

PayBiz – Backup Database

5/10/2021

Contents

Recommended Backup Strategy	2
Backup Database	3
Manual Backup.....	3
System Management Backup Options	4
Schedule Backup	5
Tape Backup	7
Restore Backup.....	7

Recommended Backup Strategy

Shebiz recommends the following process for securing your important business data. While the emphasis here is on your Paybiz database, the same should apply to anything on the computer that is important to you.

The most important thing is to have backups (minimum of two) that are not in the same physical location as your computer. This ensures you are protected in case of theft, fire, flood and other natural disasters, as well as computer disk or other hardware failure.

If you think about how long it took you to enter all your tally sheets, then think about having to do it all again. Not a nice thought!

There are two options to accomplish this.

Option One: “Cloud” back-up strategy.

This option requires a reasonably fast and permanent connection to the internet, with good capacity provision such as unlimited or 60Gb per month as an example. Various options exist these days for internet storage with the most common being:

- Google Drive
- Drop Box
- One Drive

By using one of these options, you always have a secure copy of your data no matter where you happen to be.

Option Two: External Hard Drive.

This option requires two “External Hard Drives”. While a pen drive can be considered external, we believe they are not sufficiently robust to be part of a backup strategy unless they are renewed on a regular basis. Ideally, a USB attached hard drive such as a portable SSD is best. Two are required because you want to leave one plugged in, and have the other “Off Site”.

“Off Site” means NOT in the same building. Ideally, a separate building or even the car glove box will do. Rotate the two devices on a regular basis depending on your backup frequency. E.g. weekly for weekly backups. This ensures you have the latest copy of your data in a different place to your computer.

Feel free to contact Shebiz if you have any questions on the above or to assist with your backup strategy.

Backup Database

This is a very important part of your daily process. Irrespective of how you do your backups they need to be tested on an external system to ensure they can be restored.

A backup must a complete coherent copy of your data. This means a tape backup or shadow copy while the service is running may not be a valid backup.

A coherent backup can be created using the manual or automated backup feature or by stopping the service during a tape backup or shadow copy.

Manual Backup

File > Backup Database

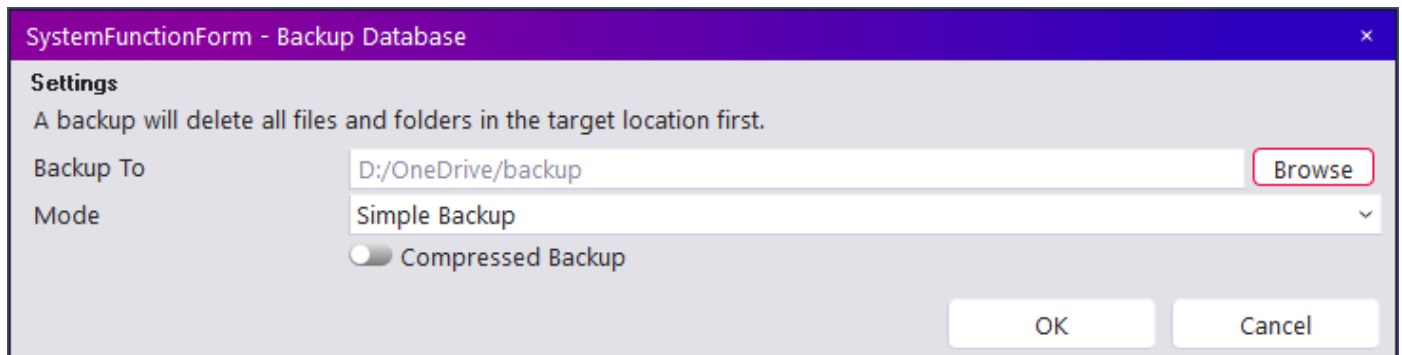


Figure 1: Backup

Field	Description
Backup To	The directory where the backup will be made
Browse button	Click to browse to the desired backup directory.
Mode	Select from Simple Backup and Online . A Simple Backup means the database will be locked for users. An Online Backup will allow users to continue to work while the backup is in process.
Compressed Backup	Set to compress the files so they use less disk space.

System Management Backup Options

File > System > System Functions > Backup Database > [Schedule](#)

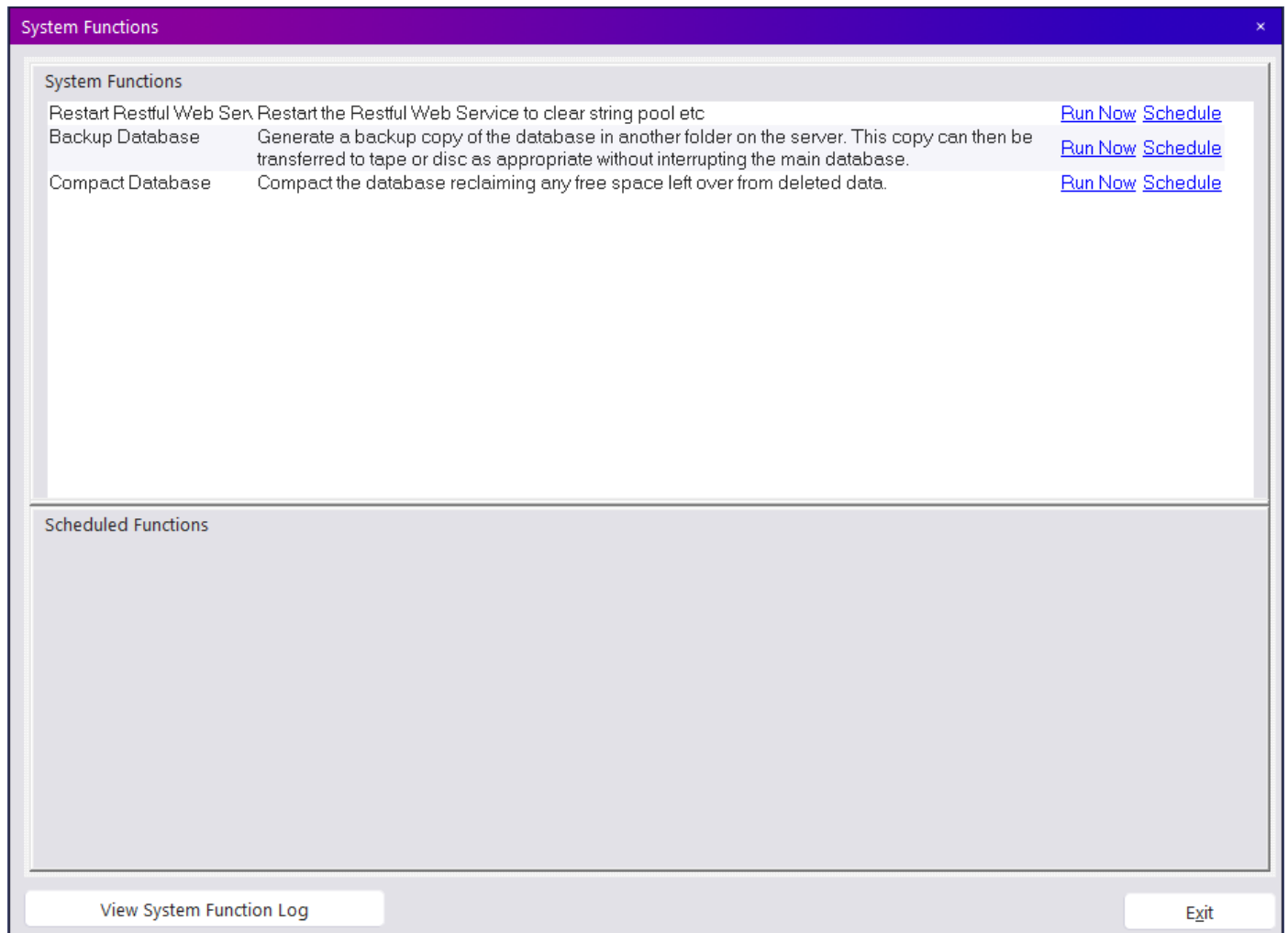


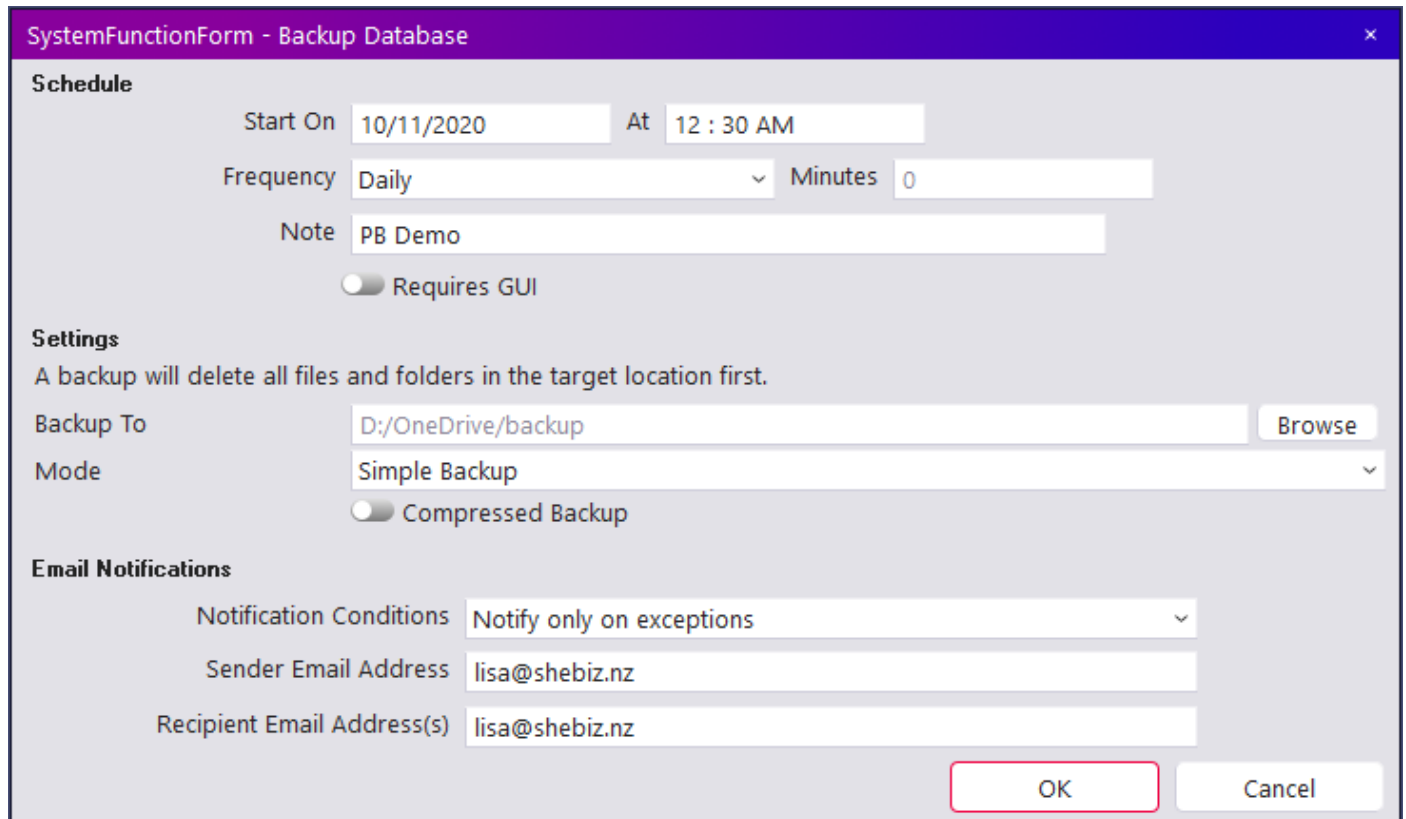
Figure 2: System Functions

There are 2 available options:

Run Now - same as a **Manual Backup**.

Schedule - provides several options for running an automated backup.

Schedule Backup



SystemFunctionForm - Backup Database

Schedule

Start On: 10/11/2020 At: 12 : 30 AM

Frequency: Daily (dropdown) Minutes: 0

Note: PB Demo

Requires GUI

Settings

A backup will delete all files and folders in the target location first.

Backup To: D:/OneDrive/backup (Browse button)

Mode: Simple Backup (dropdown)

Compressed Backup

Email Notifications

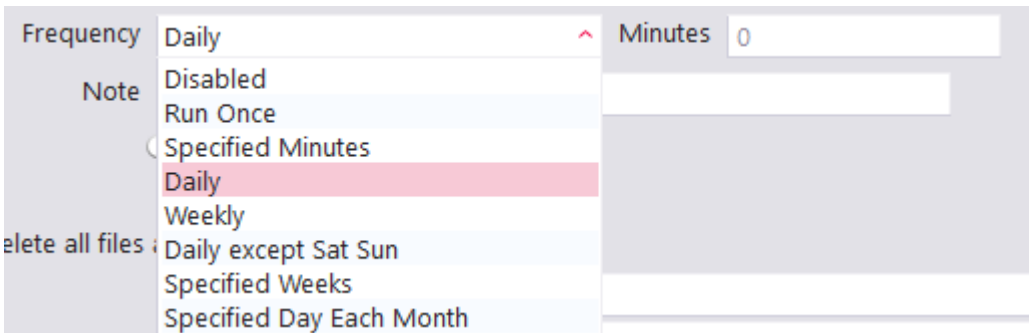
Notification Conditions: Notify only on exceptions (dropdown)

Sender Email Address: lisa@shebiz.nz

Recipient Email Address(s): lisa@shebiz.nz

OK Cancel

Figure 3: Schedule Backup

Field	Description
Schedule	
Start On	Enter date for the first backup.
At	Enter the time to start the backup.
Frequency	Select from the options in the drop-down box:
	

Continued...

Field	Description
<p>Schedule cont. Minutes</p> <p>Note</p> <p>Requires GUI</p>	<p>Enabled only if Specified Minutes has been selected as the Frequency. Enter the number of minutes between backups. Ie to schedule the backup to run every 8 hours, enter 480 (8 * 60 minutes). Changes to Weeks or Day/mnth if Specified Weeks or Specified Day Each Month has been selected in the Frequency</p> <p>Free text field for any notes regarding the backup. Displays on the System Function screen under the Scheduled Backup details.</p> <p>Leave unset.</p>
<p>Settings Backup To</p> <p>Browse button</p> <p>Mode</p> <p>Compressed Backup</p>	<p>The directory where the backup will be made</p> <p>Click to browse to the desired backup directory.</p> <p>Select from Simple Backup and Online. A Simple Backup means the database will be locked for users. An Online Backup allows users to continue to work while the backup is in process.</p> <p>Set to compress the files so they use less disk space.</p>
<p>Email Notifications Notification Conditions</p> <p>Sender Email Address</p> <p>Recipient Email Address</p>	<p>Select the notification conditions from the drop-down box:</p> <div data-bbox="516 1325 1474 1493" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Email Notifications</p> <p>Notification Conditions <input type="text" value="Notify only on exceptions"/></p> <p>Sender Email Address <input type="text" value="lisa@shebiz.nz"/></p> <p>Recipient Email Address(s) <input type="text" value="lisa@shebiz.nz"/></p> </div> <p>Enter the email address to use as the From.</p> <p>Recipient's email address.</p>

Tape Backup

A tape backup can only reliably backup files not currently in use.

For a valid tape backup you must ensure that the service is stopped or that a manual or scheduled backup has been done just prior to the tape backup.

If the service isn't stopped or you have not performed a manual or scheduled backup then it is likely that the backup will probably not be able to be restored.

If you stop the service for your tape backups then the service will need to be restarted after the backup.

Restore Backup

Please contact support at Shebiz Ltd for restore options.