

pcAmerica

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Configuring Auto Backups

The files needed to configure automatic backups can be downloaded from:

• <u>AutoBackup.Zip</u>

After downloading the files, we will then need to extract them to a folder on the c: drive. The instructions for how to extract these files are included in this guide.

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Revision History

Document Version	Date	Author	Description of Changes
1.0	NA	NA	1 st Release
1.1	January 10, 2017	MP	Adding instructions for windows 7, 8.1, 10
1.2	October 5, 2018	JC	Added a new auto backup script with instructions

1. Press the Start Button. Cash Register Express Elo H MetroSet 2 Documents 🚮 Paint Pictures Getting Started Music ×-Connect to a Projector Computer Calculator 2. Select Computer. Control Panel Snipping Tool **Devices and Printers** Sticky Notes Default Programs XPS Viewer Help and Support Windows Fax and Scan All Programs Shut down Search programs and files 0 OS (C:) 3. Select Local Disk (C:). (In this example it is labeled as OSDisk.) 243 GB free of 267 GB ↓ Computer → OS (C:) → Share with 👻 New folder Organize 🔻 Name Date modified Туре Services 📕 Downloads 🍌 Common Image 7/3/2013 4:02 PM File folder 4. Right-click in a blank area and select **New** then 🔛 Recent Places EloTouchSolutions 2/11/ View ٠ select Folder. 📕 FILES 7/4/2 Sort by Þ 🔚 Libraries 📕 inetpub 5/19 Group by . Documents 3/4/2 Intel Refresh J Music 퉳 PerfLogs 5. Enter a name for the folder. Pictures 🍌 Program Files 1/9/2 Paste Videos ProgramData 7/2/2 Paste shortcut Recovery DVD ISO Files 3/4/2 Undo Delete Ctrl+Z 📑 Computer SWSetup 12/15 Share with . 🏭 OS (C:) 5/2/2 temp Users B Folder Þ New The folder name in our example is CRE Auto CRE Auto Backup backup.

Creating the new Folder in Windows 7

Creating the New Folder in Windows 8.1

		6.	Press the Start Button.
	This PC	7.	Select This PC .
OSDi 102 C	sk (C:) B free of 237 GB	8.	Select Local Disk (C:). (In this example it is labeled as OSDisk.)
Image: Share View Manage Image: Share View Manage Image: Share View Manage Image: Share View Manage Image: Share Postschoot View Image: Share View Manage Image: Share Postschoot View Image: Share Postschoot View Image: Share Postschoot View Image: Share Postschoot View Image: Share Postschoot Name Image: Share Postschoot Postschoot Image: Share Postschoot Postschoot	Image: Second and the second and th	9. 10.	Right-click in a blank area and select New then select Folder . Enter a name for the folder.
	E Auto Backup		The folder name in our example is CRE Auto Backup .

Creating the New Folder in Windows 10

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Best match	
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Projecting to this PC	
\mathbb{C} Sync your passwords on this PC	1. Select search bar.
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P this pc - Search the web	2. Type "This PC" and select This PC
2	
+ this pd	
✓ Devices and drives (2)	
Local Disk (C:)	
	3. Select Local Disk (C:).
211 GB free of 232 GB	
Local Disk (C.)	
$\leftarrow \rightarrow$ \checkmark \uparrow \uparrow \uparrow \uparrow \uparrow \downarrow This PC \rightarrow Local Disk (C:)	
Arme Date modified Type SysReset 1/6/2016.2:46 PM File folder	A Dight slight in a blank area and coloct New than coloct
OneDrive Intel View PM File folder	4. Right-click in a biank area and select New then select
Desktop Program Files Group by AM File folder Files	Folder.
Downloads ProgramData Refresh 15 File folder 15 File folder 15 File folder	
Music Users Paste shortcut SPM File folder File folde	5. Enter a name for the folder.
Videos LD3-1-10-044/ Share with PM MARKER File Mere	
Network Properties	
CRE Auto Backup	The folder name in our example is CRE Auto backup .

Extracting the Files in Windows 7, 8.1, & 10

The following instructions can be used in all 3 versions of Windows listed above.

Name AutoBackup.zip Open Open in new window Extract All	 Right-Click on the downloaded file and select Extract All
Extract Compressed (Zipped) Folders Select a Destination and Extract Files Files will be extracted to this folder: C:\User\name\Download:\AutoBackup Browse Show extracted files when complete Extract Cancel	2. Select Browse
Select a destination Select the place where you want to extract the selected item(s). Then click the OK button. This PC Desktop Documents Documents Dominads Domina	 Navigate to the folder we created in the previous section (C:\CRE Auto Backup).

★ Contract Compressed (Zipped) Folders Select a Destination and Extract Files Files will be extracted to this folder: Ci:\CRE Auto Backup Show extracted files when complete	 Check the option to "Show extracted files when complete" Press Extract

Editing the AutoBackup.bat in Windows 7, 8.1, & 10

The following instructions can be used in all 3 versions of Windows listed above.

File Home Share View M File Home Share View M Copy Patte Copy path Move Copy Copy Patte Copy path Move Copy Copy Patte Patte Nove Copy	tion Tools Anage Topolice Remain Rev (Re Auto Backup) CRE Auto Backup CRE Auto Backup	
	Bie jätir Figmmat View Heip @echo off If not exist "C:\Backup? mkdir C:\Backup DEL c:\Backup\Backup2.bak REM c:\BackupAupBackup2.bak REM c:\Backup1Backup2.bak REM c:\Backup1Backup2.bak REM c:\Backup2Backup2.bak REM c:\Backup1Backup2.bak REM c:\Backup1Backup3.bak REM c:\Backup1Backup3.eak Sq1cmd - S. VCAMERICA -Q "BACKUP DATABASE [rresq1] TO DISK= 'C:\Backup1Backup1Backup1Backup2.bak -Q "BACKUP C:\Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Backup3Bac	
 2. Edit the following if you use a different instance other than PCAMERICA 3. Edit the following if you use a different Username other than sa 4. Edit the following if you use a different password other than pcAmer1ca 		
5. Edit the following if you use a different database name other than cresql		

Running AutoBackup.bat to verify that it is Working in Windows 7, 8.1, & <u>10</u>

Image Application Tools CRE Auto Backup - > Image Image <th>1. Double-click on AutoBackup.bat. Black screen will flash very quickly.</th>	1. Double-click on AutoBackup.bat . Black screen will flash very quickly.
More Dure View Backup Image: Space of the sector of the se	 Location and open the folder C:\Backup Shows the backup.bak file of cresql and the BackupLog.log file.
Free Factory Pack Proprint Select all Select all Copy Path Copy path Factory Pack Proprint Select all Select all Copy Path Pack Copy path Proprint Select all Select all Select all Copy Path Pack Copy path Proprint Select all Select all Select all Copy Path Pack Path Pack Path Pack Path Pack Path Select all Copbard Trype Select all Select all Select all Select all Copbard Torganize Nov Pack Path Pack Path Select all Copbard Trype Select Select Select Select Downback Downback 10/2/2018 222 PM Back File 5/0/4 K8 Backup2bak 10/2/2018 222 PM Back File 5/0/4 K8 Backup2bak 9/2/2018 22 PM Back File 5/0/4 K8 Backup2bak 9/2/2018 22 PM Back File 5/0/4 K8 Backup2bak 9/2/2018 22 PM Back File 5/0/4 K8 Backup2bak	 This script will keep the last seven backups. Note: Old backups will be deleted. Backup7.bak being the oldest.

The following instructions can be used in all 3 versions of Windows listed above.

After verifying that the application is setup correctly we will then want to add it as a scheduled task in Windows.

Creating a Scheduled Task for the Backup in Windows 7

This program should be setup as a scheduled Windows Task, so that it is run on a set weekly schedule. Here are the instructions for setting up the Scheduled Task in Windows 7



Task Schedule File Action Task edul Task edul Task edul Task for edul Task	er View Help Ier (Local) Name Create Basic Task. Create Task Display All Running Tasks Disable All Tasks History New Folder View Refresh Help	Plays teTas teTas teTas teTas teTas	 Right-click Task Scheduler Library, then select Create Task Optionally you can select Action then select Create Task
Create Task General Triggers Actions Conditions S Name: CRE Auto Backup Location: \ Author: PCAMERICA Description: CRE Auto Backup Security options When running the task, use the following PCAMERICA Bun only when user is logged on Run whether user is logged on or not Do not store password. The task w Run with highest privileges Hiddgn Configure for:	Settings user account: vill only have access to local compt ws Vista™, Windows Server™ 2008	Change User or Group uter resources.	 Under the General tab: 3. Give the task a Name. 4. Enter a Description for the task. Under Security options set the task to Run whether user is logged on or not.

Create Task General Triggers Actions Conditions Settings When you create a task, you can specify the conditions that will trigger the task. Trigger Details Status New Edit Delete OK Cancel	5. Select the Triggers tab then select New .
New Trigger Begin the task: On a schedule Settings Oge time Daily Weekly Monthly Sunday Intervent Pelay task for up to (random delay): Intervent Stop task if it runs long onger than: <t< th=""><th> Under Settings: Set the task to run on a Weekly schedule. (for a more up to date backup, you can run it each day) Set the Start Date and Time. Specify on which day to run the task. Make sure Enabled is checked. It is your discretion as to when to run the task but it is recommended to run it on Sundays at 12:00:00 AM. When finished select OK. </th></t<>	 Under Settings: Set the task to run on a Weekly schedule. (for a more up to date backup, you can run it each day) Set the Start Date and Time. Specify on which day to run the task. Make sure Enabled is checked. It is your discretion as to when to run the task but it is recommended to run it on Sundays at 12:00:00 AM. When finished select OK.

Create Task General Triggers Actions Conditions Settings When you create a task, you must specify the action that will occur when your task starts. Action Details	11. Select the Actions tab then select New .
New Action You must specify what action this task will perform. Action: Start a program Settings Program/script: C:\CRE Auto Backup\AutoBackup.bat Add arguments (optional): Start in (optional): Start in (optional): OK	For Action use the dropdown to select Start a program. For Program/script select Browse to select the application: "C:\CRE Auto Backup\AutoBackup.bat" 12. Select OK.

C Create Task Ceneral Triggers Actions Conditions Settings Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true. Idle Start the task only if the computer is idle for: Wgit for idle for: Wgit for idle for: Stop if the computer ceases to be idle Restart if the idle state resymes Power Start the task only if the computer is on AC gower Stop if the computer or run this task Network Start only if the following network connection is available: Any connection OK Cancel	 13. Select the Conditions tab: 14. Select to Wake the computer to run this task.
 Create Task General Triggers Actions Conditions Settings Specify additional settings that affect the behavior of the task. Allow task to be run on demand Run task as soon as possible after a gcheduled start is missed If the task fails, restart every: Attempt to restart up to: times times times f the running task does not end when requested, force it to stop if the task is already running, then the following rule applies: Do not start a new instance 	 Select the Settings tab: 15. Select Allow task to be run on demand. 16. Select Run task as soon as possible after a scheduled start is missed. 17. Select If the task fails, restart every: then use the dropdown to select an amount of time (1 minute). Then enter the number of times to attempt to restart the task. 18. Select Stop the task if it runs longer than: then use the dropdown to select the number of days. 19. Select If the running task does not end when requested, force it to stop.

Task Scheduler	E ? ×	
Enter user accour <u>U</u> ser name: <u>P</u> assword:	nt information for running this task.	 21. If prompted enter the User name and Password for the windows account that was creating the task. 22. When finished select OK.

Creating a Scheduled Task for the Backup in Windows 8.1

This program should be setup as a scheduled Windows Task, so that it is run on a set weekly schedule. Here are the instructions for setting up the Scheduled Task in Windows 8.1

Search Everywhere schedule Schedule tasks Schedule tasks	 In the Search Bar type Schedule Select Schedule Tasks Select Yes to the windows User Account Control prompt.
File Action View Help	 Right-click Task Scheduler Library, then select Create Task Alternatively you can select Action then select Create Task
Create Task Create Task Ceneral Triggers Actions Conditions Settings Name CRE Auto Backup Location: Author: Heartland-PCA Description: CRE Auto Backup CRE Auto Backup Security options When running the task, use the following user account: HPSN Heartland-PCA Bun only when user is logged on Bun only when user is logged on or not Do not store password. The task will only have access to local computer resources. Run with highest privileges Hiddgn Configure for: Windows Vista"; Windows Server'' 2008 OK Cancel	 Under the General tab: 6. Give the task a Name. 7. Enter a Description for the task. 8. Under Security options set the task to Run whether user is logged on or not. 9. Enable Run with Highest Privileges

Create Task Create	10. Select the Triggers tab then select New .
New Trigger X Begin the task: On a schedule Settings Oge time Daily Start: 1/ 9/2017 * 12:00:00 AM * Synchronize across time zones Weekly Regur every: weeks on: Weekly 'Sunday : Iuesday : Wednesday: Thursday : Friday : Saturday Advanced settings Delay task for up to (random delay): Ihour * Stop all running tasks at end of repetition duration Stop task if it runs longer than: 3 days * Stop task if it runs longer than: 3 days * Egrire: 1/ 9/2018 * 12:02:17 PM * Synchronizg across time zones Mot CK	 Under Settings: 23. Set the task to run on a Weekly schedule. (for a more up to date backup, you can run it each day) 24. Set the Start Date and Time. 25. Specify on which day to run the task. 26. Make sure Enabled is checked. It is your discretion as to when to run the task but it is recommended to run it on Sundays at 12:00:00 AM. 11. When finished select OK.
Create Task General Triggers Actions Conditions Settings When you create a task, you must specify the action that will occur when your task starts. Action Details	12. Select the Actions tab then select New .

New Action	
You must specify what action this task will perform.	
Action: Start a program 🗸	
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C:\CRE Auto Backup\AutoBackup.bat Browse	select Start a program
Add arguments (optional):	
S <u>t</u> art in (optional):	For Program/script select Browse to select the application:
	"C:\CRE Auto Backup\AutoBackup.bat"
	Select OK.
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OK Cancel	
OK Cancel OK Cancel Create Task Ceneral Triggers Actions Conditions Settings Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true.	
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OK Cancel OK Cancel Create Task X General Triggers Actions Conditions Settings Specify the conditions shat, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true. Idle Idle Vajit for idle for: 10 minutes Wajit for idle for: 1 hour V Stop if the computer ceases to be idle Restart if the idle state resumes	
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OK Cancel OK Can	Select the Conditions tab:
OK Cancel OK Cancel Occent Task X General Triggers Actions Conditions Settings X Specify the condition specified here is not true. Idle Idle Y Wgit for idle for: 10 minutes Wgit for idle for: 10 minutes Y Stop if the computer cases to be idle Restart if the idle state resumes Power Start the task only if the computer is on AC gower Stop if the computer switches to battery power Yake the computer to run this task Yake the computer to run this task	Select the Conditions tab: 13. Select to Wake the computer to run
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OK Cancel General Triggers Specify the conditions fbat, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true. Idle Valit for idle for: Image: Start the task only if the computer is idle for: Image: Name Ower Stop if the computer cases to be idle Restart if the idle state resumes Power Start the task only if the computer is on AC gower Stop if the computer switches to battery power Start only if the following network connection is available: Any connection	Select the Conditions tab: 13. Select to Wake the computer to run this task.
OK Cancel OK Cancel General Triggers Actions Conditions Settings Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true. Idle Start the task only if the computer is idle for: 10 minutes Wgit for idle for: 1 hour Stop if the computer is on AC power Stop if the computer is on AC power Stop if the computer to run this task Network Statt only if the following network connection is available: Any connection	Select the Conditions tab: 13. Select to Wake the computer to run this task.
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Create Task	14. Select Allow task to be run on deman
General Triggers Actions Conditions Settings Specify additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the behavior of the task. Image: Additional settings that affect the task is already rugning, then the following rule applies: Do not start a new instance Image: Additional settings that affect the following rule applies: Image: Additional settings that affect the following rule applies: Image: Additional settings that affect the following rule applies: Image: Additional settings that affect the follo	 14. Select Allow task to be rull on demand 15. Select Run task as soon as possible after a scheduled start is missed. 16. Select If the task fails, restart every: then use the dropdown to select an amount of time (1 minute). Then enter the number of times to attempt to restart the task. 17. Select Stop the task if it runs longer than: then use the dropdown to select the number of days. 18. Select If the running task does not en when requested, force it to stop.
	19. When finished select OK .
Task Scheduler ? Enter user account information for running this task. User name: Password: OK Cancel	 20. If prompted enter the User name and Password for the windows account th was creating the task. 21. When finished select OK.

 ■ Image: Best match Best match Schedule tasks Control panel Task Scheduler Desktop app Web > > > Task scheduler - Search the web 	 Select search bar. Type "task scheduler" and select task scheduler.
Task Scheduler File Action View Import Task Create Task Plays Plays <td> Right-click Task Scheduler Library, then select Create Task Alternatively you can select Action then select Create Task </td>	 Right-click Task Scheduler Library, then select Create Task Alternatively you can select Action then select Create Task
Create Task Create Task General Triggers Actions Conditions Settings Name: CRE Auto Backup Location: Author: Author: Heartland-PCA Description: CRE Auto Backup Security options When running the task, use the following user account: HPS: Heartland-PCA Change User or Group Bun only when user is logged on Run wither user is logged on or not Do not store gassword. The task will only have access to local computer resources. Run with highest privileges Hiddgn Configure for: Windows Vista", Windows Server" 2008 V	 Under the General tab: 4. Give the task a Name. 5. Enter a Description for the task. 6. Under Security options set the task to Run whether user is logged on or not. 7. Enable Run with Highest Privileges

Creating a Scheduled Task for the Backup in Windows 10

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General Triggers Actions Conditions Sett When you create a task, you can specify the co	ings onditions that will trigger the task.		
New Edit Relete	Status OK Cancel	j	8. Select the Triggers tab then select New .
1	lew Trigger	×	
Begin the task: On a schedule Settings One time Daily Start: 1/ 9/2017 Weekly Regur every: 1 w Monthly Sunday Mon Advanced settings Delay task for up to (random delay): 1 H Regeat task every: 1 hour ✓ Stop all running tasks at end of repe Stop task if it runs longer than: 3 cc Expire: 1/ 9/2018 12:02:17 PM Enabled		e zones	 Under Settings: 9. Set the task to run on a Weekly schedule. (for a more up to date backup, you can run it each day) 10. Set the Start Date and Time. 11. Specify on which day to run the task. 12. Make sure Enabled is checked. 13. It is your discretion as to when to run the task but it is recommended to run it on Sundays at 12:00:00 AM. 14. When finished select OK.
General Triggers Actions Conditions Settin When you create a task, you must specify the a Action Details	Create Task gs cetion that will occur when your task starts.	A v	15. Select the Actions tab then select New .

New Action × You must specify what action this task will perform. Action: Action: Start a program Settings Program/script: C:\CRE Auto Backup\AutoBackup.bat Browse Add arguments (optional): Start in (optional): Start in (optional): OK	 16. For Action use the dropdown to select Start a program. 17. For Program/script select Browse to select the application: 18. "C:\CRE Auto Backup\AutoBackup.bat" 19. Select OK.
Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task Create Task C	20. Select the Conditions tab: 21. Select to Wake the computer to run this task .
Create Task General Triggers Actions Conditions Settings Specify additional settings that affect the behavior of the task. Allow task to be run on demand Run task as soon as possible after a scheduled start is missed If the task fails, restart every: Attempt to restart up to: 3 Stop the task if it runs longer than: If the task is not scheduled to run again, gelete it after: If the task is already rugning, then the following rule applies: Do not start a new instance OK	 22. Select the Settings tab: 23. Select Allow task to be run on demand. 24. Select Run task as soon as possible after a scheduled start is missed. 25. Select If the task fails, restart every: then use the dropdown to select an amount of time (1 minute). Then enter the number of times to attempt to restart the task. 26. Select Stop the task if it runs longer than: then use the dropdown to select the number of days. 27. Select If the running task does not end when requested, force it to stop. 28. When finished select OK.

	Task Scheduler ? ×	
Enter user accou <u>U</u> ser name: <u>P</u> assword:	unt information for running this task.	 29. If prompted enter the User name and Password for the windows account that was creating the task. 30. When finished select OK.