

Tip/Trick Of The Month...



Retail Tip: Backing Up Retail Pro Data

The data that a retailer gathers during day-to-day business operations and saves on his computer is invaluable. Power failures, media defects, or hardware problems can destroy days or weeks worth of information. Backing up your data on a regular basis with Retail Pro's Safeguard backup feature enables you to recover from these events as quickly and painlessly as possible.

There are two main methods for protecting data, both of which are available through Safeguard:

1- Making backups to removable media. Backing up data to removable media such as a floppy disk, CD, or cartridge ensures that your data is protected even if your computer system becomes damaged to utilize this method, you must specify the appropriate drive letter (e.g., A:) in the Safeguard path and you must insert a blank disk, tape, or cartridge with sufficient capacity to hold the Safeguard file.

Added data protection from events such as fire is gained by storing the removable media offsite.

2- Making backups to a hard drive. If you wish, Safeguard can perform automatic backups of Retail Pro data to your local computer hard drive or to a network drive. However, this strategy has limitations:

- Backups to your hard drive do not protect you against a major hard disk problem.
- Since the Safeguard file is overwritten each time, this method provides only one generation of backups.

Making backups to a network drive provides a greater degree of protection because the data is stored on a different hard drive, but it still leaves the data vulnerable to hazards that could affect both computers.

Using removable media is the preferred choice. It is important to note that Safeguard backs up only your Retail Pro data. You must take separate action to back up other important information, such as accounting records or employee records.

Recovery

Each time Safeguard runs, it searches the ...\\RPO directory and makes backup copies of the selected files. These files are compressed into a single "zip" file (SGUARD.ZIP). Should a file be damaged, you can quickly decompress the ZIP file and replace the damaged file with the Safeguard copy.

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Backup Frequency

When using removable media, retailers must consider how many days or weeks worth of data to store. You should back up your data frequently. The data you can restore is only as current as the most recent backup. Daily backups are recommended. It might be helpful to get in the habit of conducting a backup as part of your end-of-day closing process. We suggest using a different set of media (diskettes, tapes, etc.) for each day of the week.

By using a different set of media every day, you have multiple backups from which you can restore. This is important because file damage may go undetected for several days. If you reuse the same media frequently, when you discover a damaged file you may find that all your backup copies also contain the file in its damaged state. If you use a separate media set for each day of the week, it is likely that you will still have a backup containing a good copy of the damaged file.

For more information on using Safeguard, refer to the help within the program or review Tool Supplement TS20. Safeguard.

Microsoft RMS Tip: Backing Up Your Database

You should back up your Store Operations database regularly. It's very important to do this so you can restore your data in the event of a system failure or natural disaster. You should back up your database onto a device (hard disk or tape) that is different from the one you are using and keep your backups at an offsite location.

You can back up your database in either the Administrator or Manager program. To back up the Store Operations database:

1. Start the Manager program.
2. On the Utilities menu, click Backup Database.
3. On the Save As window, select the drive and folder on which you want to save the backup file.
4. In the File name box, enter the name of the file by which this backup file can be referenced.
5. In the Save as type box, select the Backup files (*.bck) type.
6. Click Save. The Backup/Restore window appears and displays the backup progress.
7. If you saved the database successfully, you will see a window that notifies you that the backup is complete.
Click OK

For Any Questions...Contact STG's Help Desk!
1-800-811-5803

