

#33 - POS "Communiqué" - MANUAL BACK UP MESSES WITH ONLY 1 POS SYSTEM (100)

MANUAL BACK UP MESSES WITH ONLY 1 POS SYSTEM (100)

We have been told that Messes with only one POS have no back up of their system. Until such time as we launch eGlobal (electronic backup system) solution Mess Managers will be required to manually do a backup of their system daily. This is a temporary solution and we hope to have an automated solution soon.

Backup is required prior to any transactions being enter into the system for the new day. Back up should therefore be done daily before the first transaction of the day.

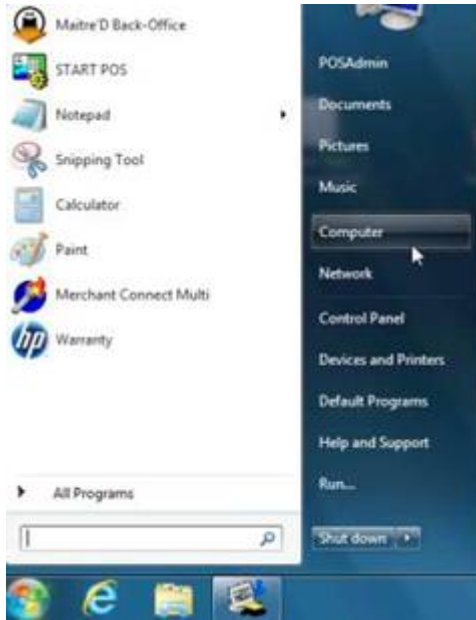
Memory stick (USB stick) – Use any **8 GB** memory stick, put the memory stick into the USB port under the POS screen , you should see about 3 empty ones (anyone will work), (you can leave the memory stick there. There is no requirements to remove each time).

The following are the steps to do a backup:

STEP 1: CREATING YOUR FILE ON MEMORY STICK:

Start button - Computer



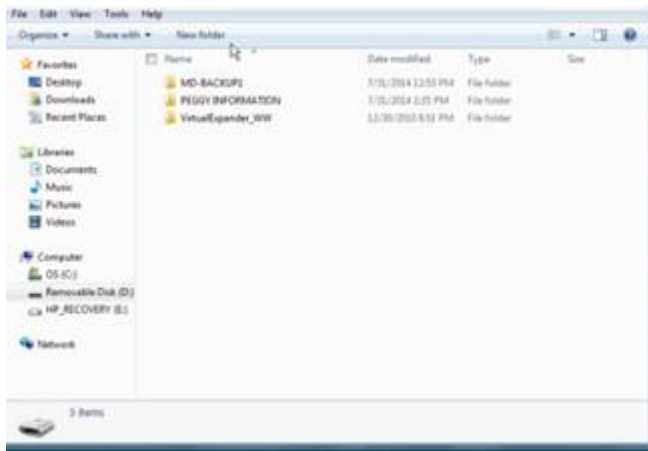


Devices with Removable Storage:

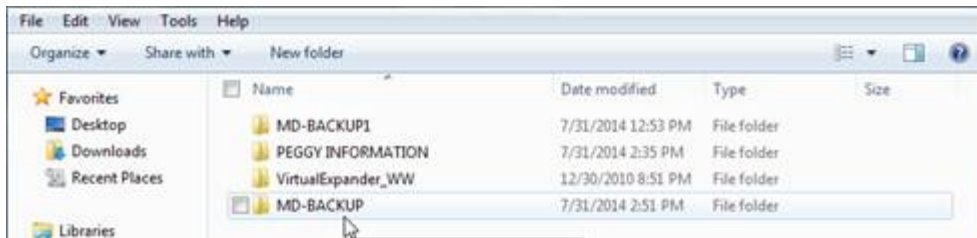
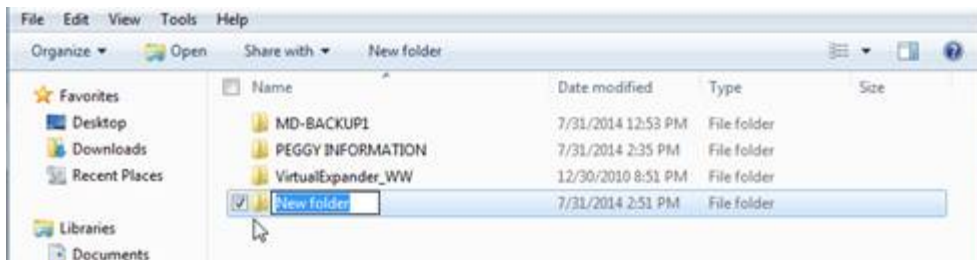
Disk (D) – (some of you might have a different letter as you could be using D for something else) – double click to open you device



NEW FOLDER – click on



Create a new folder (call it): **MD-BACKUP**



This folder will now be used for each day you complete your backup.

Open up your new folder – double click

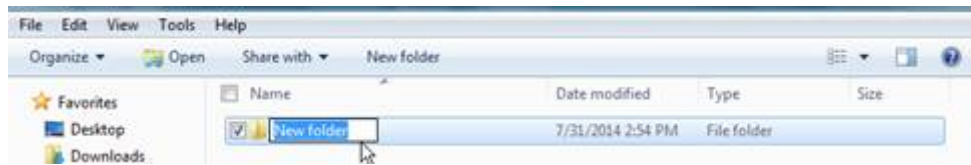
We need to create another folder inside MDBackup folder

NEW FOLDER – click on



Create a folder (for the date you are doing) example **2014-7-31** (You want to ensure you use this date format as it will be easier to find if required to restore)

(Each day you will create new folder for your date)



Close this screen (X) - top right hand corner



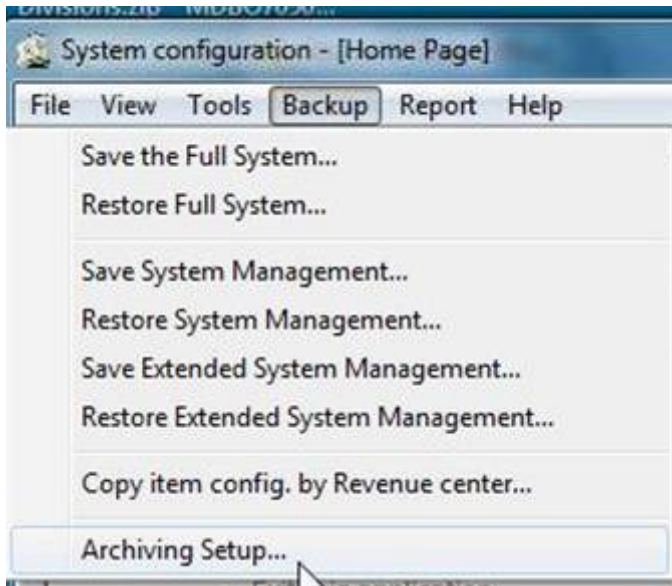
STEP 2 – CREATING YOUR BACKUP

Sign into your back office (from POS system)

SYSTEM CONFIGURATION MODULE



Backup - Archiving setup



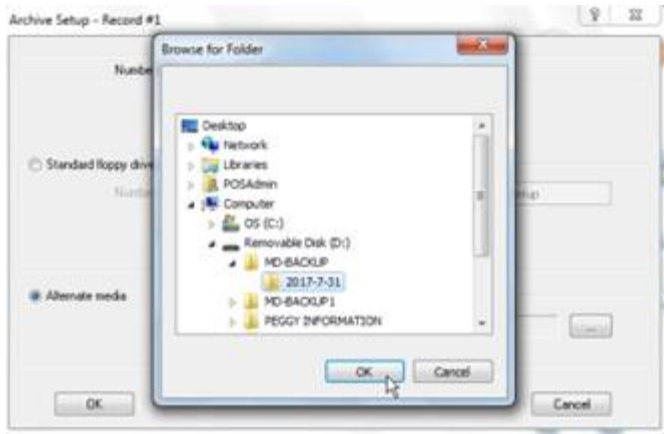
Archive setup – Record #1 window appears



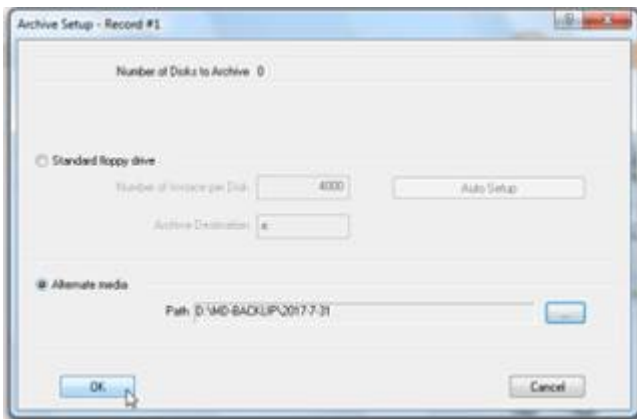
- Alternate media – Must be check off

Path: (go and find the file you just created on your USB stick
D:\MD

(example : Removable Dist (D) MD-BACKUP – 2014-7-31) – Click OK

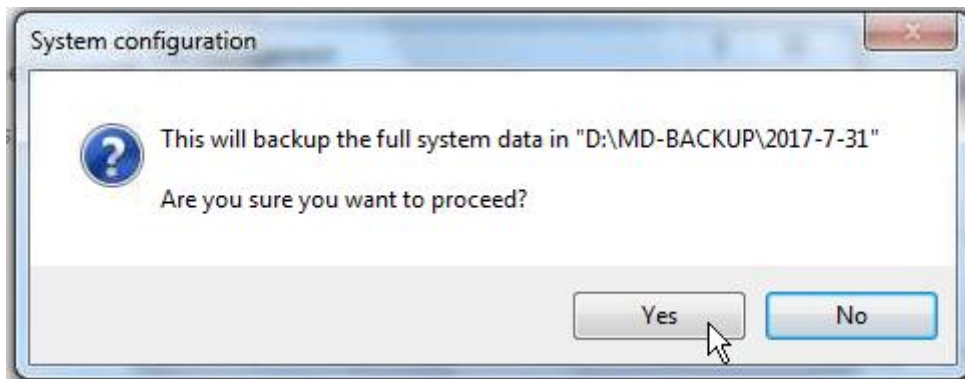


Click OK to leave the archive setup

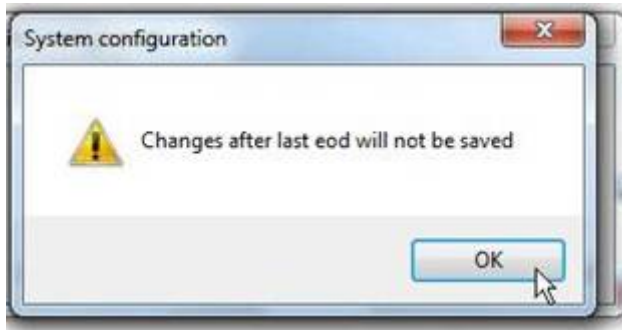


This takes you back to your main System Configuration screen

Backup - Save the Full System



Once you click on OK it will give you the Last end of day that was completed. If you run this after you do any changes then those changes will not save



Click OK

File management screen will appear and you will see the system being back up. Once this is done you will receive



Click OK

One more step to copy our actual invoices – as when we do a back up the actual invoices do not save but all information is on backup.

POINT OF SALES MODULE

FILE

SAVE CHECKS TO DISK

Select the date to start the archiving process – (date is your last end of day)
(in the example the last end of day is 1/14/2014)

Click on Archive



Once you click on Archive once completed you will get this message



Click OK, Click Cancel to close all