

Backing up your data.

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Sage

An illustration on the right side of the slide shows a person in a white shirt and dark trousers walking on a path. The path is composed of multiple, overlapping, wavy layers of color that transition from dark green on the left to bright green on the right. The layers resemble data or data backups. The person is walking away from the viewer towards the right, with their right hand slightly raised. The background is black, making the green and blue layers stand out.

Housekeeping

The image shows a mobile application interface for asking questions. A vertical sidebar on the left contains several icons: a blue flower-like logo, a red microphone icon with a slash, a question mark icon, a document icon, an information icon, and a full-screen icon. A dark grey 'Exit' button is at the bottom of the sidebar. The main content area is titled 'Questions' and features a large question mark icon, the text 'Want answers?' with a dashed arrow pointing to a text input field labeled 'Ask the staff a question', and a blue 'Send' button at the bottom. Four callout boxes with green borders and lines pointing to the icons provide instructions: 'Your microphone is muted automatically' (microphone icon), 'Download a handout' (document icon), 'Send us your questions' (question mark icon), and 'Switch to full screen' (full-screen icon).

Your microphone is muted automatically

Download a handout

Send us your questions

Want answers?

Ask the staff a question

Send

Exit

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Importance of backing up

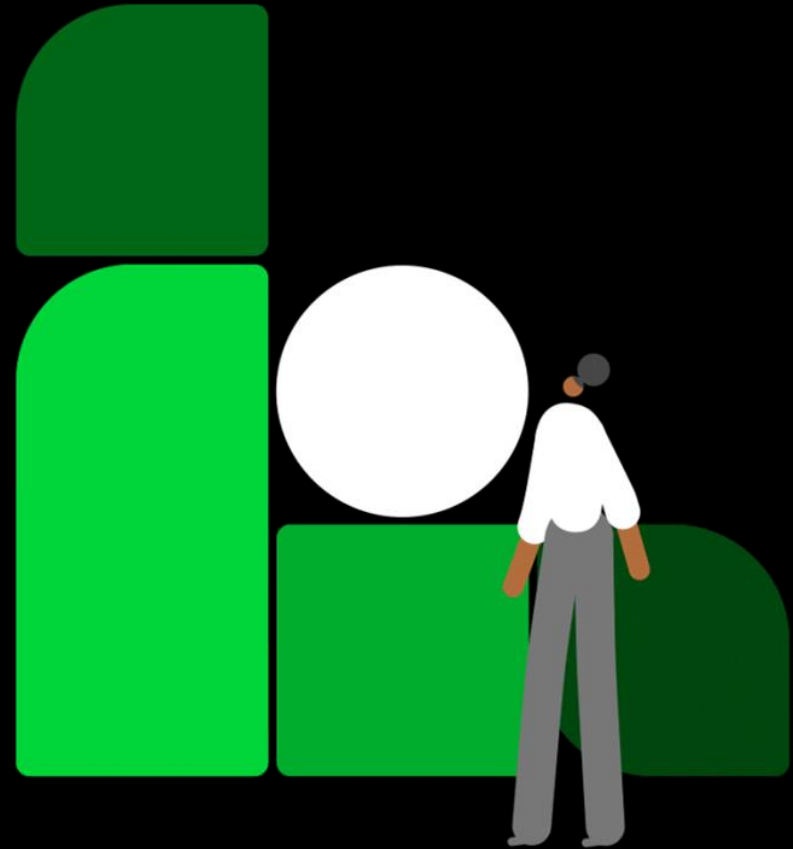
Manual back up

How to restore a backup

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Summary



Importance of backing up.



Importance of backing up.



The process of a back up takes a copy of all the files that make up your company including logon name and passwords and consolidates them into one compressed file. This can only be accessed by restoring the backup into Sage 50 Accounts.

- If a process does not go as expected i.e. Year end, VAT Return or importing transactions or records.
- Disaster recovery.
 - Hardware issues.
 - Virus.
- Data corruption.

Note – We **do not** store copies of your data so it is really **important** to back up any companies you have on the accounts software.

The screenshot shows the Sage 50 Accounts software interface. The 'File' menu is open, highlighting the 'Back up...' option. The 'Back up company' dialog box is displayed, showing a list of file types to include in the backup. The 'Data Files' checkbox is checked, while others are unchecked. The dialog also includes a 'Where do you want to save the backup?' section.

Type	Included?
Data Files	<input checked="" type="checkbox"/>
Transaction Attachments	<input type="checkbox"/>
Report Files	<input type="checkbox"/>
Layout Templates	<input type="checkbox"/>
Record Attachments	<input type="checkbox"/>
Image Files	<input type="checkbox"/>
Company Archives	<input type="checkbox"/>
TMail Database	<input type="checkbox"/>
	<input type="checkbox"/>

Manual back up.

- Data Files – normal day to day processing.
- Transaction Attachments – any documents you have added to the batch supplier invoice.
- Reports and Layout templates – if you have made any changes to customised layouts or reports.
- Record Attachments – if you have added any attachments to customers, suppliers, products, bank, nominal, departments and projects.
- Image Files – if you have added image files to your products or services.
- Company archive – when you have taken a company archive.
- TMail database – if you still use this function then you can include this.

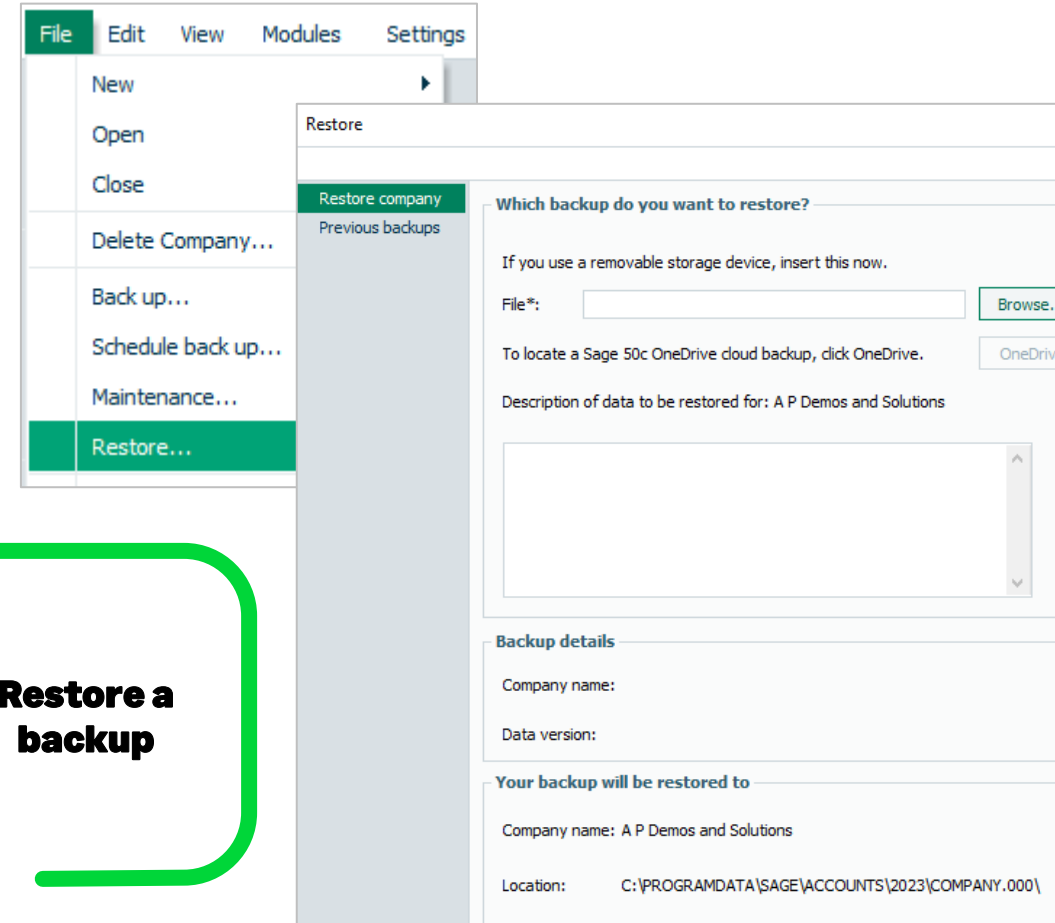
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Company Archives	<input checked="" type="checkbox"/>
TMail Database	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Note – A normal daily back up would usually be data files only.

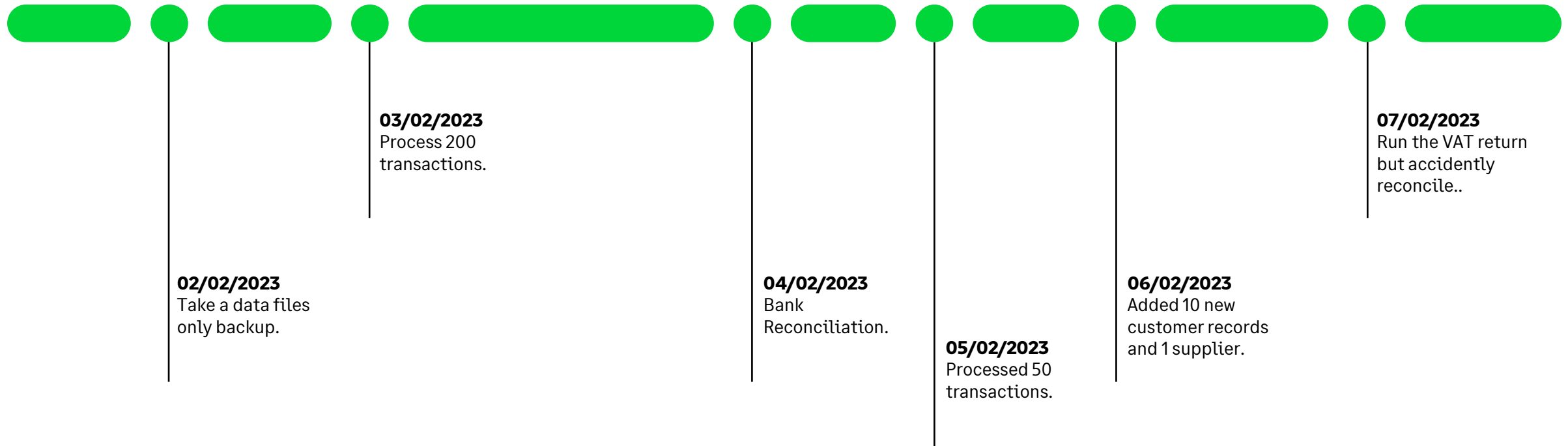
Restoring the backup.

- Can restore over the top of live data.
 - **Use with caution as this does overwrite**
- Create a new company by restoring a backup.
 - If you have multi-company licence
- Informs you what is included in the back up selected.
- Login with existing login details.

Note – To check your licence go to Help > About > Licence Information.



Restoring a backup.



Manual Check Data

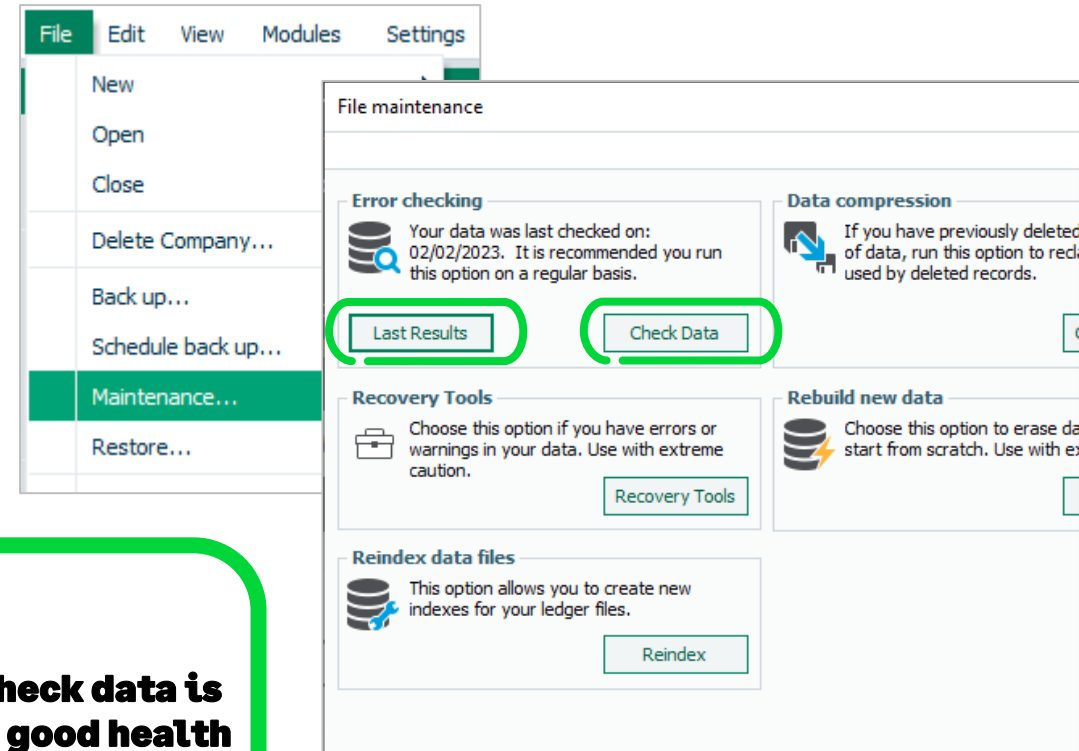


Manual Check Data.

Checks your data for any issues and then categorises them into errors, warnings and comments depending on the severity.

File > Maintenance > Check Data/Last Results

- Check data without taking a back up.
- Access whilst other users are logged in – if this option is turned on.
- Help centre link appears within the problem report window to ensure quick access to solutions.



Scheduled Back up

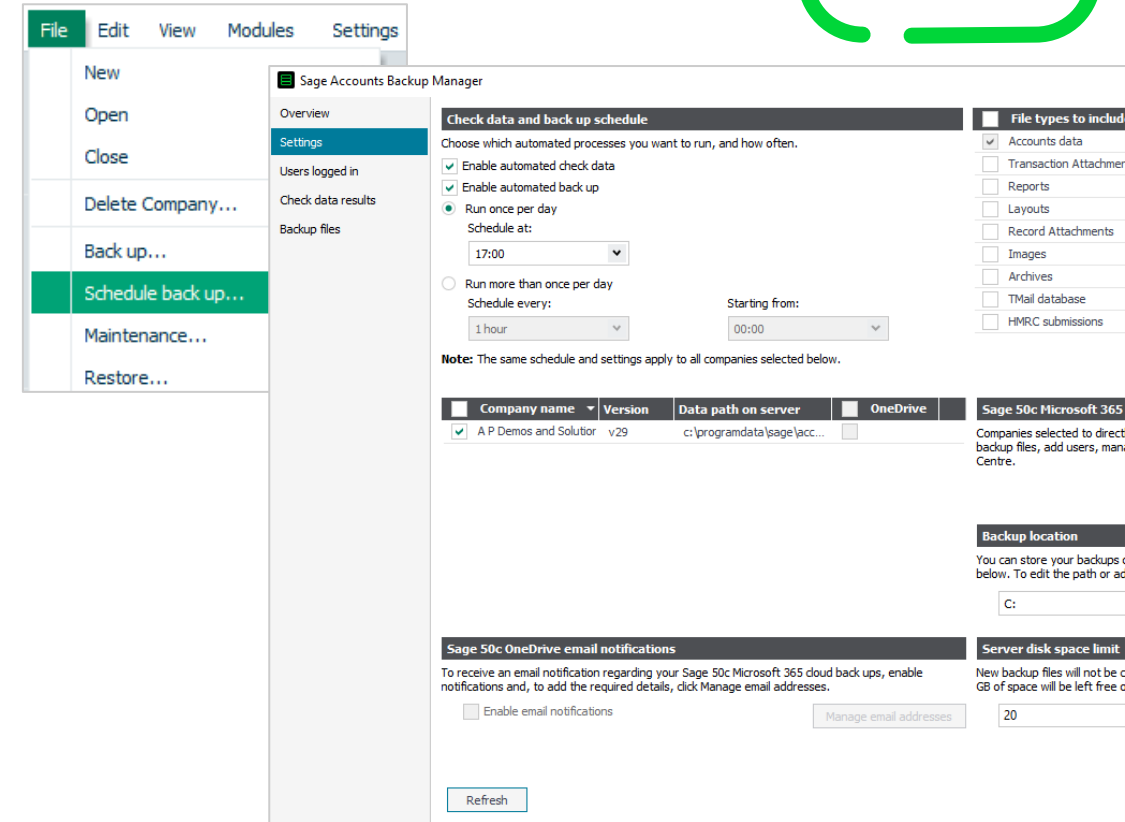


Scheduled Back up



Benefits & how it works

- Automates the process
- Takes place in the background
- Back up more than one company at the same time.
- Stored on the C drive of the PC where the data is stored.
 - PC must be switched on, Sage does not have to be open
- Automatically checks data
 - identify when data corruption occurred.
- Only the manager logon can access this.



Note – This option should be used **alongside** manual back ups and not as a replacement.

Summary.

- Sage **do not** store any copies of your data.
- You can select to do a full back up or specific areas.
- You can check your data without having to back up.
- Restore over live data or into a new company.
 - overwrites live data back to the point of when the backup was taken
- Strongly advised to back up **at least once** a day minimum.
 - frequency is based on how often you process i.e. daily processing then back up daily
- Schedule back up runs the process in the back ground and also checks the data when the **machine is switched on.**
- Scheduled option can help identify when errors occurred in the data.

**Back up your
data**

**Check data is
in good health**

**Scheduled
Back up**

Upcoming Webinars.



Upcoming Webinars.

Key Topics

Company Archive Wednesday 1 March 2pm

Join us on this session to learn what an archive is, how and when they're created, how to access one and how they can be used.

VAT return Thursday 2 March 10am

Learn how to work through the wizard to reconcile and submit your VAT Return online.

Upcoming

Customer Records

Remittances

Importing Records

User management

Nominal Records



Webinar Registration

What's included as a Sage member?



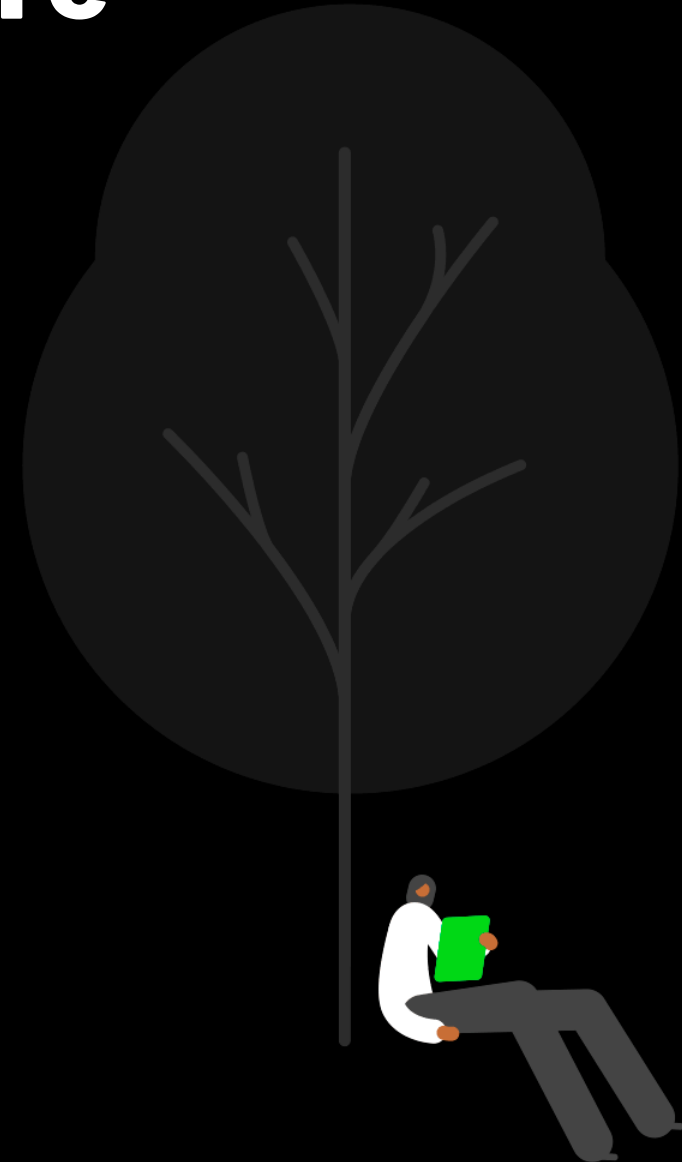
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Sage is here to help you grow and your business flow.



A member of the Sage community

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**Member
Masterclass**

Learning

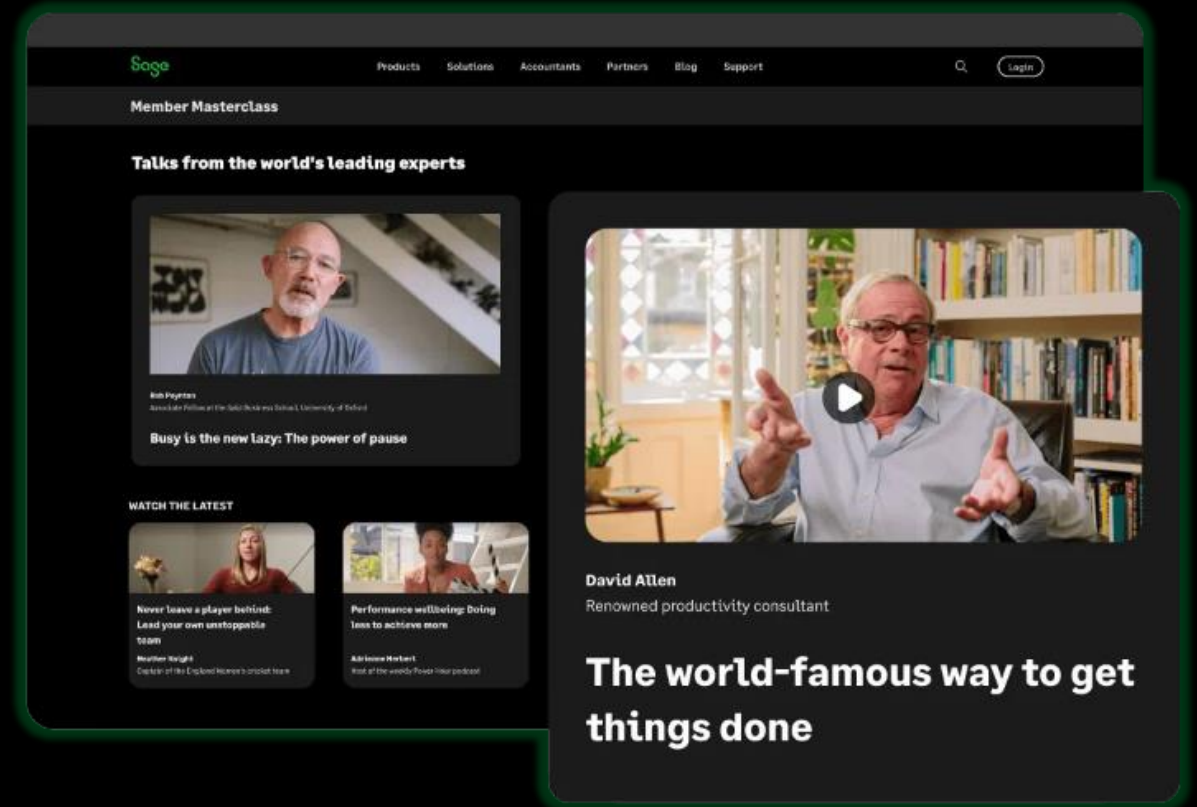
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