TSS   **Software Solutions for the Event Hire Industry**

all Hire Software - Back-up and Restore

While it is very important that you do daily backups of your all Hire data, you may also find it beneficial to do a Restore on a regular basis, how regular will depend on your usage and you will be the best judge of this. As this clears deleted information from the database, it can decrease the size of the database and potentially improve overall performance.

This is a live database; you cannot use a service to constantly monitor changes and do a backup. Any type of backup should only be run when no one is logged in.

YOU NEED TO MAKE SURE THAT NO-ONE ELSE IS IN ALL HIRE WHEN BACKING UP.

To back up the data you need to go to the maintenance 🐞 button (if you have sufficient permissions). When you select backup from the list you will see the following screen.
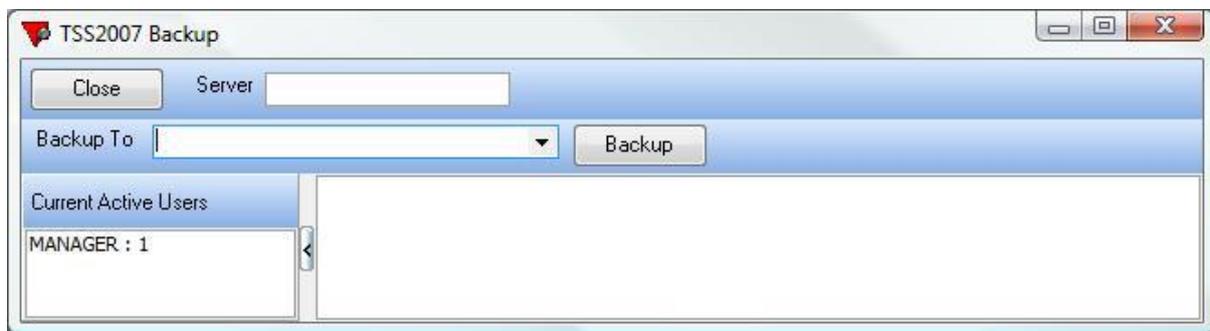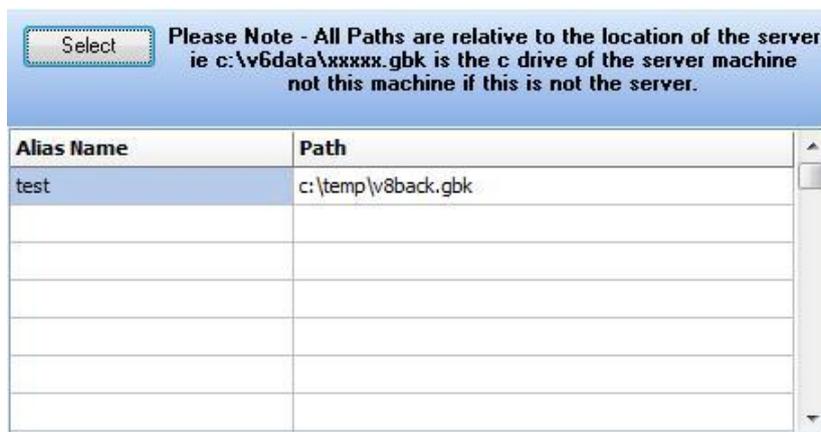

If the data is stored on a server then you will need the server IP address in the top box (this should be automatic).
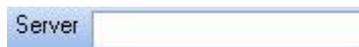
If the data is on your local machine then you do not need to do this so go straight to the next step.

In the box select the drop down arrow button to the right hand side and you will see the following screen.

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To create your backup(s), give the backup a name in the left hand column and then put the path to the backup in the right hand column. This should be in the format:

Drive letter:\foldername(s)\filename.gbk

You can have more than one backup file. In fact, we would recommend that you have one for each day of the week.

For example:

Monday	C:\Backups\Mon.gbk
Tuesday	C:\Backups\Tues.gbk
Wednesday	C:\Backups\Weds.gbk
Thursday	C:\Backups\Thurs.gbk
Friday	C:\Backups\Fri.gbk

If you already have paths in there but want to alter one then you need to click on the back up path twice to allow you to delete the current one and enter a new one completely or click three times to make the current text field editable.
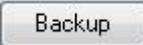
So, if you select the Monday backup the backup file that will be created will be called Mon.gbk and will be in the Backups folder on the C drive.

Please Note if you have entered a server IP address the path is relevant to the server, so the C drive would mean the C drive on the server and NOT the local machine.

Once you have input the path click on the [Select] button.

To ensure the backup runs correctly **everyone needs to remain logged out of all Hire for the duration of the backup and restore.**

There is a list of current active users shown on screen to help you (don't forget one will always show as that is your current session). When everyone is logged out, press the [Backup] button.

When the backup has finished you will get a message to screen.

| Backup |
|---|
| TSSV6 Backup Complete |
| OK |

Say OK and then close the backup screen.

Access the restore function through maintenance and you will see the following screen.
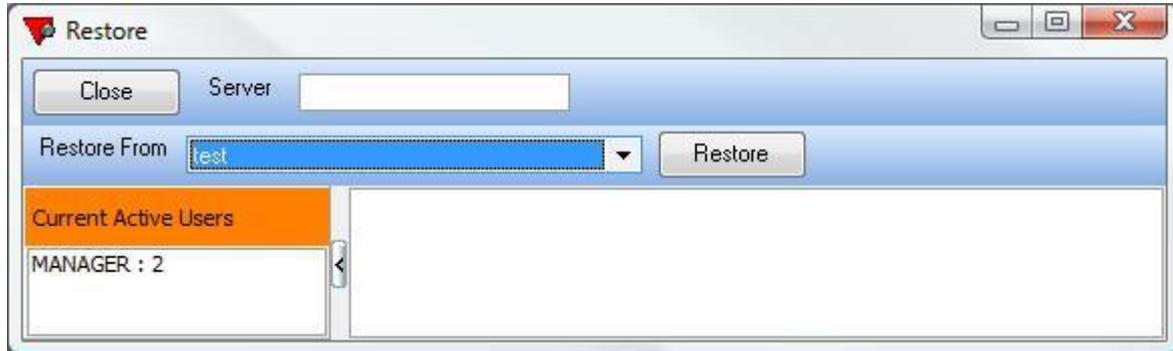
Select the name of the back up from the drop down list. If the data is being run from a server then the IP should already be in the top box. If it is being run from a local machine then ignore this box.

Once you have selected the backup name press the button.

Once the process has completed you will get the following message.
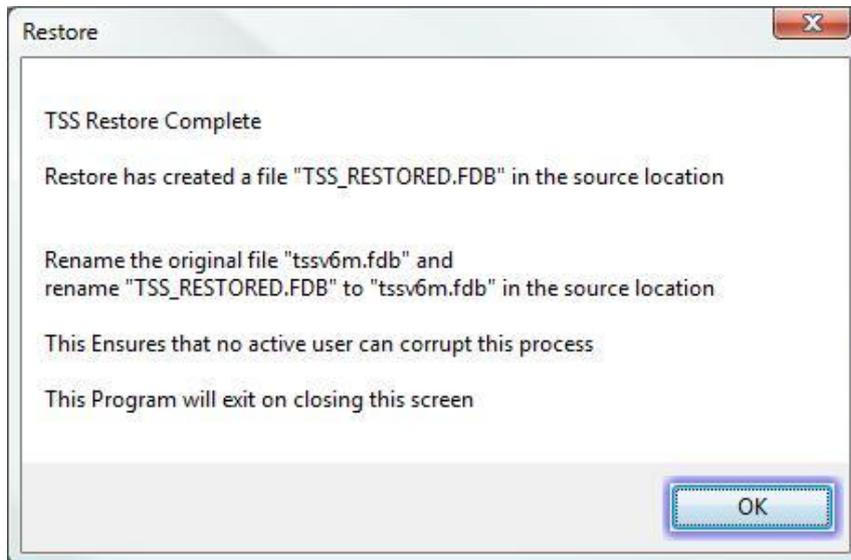
PLEASE READ THIS AS YOU WILL NEED TO RENAME THE FILES.

Browse to the location of your data.
Rename your tssv6m.fdb file to tssv6mOLD.fdb
Rename the TSS_RESTORED.FDB to TSSV6M.FDB

Please note: the file names are not case sensitive so don't worry about using capitals or lower case - both are fine.