

BACKING UP TSS

How often?

Ideally, you should be backing up TSS EVERY DAY.

What to?

A Tape drive, USB Key, CD/DVD, External Hard Drive, Off Site backup, or any other reliable media.

Should I just re-use one Tape / USB Key / etc.?

Preferably not. If you only have one tape / USB key and you lose it, damage it or it becomes corrupted you will potentially have no backup. Also, if your data is damaged and you don't realise and backup damaged data over good you will have no way of recovering the good data.

If you are using tapes you should at least rotate one for each day and preferably have 2 different week sets.

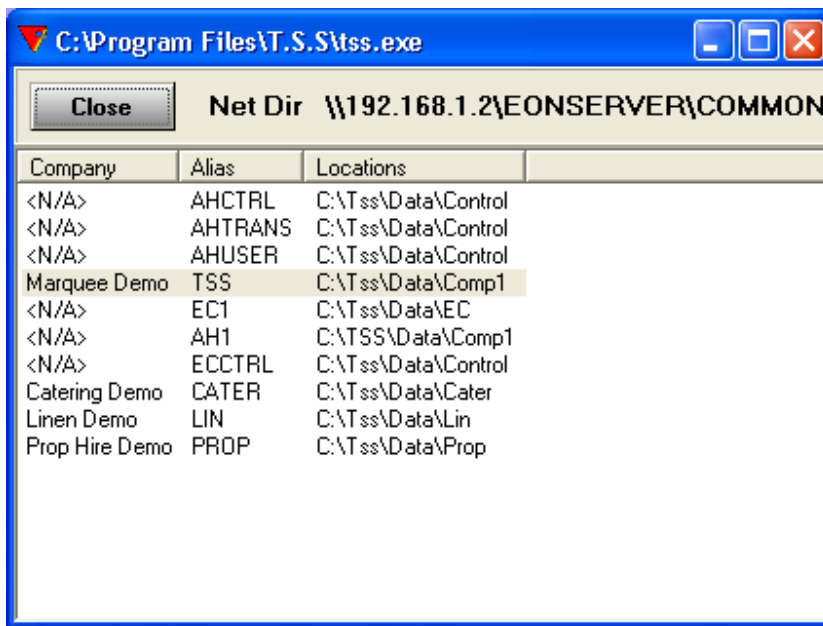
For USB Keys have at least 2, alternate them and do not overwrite the file every day, just clear out the oldest files if the key becomes full.

What Should I Back Up if I back up manually?

If you are backing up manually or using a Tape Drive with third party software or something like Microsoft Backup, you should check the location of your data.

To do this go into TSS all Hire and see if you can see **System Information** at the top of the screen. If you can, click it, if not, press **System Maintenance** (top left) and then **System Information**.

You will see a screen similar to this:



The company you are logged into will be highlighted in grey. The Location of the data is shown on the right hand side. In this case, I would back up everything in the C:\TSS\Data folder.

(If this backup gets too large for the media you are using, please contact us to see if we can reduce this.)

What kind of Backup should I do?

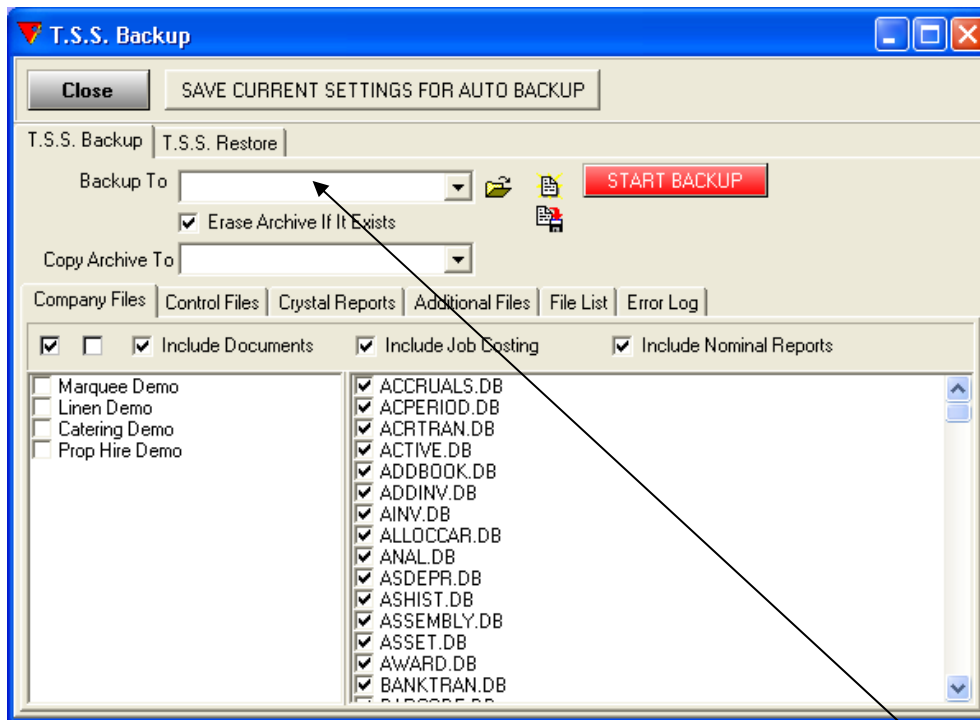
You should always do a FULL BACKUP and NOT an Incremental Backup or you run the risk of not backing up files that have not been modified recently such as the Stock!!!

How do I Backup through TSS / all Hire

To access the all Hire Backup routine you need to either go to **Maintenance** or **System Maintenance** in the top left of your screen and choose **Backup / Restore**.

Setting up an all Hire Backup

Your screen should look something like this:



First you need to set the local backup location and filename in the **Backup To** box. Type the following into this box:

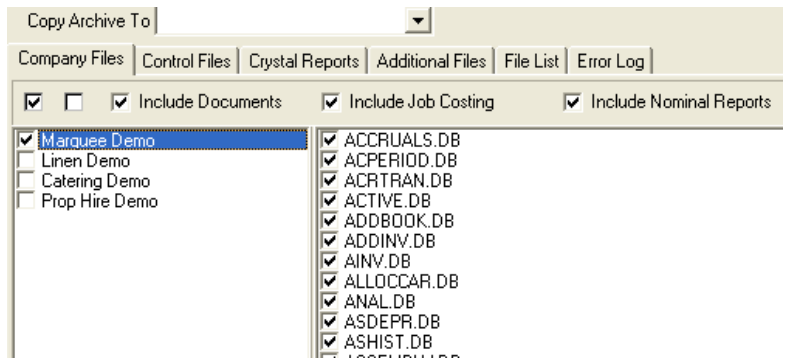
C:\TSS\TssBackup.zip

(This is only a suggested location. If you know what you are doing you can change the filename or location as long as the filename ends in .zip)

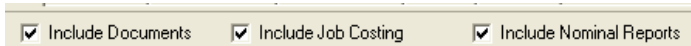
We will come back to the **Copy Archive To** in a moment.

Next we need to set the data to be backed up.

On the left hand side under the Company Files Tab are a number of tick boxes with company names next to them. Put a tick in the box next to the company (or companies) that you use. This will automatically tick the files to the right.

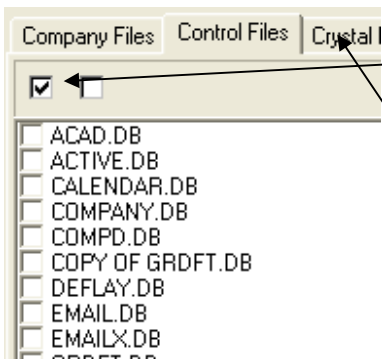
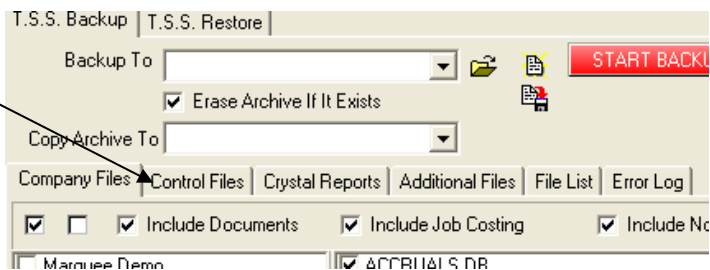


Also on this Tab are 3 more tick boxes:



By default all 3 will be ticked and you should leave it this way unless advised to do otherwise.

Now click on the Control Files Tab.




Press the button at the top of the list of files and this will tick all of the files for you.

Click on the next Tab – Crystal Reports – and do the same again.

You should now have ticks in all of the files on the **Crystal Reports Tab**, the **Control Files Tab** and the **Company files** for the relevant Company.

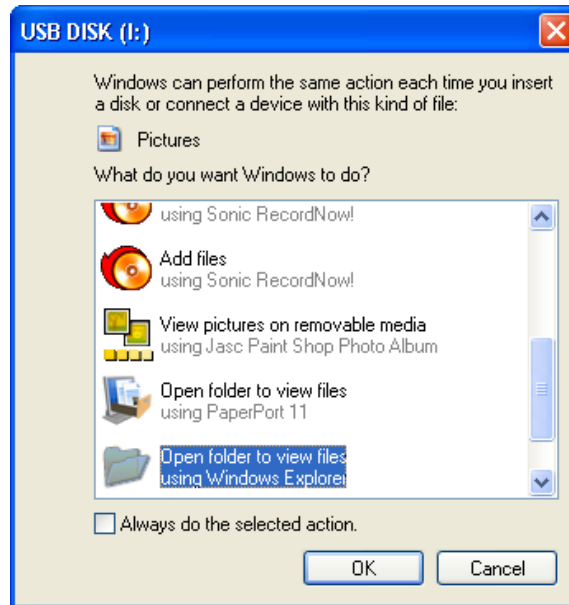
Manual copy to CD/DVD/External Device

If you intend to copy your backup to a CD/DVD or other device MANUALLY then press the  button to save these settings, say YES to the Save message, and exit the backup program. Now go to **page 5** to the section on **Running an all Hire Backup**.

Automatic copy to external device (e.g. USB key or hard drive)

If you would like the Back Up to automatically copy your file to a USB key, External Hard Drive or similar device please plug it in now.

If you are using Windows XP or Vista you will usually see a pop up window.



In the top bar it should tell you the device followed by a letter in brackets – you need to remember this letter.

Now go to the **Copy Archive To** box.

Type in the letter of your USB key / removable hard drive (e.g. I).

You then need a filename. We recommend that you include a DATE in this filename and that you change it every time you back up so that you always have more than one copy of the backup. At the end of the filename you need .zip

For example:

I:\TSSbackup251209.zip

This will put your file straight onto the backup device with a filename TSSbackup251209.zip (You may or may not see the .zip part.)

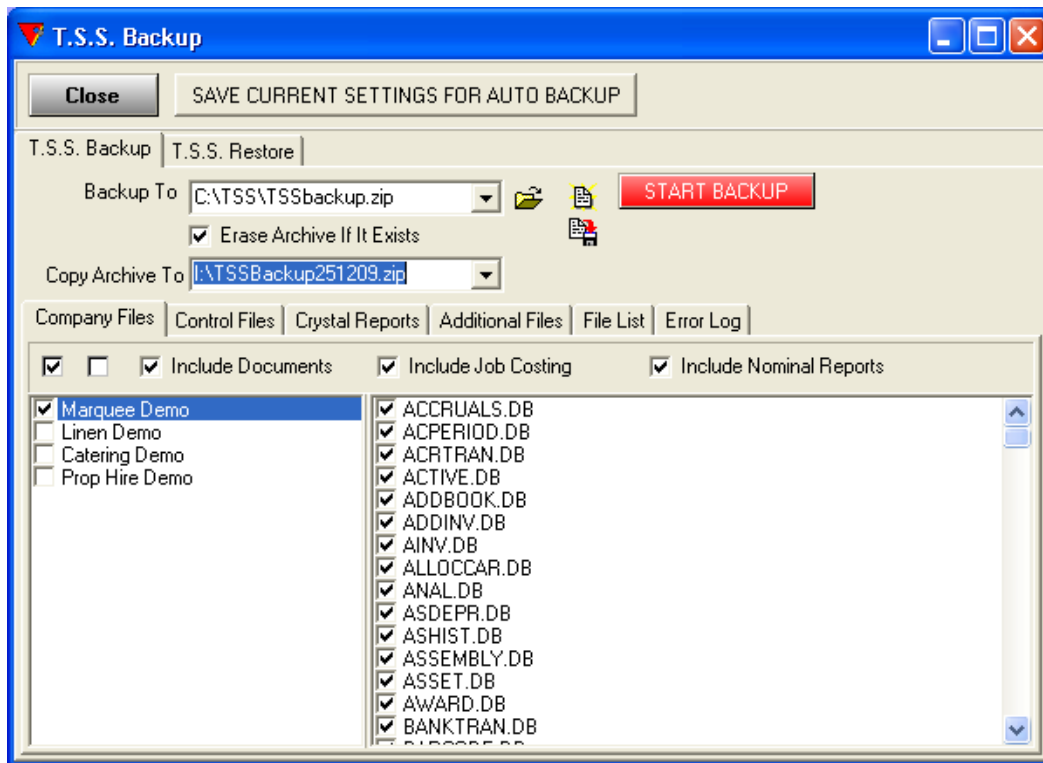
Now press the  button to save these settings. (Say YES to the Save message.)

Exit the screen and then go back in and you should have everything filled in ready to go.


Running an all Hire Backup

To access the all Hire Backup routine you need to either go to **Maintenance** or **System Maintenance** in the top left of your screen and choose **Backup / Restore**.

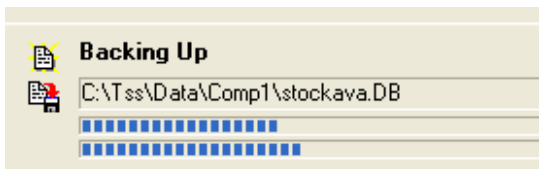
Your screen should already be filled in and look something like:



If required, plug in your USB key / External device for copying to and make sure that the letter it comes up as is the same as in your **Copy Archive To**. If not, change the **Copy Archive To** to match. (Some machines will change this letter almost every time you plug a device in depending on what else you have plugged in at the time.)

Change the DATE part of the **Copy Archive To** to the date of your backup (making sure you don't overwrite any of the rest of the filename or .zip) and press .

You will then see the  button disappear to be replaced by



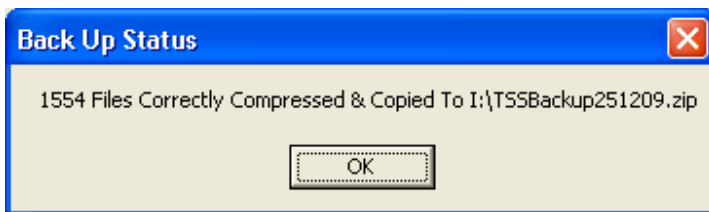
(This may take some time to appear, especially if you have a lot of data or Word Docs to backup – be patient.)

The top line will move quite quickly as each file is backed up. The bottom line will move steadily tracking the overall progress.

If you have it set to do an automatic copy, then when it has completed the local copy the screen should change to say **Copying to secondary location** and only showing a single blue bar.

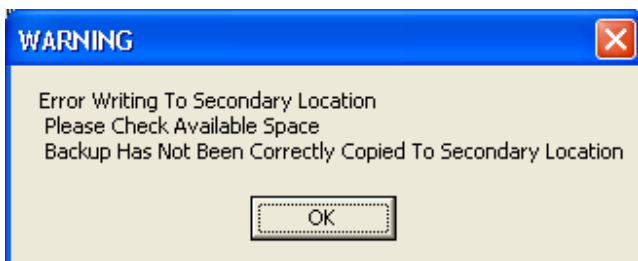
If you DO NOT have a local copy set you should now find the C:\TSS\Tssbackup.zip file and copy it manually to an external location, changing it's filename as you do.

When it has finished you should get a message something like:



DO NOT worry if the number of files is completely different – this will depend on your data.

If the copy to the External Device cannot be completed for any reason you will see a warning message.



You should go back and check that you have the correct drive letter for the device and that there is space on the device to copy the file to.