

This document describes how you use Backup Database in Sprinter 2000

1. Introduction

This option will create a backup ZIP file. This file will be placed in the subdirectory called BACKUP under the Sprinter 2000 main directory.

As this file is still stored on your local drive or network drive you have to place this backup file on another media (for example a cd-rom or USB-stick) and store this media on a geographically different location.

Using the option BACKUPDRV in System->Options you can assign an additional drive or directory where the ZIP file must be copied to.

Example: if you have an removable media in your computer with the drive letter E: . You can assign the String value E:\ to the BACKUPDRV option.

To be 100% safe use a regular backup program and backup hardware to make your backups of the Sprinter 2000 system.

This backup procedure only places the database of this program in a zip file. It does not backup any other files like fax templates or documents saved in the Document Manager or whatsoever. To make a complete backup of your system please use professional backup software and hardware.

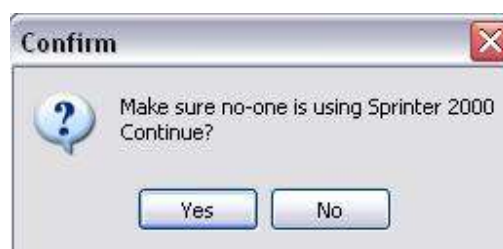
This feature does not replace a professional, secure and reliable backup procedure. You have to secure your data in a way that you can continue your operations in case of theft, fire, hardware failure or other disasters, preferably on more than one location.

2. Making a backup of the database

To start the backup procedure, go to:

System > Backup Database

The following screen appears:



When you want to make a backup, you have to make sure that nobody is using sprinter 2000 as the program will not continue when a user is logged in.

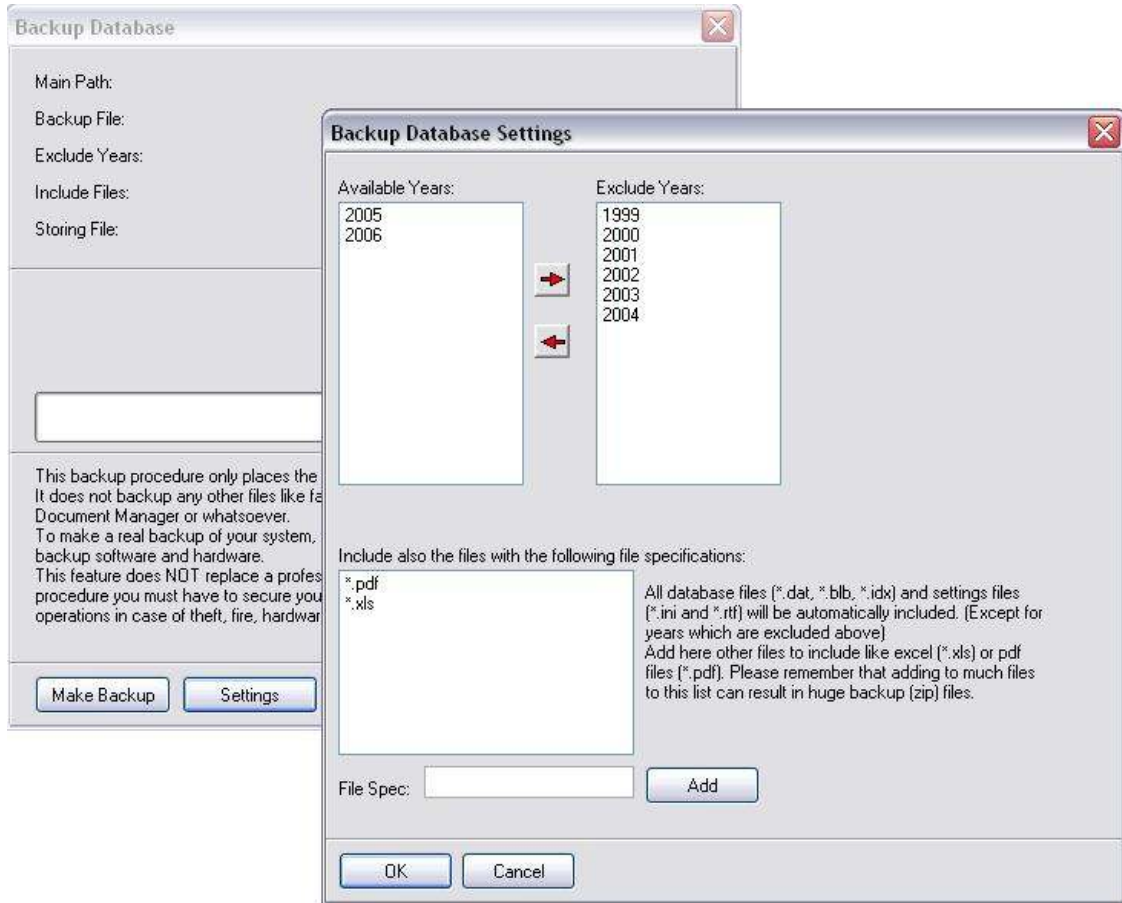
Click on Yes if you're certain that everybody is logged out.

The following screen appears:



Click on the button 'Settings'.

The following screen appears:



In this screen you can exclude years from the backup to reduce the file size of the backup. It is also possible to include certain files by extension type like *.xls or *.PDF.

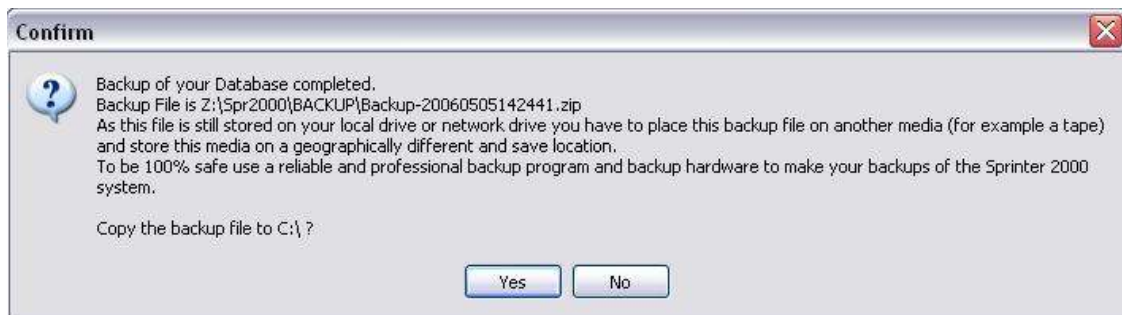
When you're done with the settings, click on OK to proceed.
You will return to the previous window



Now click on 'Make Backup' to make the backup with the settings you made.

The database is being backed up....

When the backup has completed, it will ask to put copy of the zip file on your local hard drive or any other location that is set in the preferences.



Click on Yes (recommended)



Next you receive a confirmation that the file has been copied to your local drive. When you click on OK the cancel button will change to Close



Click on close and the backup procedure is finished!