



## TIMESLIPS DATABASE BACKUP ROUTINE

The most important aspect of any program is reliability. Timeslips is extremely reliable, but no system is failsafe. **BACKUP YOUR DATA REGULARLY!!** If your network is backed up regularly at night, you should still backup Timeslips separately.

If your hard drive or network drive is backed up nightly, you can back up your data to files on the local drive or network drive. If the network drive is not backed up, a portable hard drive is recommended.

To back up from within Timeslips, click "**FILE**" "**BACKUP**" on the top menu bar and specify the file to be used for backing up. OR click on the **Database** icon on the Navigator and select: **Backup the Database**.

Following is a schedule for backing up:

- Create a backup for the date of the month. For example, on the 6<sup>th</sup> of the month, name the backup 6.bku. You will have up to 31 backups and will overwrite the date from a previous month.
- Create a backup every month with the month's name, which gets overwritten once a year.
- Create a backup every year to be archived indefinitely.

This provides daily backups for a month (or more) and monthly backups for a year. and an archive of yearly backups.

The file structure will look like this:

X:\backups\daily\01.bku [through 31.bku]  
X:\backups\monthly\january.bku through December.bku  
X:\backups\yearly\2011.bku (will also have additional yearly backups)

**Backing up is the best and least expensive system security you can buy!!!**

Enjoy the features and benefits of Timeslips! Please feel free to call TSR Consulting Services, Inc. with any questions or comments.