

Backing Up To Workstations

Backing up to one or more workstation drives is a way of ensuring that the day's transactional data is retained until the next backup and makes it very easy to restore back if something serious happens through the day.

PLEASE NOTE: This should not be your main stream backup system as the files will be overwritten each day.

To do this we write a program called a batch file (yes you are about to become a programmer) and run this program to copy our files from (in this case) the server to our workstation drive. Here is how it is done:

Create a folder on the workstation and name it Backups

On the workstation open Notepad (Start – Programs – Accessories) and paste the following line changing the words as appropriate

Copy G:\Aw\Ourcoy*.* C:\Backups

You will need to check the drive letter on your system and change it from G: as we have here. You can check this by right clicking on the workstation start icon and choosing properties. This will tell you the drive letter and what folder the program is installed in.

You will also need to change the word Ourcoy to whatever your company folder is

Choose Save As and save to C:\Backups.bat

The above command is telling Windows to copy ALL of the files from your company folder on the server to the Backups folder you have created on your workstation C: drive

Right click in a clear space on your desktop and choose New – Shortcut

Use the Browse button to find your file Backups.bat and press Finish

Now when you Run the Backups.bat program it will show all the files being copied in a black window.

Finally check using Windows Explorer to see that your files have indeed been copied into the backups folder.

From time to time check the files in the backups folder to see if they are up to date eg; if you have posted any invoices the file E3docket.dbf should show a modified date of the same day you ran the batch file.

Scheduling Your Backup Batch File To Run

Taken from Windows help:

To schedule a new task

1. Open [Scheduled Tasks](#).
2. Double-click **Add Scheduled Task**.
3. Follow the instructions in the Scheduled Task Wizard.

Notes

- To open Scheduled Tasks, click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Scheduled Tasks**.
- If you want to configure advanced settings for the task, select the **Open advanced properties for this task when I click Finish** check box on the final page of the wizard.
- Confirm that the system date and time on your computer are accurate, because Scheduled Tasks relies on this information to run scheduled tasks. To verify or change this information, double-click the time indicator on the taskbar.
- If you leave the password blank and you want the task to run when you are logged on, open the task. On the **Task** tab, select the **Run only if logged on** check box. The task will run at its scheduled time when the user who created the task is logged on to the computer.

NOTE: You will probably need to use the Browse button in the wizard to find your batch program as it will not be registered.