



SMEPAYROLL – BACKUP PROCEDURE

(Backup Configuration Guide)



A&B GROUP

Advanced and Best Group
<http://www.smepayroll.com>
Support: support@smepayroll.com

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Backup Procedure

SMEPAYROLL is a payroll package including payroll calculations, leave module and other government compliances, most of the information of SMEPAYROLL is stored in to the database.

For backup process the user can use the backup utility (**DBBackupManager.exe**) provided in the bin folder of the application. The general location for the utility is c:\smepayroll\bin. Following is the information regarding backup configuration for SMEPAYROLL database.

STEP 1

Configuration of DB_SETTING File

db_settings.dat file is generally located at c:\smepayroll\bin folder, Right click on the db_settings.dat file and open with notepad. Once opened in notepad the db_settings.dat file would look like the one in image below.

```
db_settings.dat - Notepad
File Edit Format View Help
[DB_SETTINGS]
SERVER=SERVER
DATABASE=SMEPAYROLL
UID=sa
PWD=abt911711
BACKUP_PATH="E:\SMEPAYROLLBACKUP\'
GIRO_FILE_LOCATION=C:\SMEPayroll\Girofiles
```

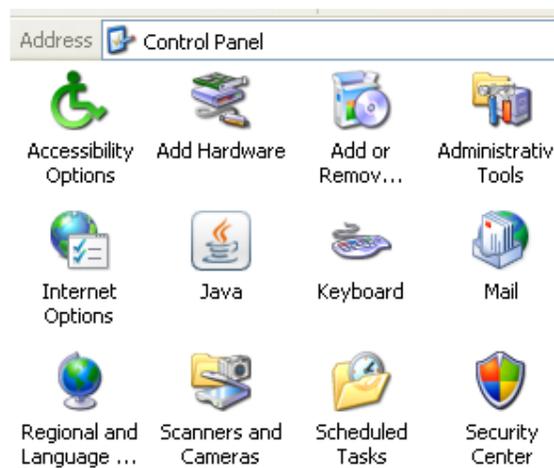
The user will need to define only the parameter for backup_path, as rest of the parameters are pre-defined, Just for the user reference following is the explanation for all the parameters:

- SERVER=SERVER** { Here you define the database server name (MS SQL Server) }
- DATABASE=SMEPAYROLL** {Here you define the database name, generally it's configured as smepayroll}
- UID=sa** {Here you define the database user name}
- PWD=abt911711** {Here you define the database user password}
- BACKUP_PATH="E:\SMEPAYROLLBACKUP\'** {Here you define the backup path for the database}
- GIRO_FILE_LOCATION=C:\SMEPayroll\Girofiles** {Here you define the path for the Giro file generation}

STEP 2

Configuration of Schedule Task

To create a new Schedule Task for the backup go to Control Panel.



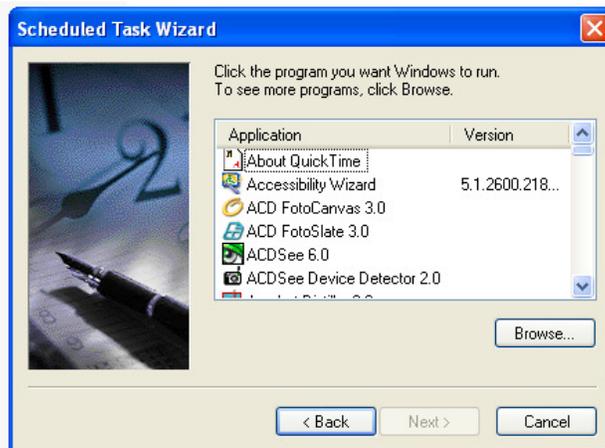
Double click on schedule task

Name	Schedule	Next Run Time	Last Run Time	Status	L...	Creator
 Add Scheduled Task						
 Antispyware Scheduled Scan	At 3:00 AM every d...	3:00:00 AM ...	Never	Could no...	0x0	monalisa.pru...
 SDMsgUpdate (TE)	Multiple schedule ti...	3:38:00 AM ...	10:03:15 AM ...	Could no...	0x0	genie

Once the schedule task window is open double click on the Add Schedule task and this will launch a schedule tasker.



Click next on this window.



Click browse button on this window and browse to c:\smepayroll\bin folder.
Select the file **DBBackupManager.exe** and click open, then click next on the window



Scheduled Task Wizard

Type a name for this task. The task name can be the same name as the program name.

DBBackupManager

Perform this task:

Daily

Weekly

Monthly

One time only

When my computer starts

When I log on

< Back Next > Cancel

Select the option Daily and click next. (We would recommend configuring the backup to run on a daily bases and if possible on a external backup drive, this will ensure most recent data backup available in case of disaster.)



Scheduled Task Wizard

Select the time and day you want this task to start.

Start time:

11:00 PM

Perform this task:

Every Day

Weekdays

Every 1 days

Start date:

01/01/2007

< Back Next > Cancel

Set the start time, this will be the time the backup process would start, Perform this task select Every Day and start date by default would be current date. Click next on this window.



Scheduled Task Wizard

Enter the name and password of a user. The task will run as if it were started by that user.

Enter the user name:

Enter the password:

Confirm password:

If a password is not entered, scheduled tasks might not run.

< Back Next > Cancel

On this window enter the system username and password. Ensure the user has administrative rights to run the **DBBackupManager.exe** on the system.



Scheduled Task Wizard

You have successfully scheduled the following task:

- DBBackupManager

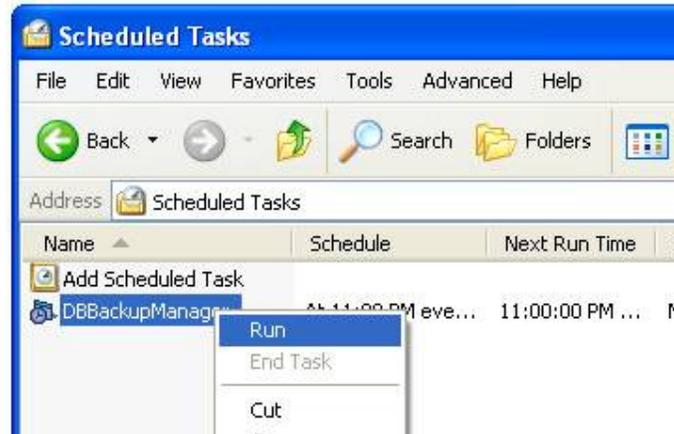
Windows will perform this task:
At 11:00 PM every day, starting 01/01/2007

Open advanced properties for this task when I click Finish.

Click Finish to add this task to your Windows schedule.

< Back Finish Cancel

On this window click next to finish the wizard.



In the schedule task window you would see a new scheduled task called DBBackupManager, Right click in the task and click on run.

{Make sure the task has run successfully and file is backed up in the correct location as defined in the DB_Setting.dat file. It is also recommended to visit the schedule task window once in a while to see that the task is running with out any issues.}



How to Get Support



SMEPAYROLL offers free technical support to our customers under support maintenance contract.

Our technical support team is committed to providing superior support service, and is available Monday to Friday, 9AM - 5PM Singapore Standard Time. We typically answer inquiries within a few hours and within two business days at most.

Contact Information:

Email: support@smepayroll.com

Website: <http://www.smepayroll.com>

Phone: +65 – 6223 7996

Fax: +65 – 6220 4532

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