

All New BookManager Backup routines

The Main Menu → <D>ata Transfer menu has a new option to backup BookManager files. This flexible and more robust routine replaces the previous Scheduler routine "Launch Program: ZIPBM".

Important! We strongly urge you to implement this new routine even if you are using another system for backing up BookManager files. If your Scheduler contains an entry with ZIPBM (the old backup method) you will want to delete this and replace it with the Scheduler's new "BookManager Backup" option.

New Backup Features:

- Backups can be done while other stations are running BookManager. Although it is best to do the backup when BookManager is mostly idle (to ensure all the files are synchronized with each other), the files are no longer skipped if they are in use by another computer.
- Backups are copied to an external device using a unique filename so that a particular media (i.e. a memory stick or other computer) can contain multiple backups. Formerly, all backups were copied using the same filename, backup.zip.
- You can now send copies of your backup to BookManager's ftp site. An annual subscription of **\$99.00** allows you to send a daily backup stored on our end for safe keeping until the day you need it.
- Backups can be sent via ftp to a remote computer.
- 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, extract and then reindex the backup.zip files.

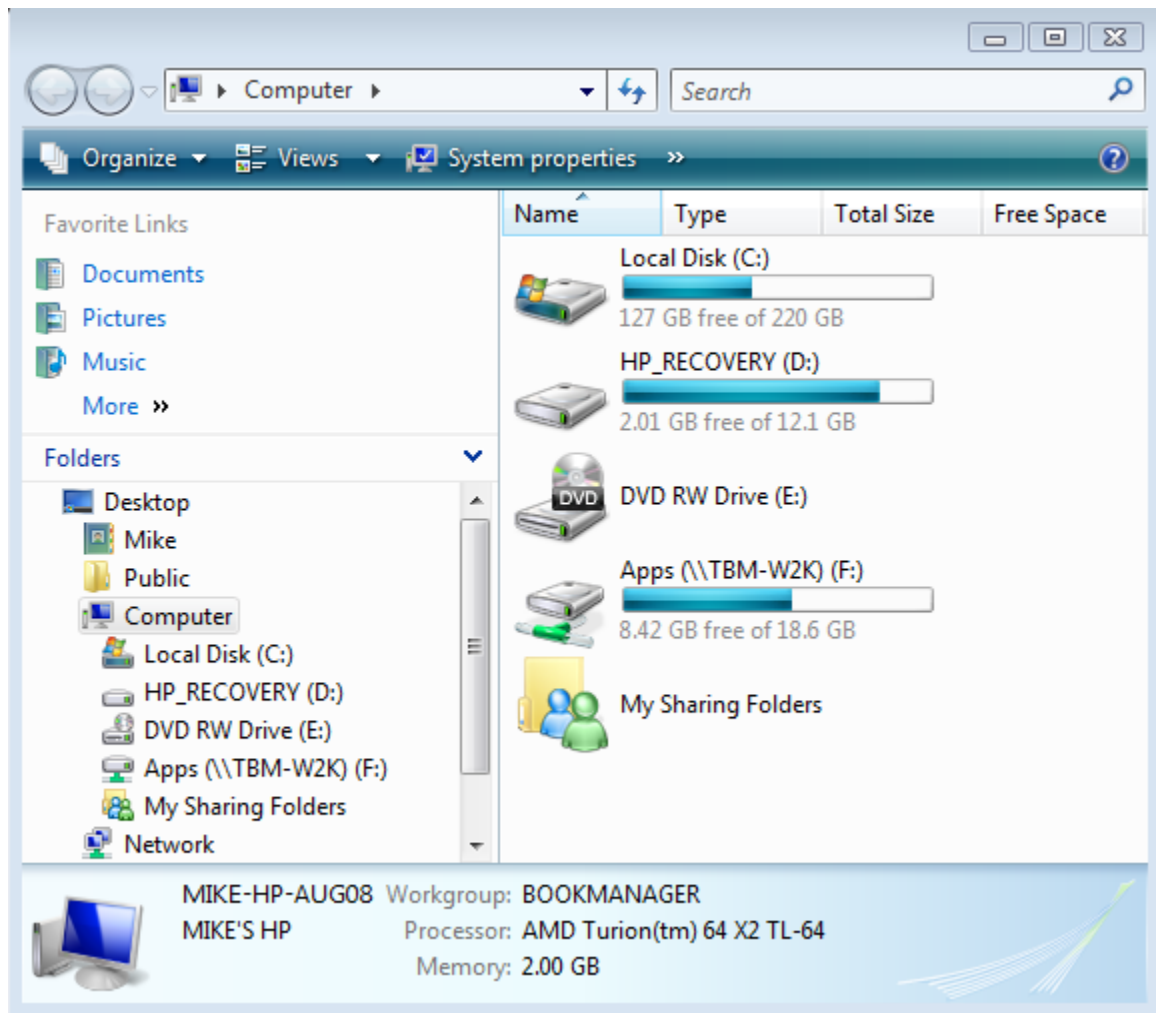
About Removable Backup Devices

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.)

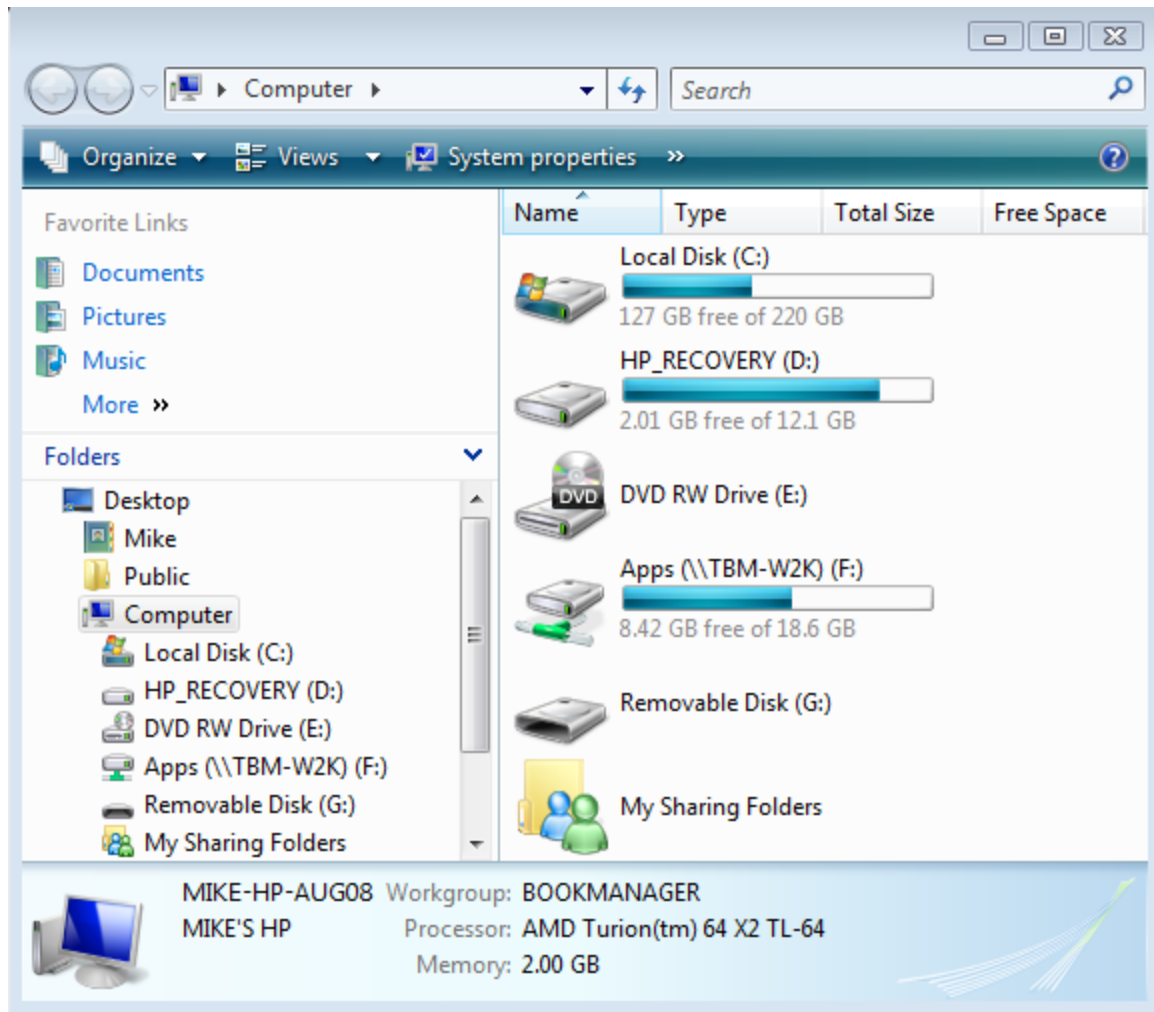
The USB memory sticks are very inexpensive and they are available in literally dozens of different shapes and physical sizes. In February of 2009 I purchased a 2G (2 billion bytes of storage) for \$15, which can hold about 80 separate backups of the average BookManager backup.zip of 25M (25 million bytes.) The more expensive sticks have more capacity and can access and store data faster. Most computers have USB ports easily accessible at the front of the computer. You insert a memory stick and then do your backup. It is a good idea to have at least two memory sticks and then 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.)

Using a USB memory stick

From Windows, click My Computer. You will see a list of drives.



Now insert the memory stick (right out of the package) into an available USB slot. The device should appear on the list (if an "Auto Play" window appears, just close it.)

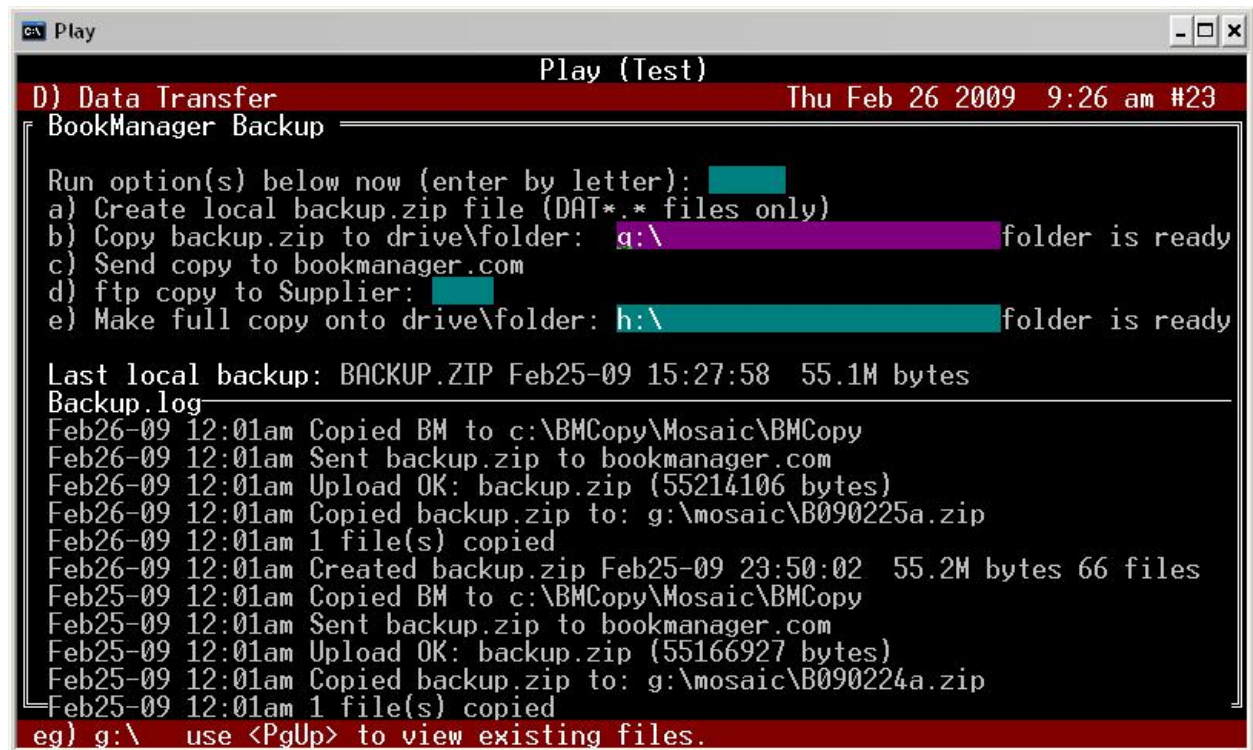


In the above example, **Removable Disk (G:)** has appeared. Windows assigns a drive letter to each new storage device, in this case **G**: Make note of this drive letter as you will be entering it into your BookManager backup screen.

Note: If you setup and test BookManager's backup routine on one computer and then run it on another computer, there is a good chance that the drive letter assigned to the memory stick will be different.

How to Backup BookManager files

In BookManager, go to Main Menu → <D>ata Transfer → 1) BookManager Backup.

The screenshot shows a terminal window titled "Play (Test)" with a red header bar. The header bar contains "D) Data Transfer" on the left, "Thu Feb 26 2009 9:26 am #23" on the right, and "Play (Test)" in the center. Below the header, the text "BookManager Backup" is displayed. The main area contains a list of options: "Run option(s) below now (enter by letter):", "a) Create local backup.zip file (DAT*. * files only)", "b) Copy backup.zip to drive\folder: g:\ folder is ready", "c) Send copy to bookmanager.com", "d) ftp copy to Supplier:", and "e) Make full copy onto drive\folder: h:\ folder is ready". Below the options, it shows "Last local backup: BACKUP.ZIP Feb25-09 15:27:58 55.1M bytes" and a "Backup.log" section with several lines of log entries. At the bottom, it says "eg) g:\ use <PgUp> to view existing files."

```
Play (Test)
D) Data Transfer Thu Feb 26 2009 9:26 am #23
BookManager Backup
Run option(s) below now (enter by letter):
a) Create local backup.zip file (DAT*. * files only)
b) Copy backup.zip to drive\folder: g:\ folder is ready
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d) ftp copy to Supplier:
e) Make full copy onto drive\folder: h:\ folder is ready

Last local backup: BACKUP.ZIP Feb25-09 15:27:58 55.1M bytes
Backup.log
Feb26-09 12:01am Copied BM to c:\BMCopy\Mosaic\BMCopy
Feb26-09 12:01am Sent backup.zip to bookmanager.com
Feb26-09 12:01am Upload OK: backup.zip (55214106 bytes)
Feb26-09 12:01am Copied backup.zip to: g:\mosaic\B090225a.zip
Feb26-09 12:01am 1 file(s) copied
Feb26-09 12:01am Created backup.zip Feb25-09 23:50:02 55.2M bytes 66 files
Feb25-09 12:01am Copied BM to c:\BMCopy\Mosaic\BMCopy
Feb25-09 12:01am Sent backup.zip to bookmanager.com
Feb25-09 12:01am Upload OK: backup.zip (55166927 bytes)
Feb25-09 12:01am Copied backup.zip to: g:\mosaic\B090224a.zip
Feb25-09 12:01am 1 file(s) copied
eg) g:\ use <PgUp> to view existing files.
```

Move to “Option b” and enter the drive letter that was assigned to the USB memory stick. When you press **Enter** a message should indicate that the folder is ready. To perform a backup now, move back to the top of the screen and enter the letter “b” and press **Enter**. “Option a)” will automatically be run first to create the backup.zip file, then “Option b” will copy the backup.zip file to the memory stick. The file on the memory stick will be named using a date code. It will begin with the letter B then the yymmdd (today’s date) followed by a letter a-z and then the extension .zip (i.e. B090221a.zip.) If you do more than one backup on the same day, the last letter changes to ensure that any previous backup file is not overwritten. The backup.log area of the screen indicates if the backup was successful. You can also move into the “b” field and then press **PgUp** to get a list of the files that are stored on the memory stick.

Scheduling the backup

Go to Main Menu → <S>cheduler. Create a <N>ew event. Usually you choose Every Day as the frequency and then a time outside of your normal business hours. Next, select the first option called “1) BookManager Backup”. In the “options:” field enter the letter “b”, which tells BookManager to run option “b” from the BookManager Backup routine that you configured earlier. To test the newly added event press <S>tart and the backup process will proceed. When completed, you can use the Scheduler’s <L>og command to see if things went as expected.

Note: If you leave the “Option” field blank, option “a) Create backup.zip” will be performed by default. This takes all of your important data files and puts them into a file called backup.zip inside your BM folder. Even if you do not intend to backup your data to a memory stick (or you rely on another means of backup) **YOU SHOULD ALWAYS HAVE THIS ROUTINE IN YOUR SCHEDULER!** This way, at the very least, your will have a duplicate copy of your data

from the previous day, which can be used to recover from a serious problem that occurred during the day.

ftp backups

BookManager now offers a service to store daily copies of your backups to our online server. Your information is stored on our end until the day you need it. “*Option c*” in the Backup menu will complete this task. **An annual subscription of \$99.00 is needed to participate.** To set up this subscription please contact BookManager and we will take care of the rest.

Some 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 (“*Option d*”). 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, and 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.) 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!

Making a full working copy of BookManager

If you want to copy BookManager to another computer on the network, use the Map Network Drive (right click My Computer) to select the desired computer (and folder) and then assign a drive letter to it (i.e. H:). 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 subfolders in the BM folder are copied.

BookManager on a stick!

Memory sticks with sufficient capacity (1G or more) can hold a complete copy of BookManager. You can insert the memory stick into any computer and then navigate to the BMCopy\bkmngr.exe file and right-click to create a shortcut. Clicking on the new shortcut should run BookManager right from the memory stick. Many stores copy BookManager onto a laptop to use at an event. The memory stick option requires less steps.

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 (i.e. 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 be just as fast as normal. 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.

The finer details (just in case you are interested)

Creating the backup.zip file involves creating a BM sub-folder called Backup and then making a copy of all the DAT*. * files into the Backup folder. To save time, only files that have changed are updated. The files in the Backup folder are then zipped into a backup.zip file (only updating files as needed.) As of writing this, the files in the backup.zip should only contain files beginning with the letters DAT and have extensions of MEM, DBF, DBT and INI. If the backup.zip file seems very large, it may be that other files were added by mistake. It is safe to erase the backup.zip file (and the Backup folder too, if desired) to have a new and clean backup.zip file created.

Creating a full copy of BookManager uses the DOX XCOPY command, which permits files to be copied while they are in use. If data is being saved to BookManager while the copy is in progress, the copy may not have all the files properly synchronized. Files with names containing TMP, BAK, BACKUP, VDM and ZIP are not copied (considered garbage,) however all other files and subfolders are copied. The destination folder will be called BMDCopy, which is done intentionally so that the use of the folder is not accidentally considered to be the real copy of BookManager.