’s error trapping will protect against catastrophic problems arising from network stations accessing the database during a backup. However, there are extremely rare circumstances that are beyond the error trapping. *It is the operator’s responsibility to insure that other network stations do not attempt using the database during the backup procedure.*

Setting the Target Path / File

The very first time you access the Quick Backup, it will show the application's folder (such as "c:\Program Files\Payroll") as a default and the default file name for the duplicate copy of the database. (This latter will normally be in the format *xxxxxBAK.mdb*, where *xxxxx* is the root name of the database file, such as "LedgerKey" for our financial-accounting software.)

In the simplest configurations – such as a single, "stand-alone" system, this will be sufficient, and you won't need to change it.

Otherwise, such as if you are on a local-area network (LAN), you may want to change the location of the backup copy or even the name of the file. Here's how you do that:

1. Click **Browse** or select **File>Target**.
2. Use standard Windows techniques to select the folder into which you want to place the backup copy.
3. Click **Save**.
4. (Optional) If you want to use a different name for the backup file, other than the default for the database, click on the file name with the mouse or press **Tab** to move the cursor to the file name, and edit it as you would any item.

Note: The exact structure of the file name is important. There are certain rules dictated by Windows and the database engine. If you want to use a different file name for your backup, please feel free to check with us first.

These settings will apply to only the current execution of the routine. To save these settings for future backups, check **Save Target Path and Settings** (see "[Save Target Path and Settings](#)" below).

Options

There are four options or settings for quick-backup variations.

Notify Network Before Backing Up

If your database is *shared* – accessed by other stations on a local-area network (LAN) – you *must* not access the database from any of those stations while the application is making the backup/copy. (See [this note](#) above.)

If you check **Notify Network Before Backing Up**, the quick-backup routine will broadcast a message to all active stations on the network before starting the backup and after it completes.

Warning! The routine does *not* wait for any confirmations from other stations before executing the copy procedure. This message option is only a help. The fundamental responsibility to insure other stations do not use the database during the backup is the operators'. Please call us if you'd like to know more about this requirement.

Compact Database Before Backing Up

Compacting the database is another “housekeeping” routine you should run periodically, usually once a day or so (depending on rate at which you add new information to the database).

Checking **Compact Database Before Backing Up** will make the quick-backup routine perform this immediately before backing up – which will also insure that the current database (and its backup) are the smallest and most efficient possible.

Close Application When Complete

This option is a hangover from previous applications where backing up required so much time that operators would start the process and leave, and this option would shut down the application when the backup was completed.

Checking **Close Application When Complete** causes the backup procedure to close the application after it finishes.

Save Target Path and Settings

Use this option to save the target path and other settings after backing up.

There are three different criteria to consider when you save the target path and settings. You can choose to save these settings for...

- All users or just yourself;
- All network stations or just this one;
- All applications using this database or just this one.

To save the current target path and other settings...

1. Check **Save Target Path and Settings**.
2. Check each of the radio buttons that indicate how you want to save.

The defaults for each of these is to save for all users and stations and applications using this database. This will make these settings the defaults for all instances of this database.

You must execute the backup to save the settings.

Note: There is a hierarchy to these settings. All applications give preference to *user* settings over all others, then *local* (station) settings over those saved for “all stations”, then settings saved for a *single application* over those saved for “all applications”.

Clearing previously saved paths and settings

If you save a target path and file and other settings, they replace the previous ones *for that user or station or application*, depending on how you saved them. You do not need to clear previous versions.

However, because all our applications give preferences to settings saved one way or the other (see [this note](#) above), the settings you save one way may be superceded by ones saved otherwise. To correct this problem, there is a menu option for clearing previously-saved settings – either specifically or all of them.

1. Select **Options>Clear Previously Saved Paths**.
2. Select the criterion for which you want to clear the settings – or select **All Saved Paths** to wipe them all away.

If you see default settings when you open the “Quick Backup” window that aren’t what you want, it’s sometimes best to clear them all and re-save them.

Restoring the Database

Restoring simply replaces the current database with a copy you made when you backed up at some earlier time.

Here's how:

1. Click **Restore from a previous backup or compact-database backup**.
2. (Optional) Click **Browse** (or select **File>Restore**) and select the backup file which you want to replace your current database.

If you created the backup file you want to use on this station with this application, the default settings should be the file you want, and you should *not* need to change them.

Whether you use the default file or select a different one, the Quick-Backup window will show you the date and time the backup file was created. Of course, you will want to *absolutely* certain this is the correct one, the database copy to which you want to return.

3. Click **OK**.

Warning! Restoring a database does *exactly* that. It *replaces* the complete current database with the backup copy, *all* the information exactly as they were when you made the backup copy, essentially “turning the clock back”. Please be absolutely certain you mean to do this before proceeding. Once you start, you can't cancel or turn back. *Restoring a backup will eliminate everything in the database you added since you backed up!*

Appendices

Saving This Document

If you haven't already, you can save this document to your system, and it will be available from **Help** within your application(s).

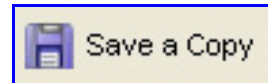
The folder to which you save this document depends on whether you use this application for more than one company. If you do, you will want to save it on this computer or local-area network (LAN) station, in the same folder as this application. If you use this application for only one company, you should save this in the same folder as your database.

Here's how:

1. First, make a note of *where* you want to save it.

The easiest way is to click **File>Settings** and the "Application" tab. If you use this application for more than one company, write down the path next to **App.Path**. Otherwise, make a note of your **DatabasePath**.

2. Next, locate the disk icon in the Acrobat Reader toolbar (below the menu bar at the top) and click it.



In some instances, you can also select **Find>Save A Copy** (or **Save As** or something similar) from the menu bar.

3. Now point to the folder you noted in #1 above.

Make sure you don't change the name of the file from what appears at the top of this window (to the right of "Acrobat Reader" in the window heading above).

4. Click **Save**.

Now, when you launch your application, the appropriate **Help** option should be enabled, and clicking it will bring up this document.

Printing This Document

Locate the printer icon in the Acrobat Reader toolbar (below the menu bar at the top). Click it to print all or part of this document. You can select individual sections or pages.



Searching this Document

If you can't find the specific topic in the Contents at the right of this document – or if you just want to search for something more detailed – click the **Search** icon in the Acrobat Reader toolbar.



Just type the key word(s) and press **Enter**.

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