

BookManager Backup routines

Please refer to Main Menu --> Data Transfer → BookManager Backup.

Backup Features:

- Backups can be done while other stations are running BookManager. That being said, it is best to do the backup when BookManager is not being used because there is otherwise a chance that some files will not be properly synchronized.
- Backups are copied to an external device using a unique filename so that a particular media (eg. a memory stick or other computer) can contain multiple backups.
- Backups can be sent to our server at bookmanager.com. A subscription is required in order to use this service (Please contact BookManager for more details.)
- Full working copies of BookManager can be created on another computer, folder or memory stick. For example, if you sell books at a remote location, you can copy BookManager onto a memory stick and then insert it into the remote computer and run BookManager directly from the memory stick. Or, copying BookManager to another networked computer provides the ability to resort to that computer in the event that the main computer suffers a serious problem. This eliminates the need to reinstall BookManager onto a working computer and then extract and reindex the backup.zip files.
- Backups can be sent via ftp to a remote computer.

What we recommend:

We recommend that you purchase at least two memory sticks with 2G or more capacity and then schedule options a, b, c, and e to happen once every evening [e.g. **Backup BookManager (option:a)**]. From this you will have multiple backups on the memory stick, 10 of the most recent backups stored on our server, and a full working copy of yesterday's BookManager on the memory stock. By rotating memory sticks, you will always have a set that you can take home. This will provide you with enough backup and virtually no effort to keep it running. Read on to learn more about each option.

Scheduling backups:

The backup options on the BookManager Backup screen are identified by letters a, b, c, d and e. From the Main Menu → Scheduler you can add a New event called BookManager Backup and have it run once every day, usually some time shortly after the store is closed. Use the "(option)" field in the event to indicate by letter (**a, b, c, d** or **e**) which backup routines you want performed.

Note: When a backup routine is run from the Scheduler and one or more of the events fail, a flag is set so that the next time BookManager is started you will receive a warning notice. As well, if the backup.zip file in your BookManager folder becomes over two days old, a warning will remind you to verify that the backup is working.

BookManager Backup options:

You can Schedule any of these options or you can run one or more by using the Backup BookManager screen and enter the desired routines into the top field.

a) Create local backup.zip file

Note: You should Schedule this option to happen daily even if you are using a non-BookManager method to backup files. 90% of disaster recoveries can be done by restoring this file.

This option creates a subfolder called Backup and copies all files in the BM folder beginning with the letters DAT to this folder. It then creates a single file called backup.zip that contains all of the files in the Backup folder. DAT files contain your important working data only. POS sales files are not included nor are program files and files such as invoices, confirmations and reports that are generally considered temporary.

Warning: This backup is overwritten each time you run the routine. You should therefore not rely on it as a sufficient backup. Your computer could fail or be stolen, or your problem could be from previous days and the backup will not help you.

b) Copy backup.zip to drive/folder

The step will copy the backup.zip file to another drive/folder (e.g. a memory stick.) The filename backup.zip is changed to a date code and the file will begin with the letter B and have the extension .ZIP. For example, a backup done on Mar 10 2009 will be called B090310a.ZIP. If more than one backup is done on the same day, the last letter (a) will be changed to "b" and so on.

This means that your backup device will contain a separate set of data for each day that you ran the routine. If you had a problem from a few days back and only discovered it now, it is possible to restore data from before the problem occurred. BookManager does not remove old backups, which means that the backup device will eventually become full. You will then have to manually delete old backups from the device to make room for new ones.

Tip: To verify that the drive/folder entered is valid, use <PgUp>, which will show any files already stored on the device/drive.

Your data is safer now that you have multiple backups. However, if you do not remove the storage device from the computer, you are still subject to losing everything should someone steal the computer or there is a fire. To protect you from these situations you should have more than one backup device and rotate them (e.g. take one backup set home.)

USB flash memory sticks are today's choice for backing up data. They are far superior to CDs, DVDs, ZIP disks, floppy disks and tape backups. They are also safer than copying files to another computer that cannot be taken offsite (in case of fire or theft.) The USB memory sticks are very inexpensive and available in literally dozens of different shapes and physical sizes. In February of 2009 I purchased a 2G (2 billion bytes of storage) for \$15, which can hold about 80 separate backups of the average BookManager backup.zip of 25M (25 million bytes.) The more expensive sticks have a larger capacity and can access and store data faster. Most computers have USB ports easily accessible at the front of the computer. Just insert a memory stick and run the routine to backup. It is a good idea to have at least two memory sticks so you can rotate them. You can leave a memory stick in the computer so that the backup can be scheduled to happen overnight, and then swap them each day when you arrive at work (so that you can always take one home.)

c) Send copy to bookmanager.com

If you have subscribed to our online backup service, a copy of your backup.zip can be sent to our server. We will retain the 10 most recent backups received. You will receive an email confirmation

each time a backup is received (this can be disabled.) You will receive an email warning if you stop sending us a backup and your last backup become over two days old (for your safety, this **cannot** be permanently disabled.)

You can view the status of your backups and download them at bookmanager.com Reports → Backups. You must be logged with your store ID and password (or as an employee of the company).

Important: Keep in mind that anyone who knows your store's ID and password will have the ability to download your backup data. If you want to make downloads permitted by only certain people, you will need to create a separate user account and then use the Permissions area to link them and then change the permissions so that only people you trust will have the ability to download your backup data. Please contact BookManager if you require assistance with the Permissions area.

Terms of use and our disclaimer: The online backup is desirable because it is safe from fire and theft. It also has babysitting features built in that attempt to alert you whenever your backup procedure misbehaves. If you use this service please be sure to read the terms and conditions of use (at the end of this document,) so that you understand that it is still your responsibility to ensure your backup data is usable (a liability we cannot accept.)

d) ftp backup to Supplier

Stores that have access to internet sites and services may be interested in having a copy of the backup.zip file sent to a remote computer (similar to sending a backup to bookmanager.com.) This is another form of offsite storage, and if done properly, can eliminate the need to copy files to a memory stick. Your computer technician will provide you with the web address, as well as a username and password for storing the file. The name of the backup file sent will begin with the letters BM followed by 6 random numbers and then the extension .zip (e.g. BM123456.zip.)

Important! Be forewarned that unless you receive regular verification from the person administering your ftp backups, you may not be aware if the routine stops working until you lose data and find there is in fact no backup! Over the years we have encountered too many situations where the person in charge of backup failed to realize that it had stopped working.

e) Make full copy onto drive/folder

If you want to copy BookManager to another computer on the network, use the Map Network Drive (by right clicking My Computer) to select the desired computer (and folder) and then assign a drive letter to it (e.g. J:). Enter this drive letter into option "e" on the BookManager Backup screen. Make sure there is enough room on the computer/drive because virtually all files and sub-folders in the BM folder are copied. (You can use My Computer to view the living BM folder and right-click → Properties to see how much space your full copy of BookManager and its data is using.)

The full copy of BookManager is always stored in a subfolder called BMCopy. This is done intentionally to reduce the chance of someone accidentally using the copy as though it were the real one.

*Note: Subsequent copies made to the same folder will only copy files that are dated newer than the data files on copy. This makes the update process much faster. However, if you used the BMCopy of BookManager on the same day that you want it refreshed from the main copy, it may be safer to delete the BMCopy folder, which will force a **complete** new copy and ensure that all files in the main copy are transferred.*

Having a full copy of BookManager copied to another computer on the network is another type of backup that can be used in case of disaster. However, it will only help you if your data loss was since the last backup (it does not provide multiple backups from several days.)

BookManager on a stick!

Memory sticks with sufficient capacity (1G or more) can easily hold a complete copy of BookManager (enter the memory stick's drive letter into option "e") on the BookManager Backup screen.)

After performing a full backup, insert the memory stick into any computer and then navigate to the BMCopy folder and find the file **bkmngr.exe**. Right-click the file and use the option to create a shortcut onto the Desktop. Clicking on the new shortcut should run BookManager right from the memory stick. You can do anything that you would normally do on BookManager but keep in mind that this is **only** a copy. BookManager has the ability to export activity done from the POS (when set to Remote POS mode) but there is no way to export work such as ordering and inventory maintenance.

Tip: You can right-click and edit the Properties → Program for the icon and add a unique station number (one not being used on the main system) at the end of **bkmngr.exe** in the "Command line" field (e.g. G:\BMCopy\bkmngr.exe **15**.) This way, if you set up station-specific settings for printers and such, those will be remembered even after you refresh the copy from the main store. Having a unique station # for the remote BookManager also prevents the remote from unintentionally running things like WebLink and Scheduled events that were assigned to a specific station number at the main site. Finally (and a little more technical,) you can copy those preferred settings to the main computer by copying the related MEM file (in this example, DATWS15.MEM) from BMCopy to the main copy's BM folder.

Running BookManager from a memory stick should operate as fast as you are accustomed to. When done, be sure to exit BookManager and wait a bit (or use the "safely remove hardware" icon in the lower right of the Windows screen) to ensure that your work is saved onto the memory stick. Running BookManager from a memory stock can eliminate the need to copy files into a laptop (e.g. for a remote event.)

Terms of Use for BookManager's online backup service

We are serious about keeping your data secure and available to you when needed; however, we are unable to guarantee either of these conditions. Although unlikely, it is

possible that our security measures are compromised in a way that exposes your data to others. It is also possible that the online backup may not have usable data for recovery (due to any number of technical or human issues.)

Accordingly, if you use our backup service **you must be comfortable with the risks** involved and agree to not hold us liable for any problems that may arise from using the service. BookManager's backup routine provides multiple methods of backup (including the online service.) **You should employ at least two backup strategies** so that your chances of data loss are negligible.

Security of Backup Data

BookManager will endeavour to restrict access to the backup data you store on our servers to persons accessing your data through the use of your username and password. However, no password-protected system of data storage and retrieval can be made entirely impenetrable. Accordingly, you hereby acknowledge that it may be possible for an unauthorized party to access your data.

Disclaimer of Warranties

The transmission, storage, viewing and retrieval of data and files through the Internet is subject to a variety of conditions that make such transmission, storage, viewing and retrieval potentially unreliable. ACCORDINGLY, YOUR USE OF OUR BACKUP SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED TO YOU ON AN "AS IS" AND "AS AVAILABLE" BASIS. BOOKMANAGER DISCLAIMS ALL WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, WITH RESPECT TO YOUR BACKUP.

THE BACKUP SERVICE MAY NOT MEET YOUR NEEDS. BOOKMANAGER MAKES NO REPRESENTATION OR WARRANTY: (1) THAT THE SERVICE WILL MEET YOUR NEEDS; (2) THAT ACCESS TO YOUR BACKUP DATA WILL BE TIMELY, ERROR-FREE, UNINTERRUPTED, VIRUS FREE OR SECURE; (3) THAT THE BACKUP DATA WILL NOT BE LOST OR DAMAGED; (4) THAT THE DATA ON YOUR DESKTOP OR SERVER WILL NOT BE LOST OR DAMAGED; OR (5) THAT DEFECTS IN THE BACKUP SERVICE WILL BE CORRECTED. YOU ACKNOWLEDGE THAT ANY DATA YOU RETRIEVE THROUGH THE USE OF THE SERVICE IS DONE AT YOUR CHOICE AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE RETRIEVAL OF SUCH DATA.

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