Backup and Restore

The first thing you should do before updating the program or under take any major action is to make a copy of your database. This is also referred to as making a backup.

Quite often the only way to recover deleted records or 'undo' some processing changes is to restore from a previous backup. Without proper backup, there is very little anyone else can do to help you recover lost data.

Always label your backup copies clearly and logically so that there is no confusion. Keep your backup copies on a reliable external storage device, for example CD-ROM or DVD. Other types of media like diskettes, external hard disks, flash memory based devices (USB drives, Flash cards) should be considered as temporary storage.
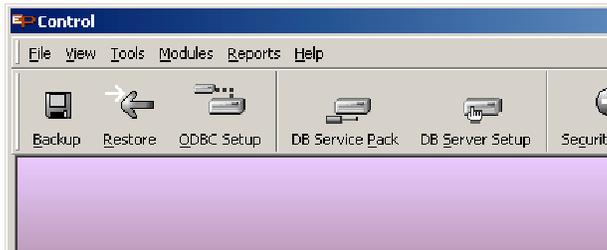
Do note that, though convenient, keeping backup copies on the same physical hard disk (even on different partitions) is NOT considered having made a backup.
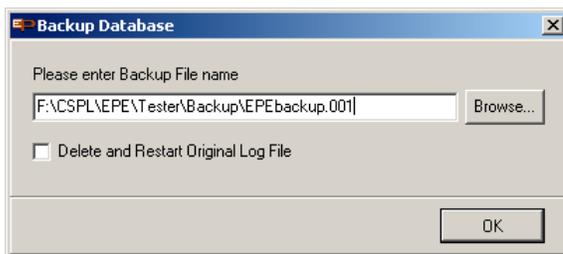
Creating backups

Backups are copies of your data. You should always keep the backups before you do upgrading or processing.

To create a backup of your current database

1   Close Easy Pay.

2   Start EPE Control. The *Control* window appears.

3   Click on the **Backup** button. The *EPE login* window appears.

4   Select your database and login. The *Backup Database* window appears.

5   Change the directory of the backup if necessary. It is advisable to create an empty folder for this backup.

6   Rename the file if necessary.
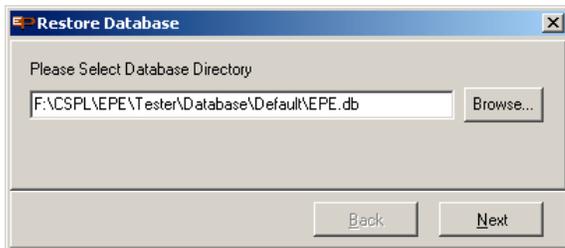
7   Click on the **OK** button.

The Backup process will compress the database and split it into separate files, each ending with the extension 001, 002, 003 and so on. The number of files depend on the size of the database.
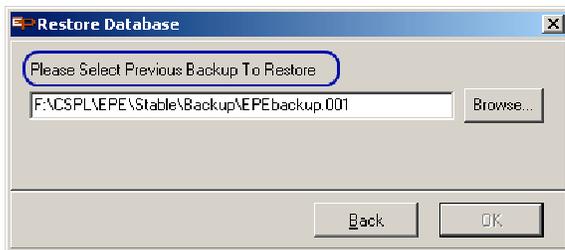
Restoring from a backup

In reverse, to restore is to overwrite the current database with a backup copy. Always check that you have the correct copy as there is no 'undo' once the current database is overwritten.

To restore a backup

8   Close Easy Pay.

9   Start EPE Control. The *Control* window appears.

10   Click on the **Restore** button. The *Restore Database* window appears.

11   Select the location of your database.

12   Click on the **Next** button.

13   Now select the location of your backup files.

14   Click on the **Ok** button.