

Application	ChreosServer – Chreos 3
Access	Companies Backup company data
Minimum service pack	SP26
This document	Backup Company Data Ref 53.2 Release 1 Published December 2001

Overview

It is important that you back up your data on a regular basis. The frequency will depend on the number of users and the amount of data being entered. Data should always be backed up before you roll a period.

Backups are also used to provide subsets of data for “on-line” support.

How To Backup Data

- Make sure that there is no instance of *Chreos Client* running.
- Double click on the *ChreosServer* icon on the right-hand side of the tool bar on the desktop.
- Select the company from the *Server* list on the left-hand side.
- Select the menu option “Companies | Backup company data” and the ‘Backup data’ screen will be displayed.
- Click the [Backup File] button and select the location where the backup is to be saved to. This can be on the hard drive of the same or different machine, or on removable media like a zip disk or CD Rom. Backing up to other than the machine that the data is on is recommended.
- Name the backup file in the ‘File Name’ entry point. A backup name that includes the date is often appropriate such as “Chreos 2001.12.15”.
- Click the [Open] button.
- Filter the files that you wish to backup from the “Filter” radio group. As you do this you will see that the selected files move from ‘Available data files’ box to ‘Selected files for compression’. Note, in most cases you will select ‘All Files’.
- Click the [Start Backup] button.

When To Backup Data

A good practice is to backup data at the end of each day. If a large amount of data is being entered during the day, and there is a point during the day when all *Clients* are disconnected, then a second backup may be appropriate.

Backups should also be made immediately prior to rolling each period. These “end of period” backups should be stored long-term while daily backups need only be kept during the period in which they are made.

Some companies will have a network or operating system backup that includes all Chreos data. Providing this backup is working correctly there may be no need to use the backup system in Chreos.

Related Issues

To set your system to automatically backup refer to “Automated functions (53.3)”.

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