

## Configuring Auto Backups

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

- [AutoBackup.Zip](#)

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.

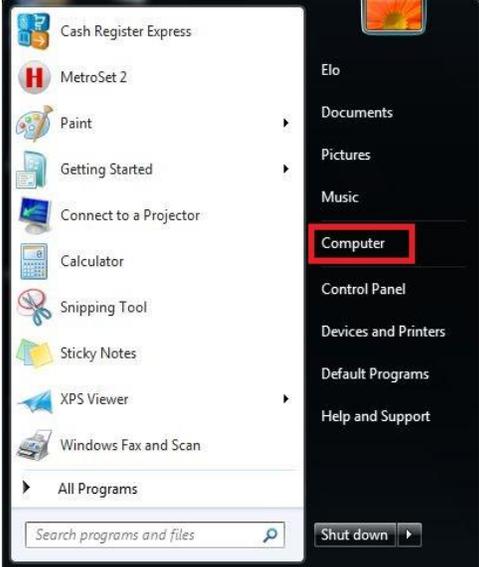
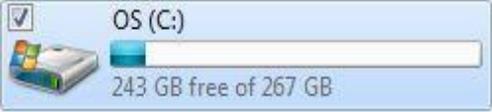
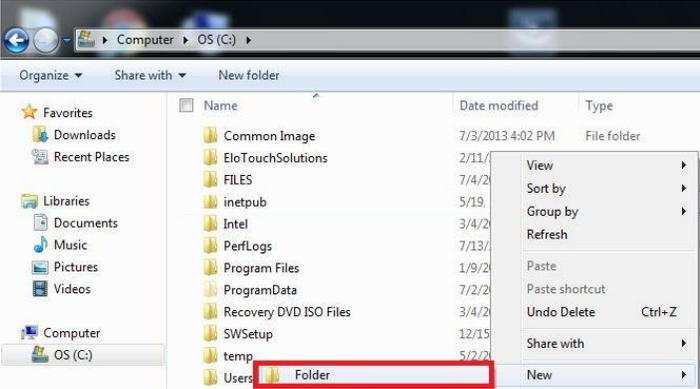
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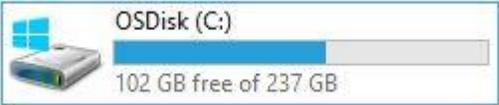
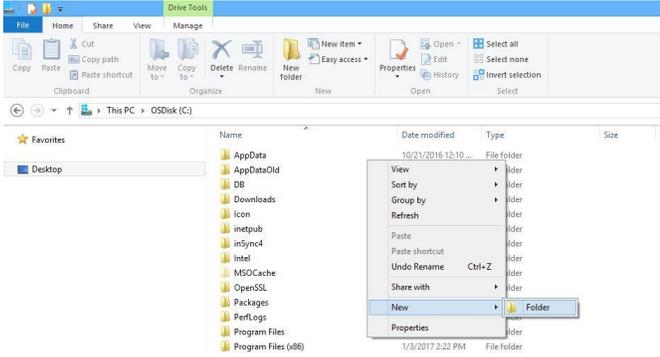
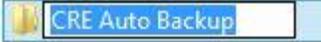
## Revision History

Document Version	Date	Author	Description of Changes
1.0	NA	NA	1 <sup>st</sup> 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

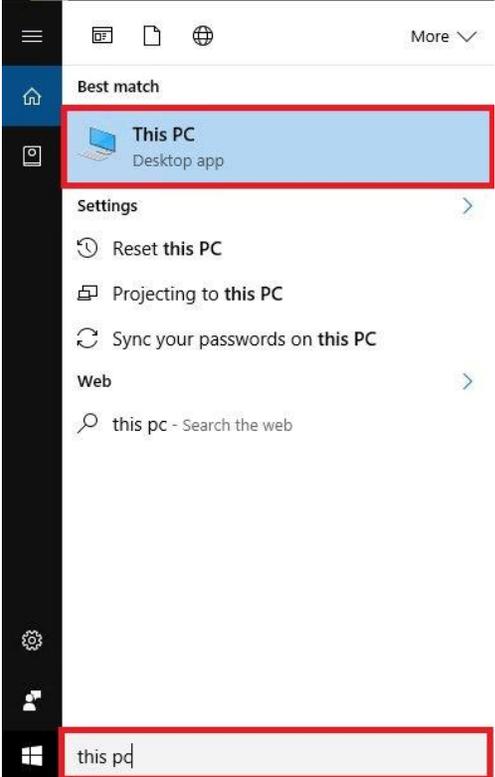
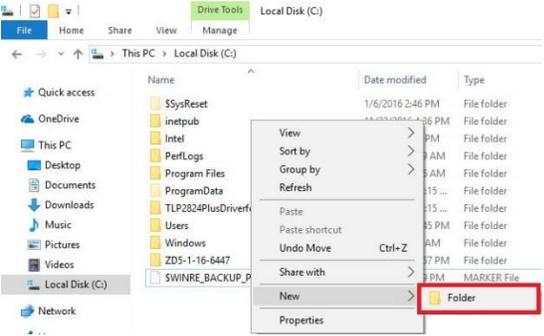
## Creating the new Folder in Windows 7

	<ol style="list-style-type: none"><li>1. Press the <b>Start</b> Button.</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Computer</b>.</li></ol>
	<ol style="list-style-type: none"><li>3. Select <b>Local Disk (C:)</b>. (In this example it is labeled as <b>OSDisk</b>.)</li></ol>
	<ol style="list-style-type: none"><li>4. Right-click in a blank area and select <b>New</b> then select <b>Folder</b>.</li><li>5. Enter a name for the folder.</li></ol>
	<p>The folder name in our example is <b>CRE Auto backup</b>.</p>

## Creating the New Folder in Windows 8.1

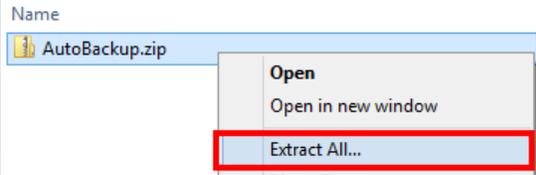
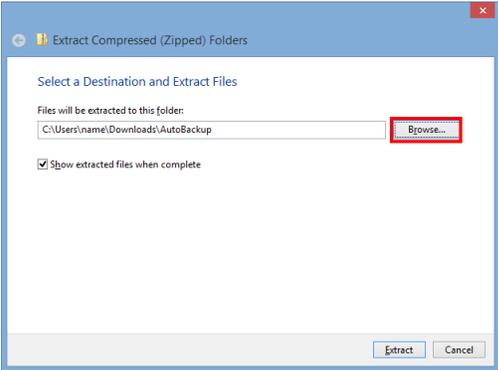
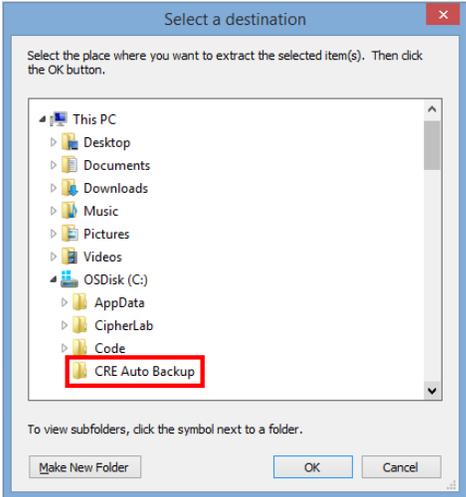
	6. Press the <b>Start</b> Button.
	7. Select <b>This PC</b> .
	8. Select <b>Local Disk (C:)</b> . (In this example it is labeled as <b>OSDisk</b> .)
	9. Right-click in a blank area and select <b>New</b> then select <b>Folder</b> . 10. Enter a name for the folder.
	The folder name in our example is <b>CRE Auto Backup</b> .

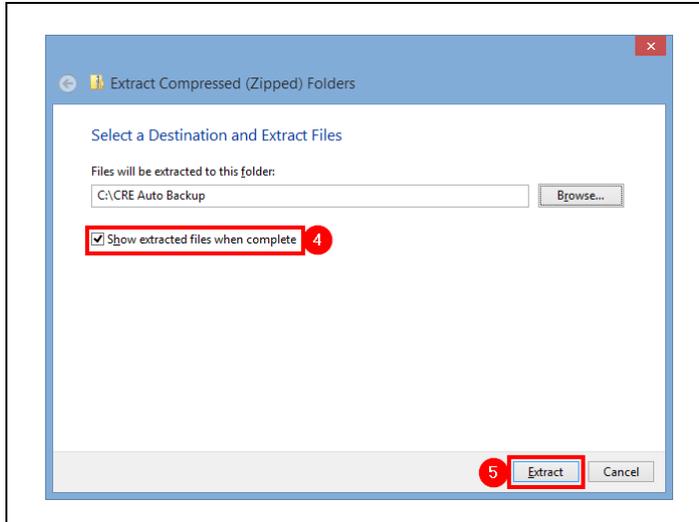
## Creating the New Folder in Windows 10

	<ol style="list-style-type: none"><li>1. Select <b>search bar</b>.</li><li>2. Type <b>“This PC”</b> and select <b>This PC</b></li></ol>
	<ol style="list-style-type: none"><li>3. Select <b>Local Disk (C:)</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Right-click in a blank area and select <b>New</b> then select <b>Folder</b>.</li><li>5. Enter a name for the folder.</li></ol>
	<p>The folder name in our example is <b>CRE Auto backup</b>.</p>

## Extracting the Files in Windows 7, 8.1, & 10

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

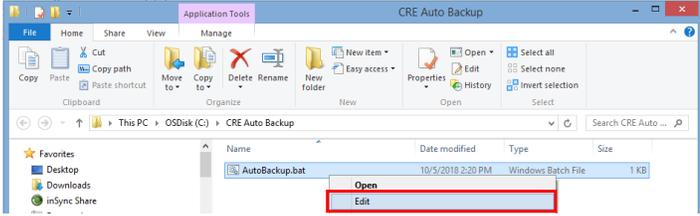
	<p>1. <b>Right-Click</b> on the downloaded file and select <b>Extract All...</b></p>
	<p>2. Select <b>Browse</b></p>
	<p>3. Navigate to the folder we created in the previous section (<b>C:\CRE Auto Backup</b>).</p>



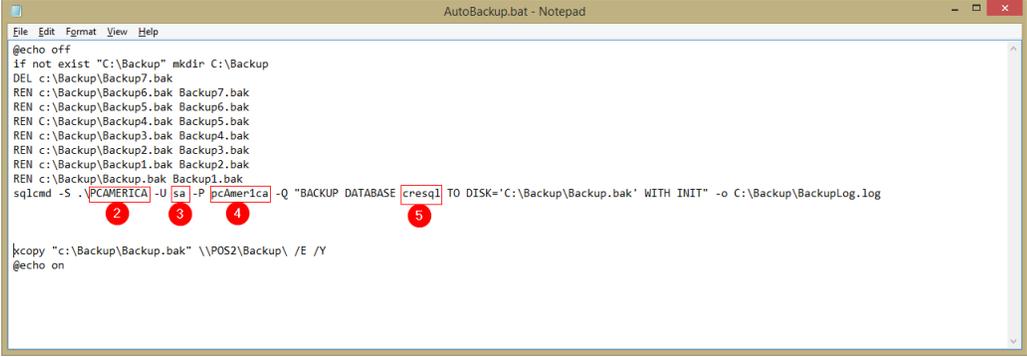
4. Check the option to “**Show extracted files when complete**”
5. Press **Extract**

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

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



1. Right-click on the **AutoBackup.bat** file and select **Edit**.



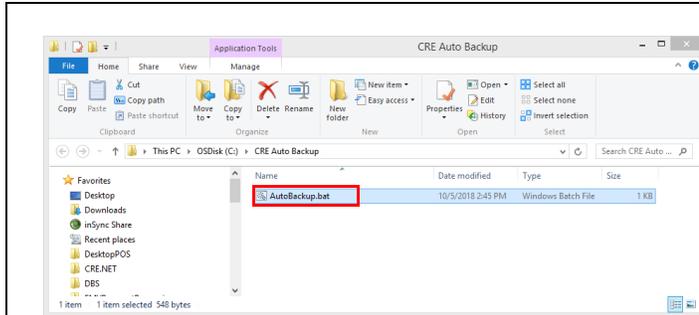
```
File Edit Format View Help
@echo off
if not exist "C:\Backup" mkdir C:\Backup
DEL c:\Backup\Backup7.bak
REN c:\Backup\Backup6.bak Backup7.bak
REN c:\Backup\Backup5.bak Backup6.bak
REN c:\Backup\Backup4.bak Backup5.bak
REN c:\Backup\Backup3.bak Backup4.bak
REN c:\Backup\Backup2.bak Backup3.bak
REN c:\Backup\Backup1.bak Backup2.bak
REN c:\Backup\Backup.bak Backup1.bak
sqlcmd -S .\PCAMERICA -U sa -P pcAmer1ca -Q "BACKUP DATABASE cresql TO DISK='C:\Backup\Backup.bak' WITH INIT" -o C:\Backup\BackupLog.log

xcopy "c:\Backup\Backup.bak" \\POS2\Backup\ /E /Y
@echo on
```

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**

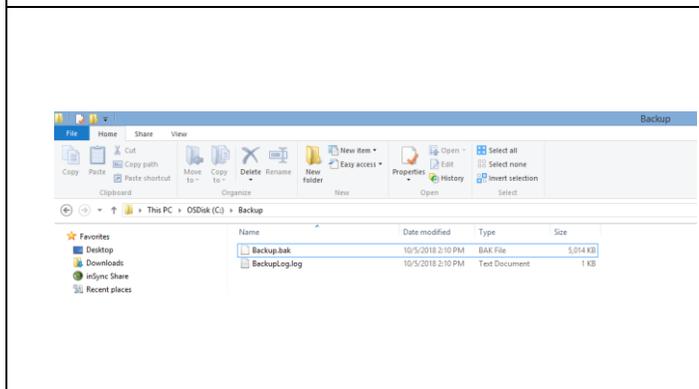
## Running AutoBackup.bat to verify that it is Working in Windows 7, 8.1, & 10

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



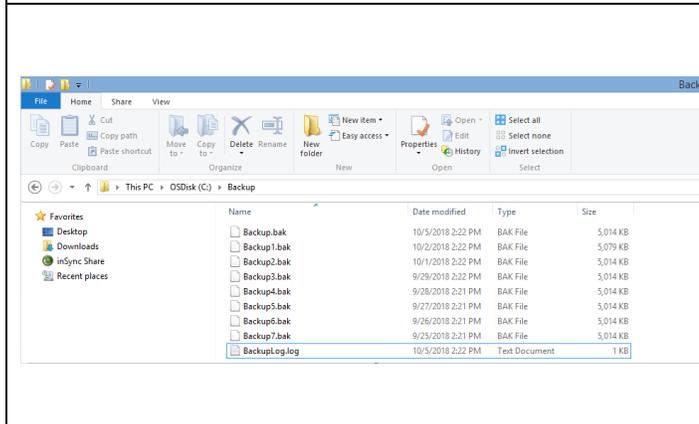
1. Double-click on **AutoBackup.bat**.

Black screen will flash very quickly.



2. Location and open the folder **C:\Backup**

Shows the backup.bak file of cresql and the BackupLog.log file.

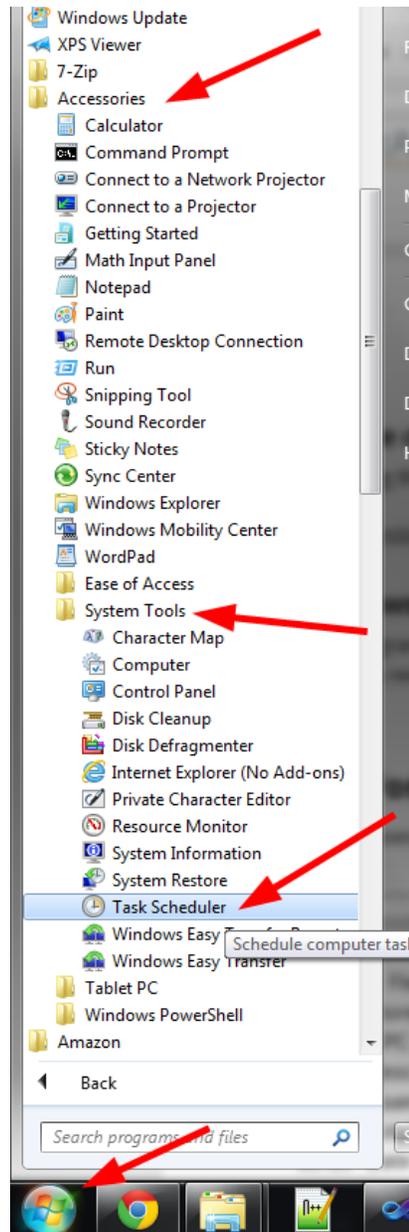


3. This script will keep the last seven backups.  
**Note: Old backups will be deleted.**  
**Backup7.bak being the oldest.**

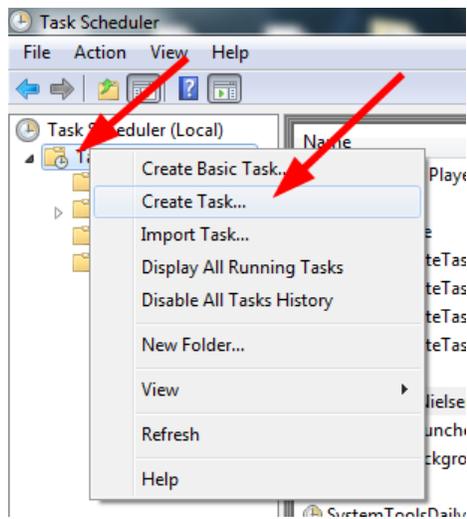
After verifying that the application is setup correctly we will then want to add it as a scheduled task in Windows.

## 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

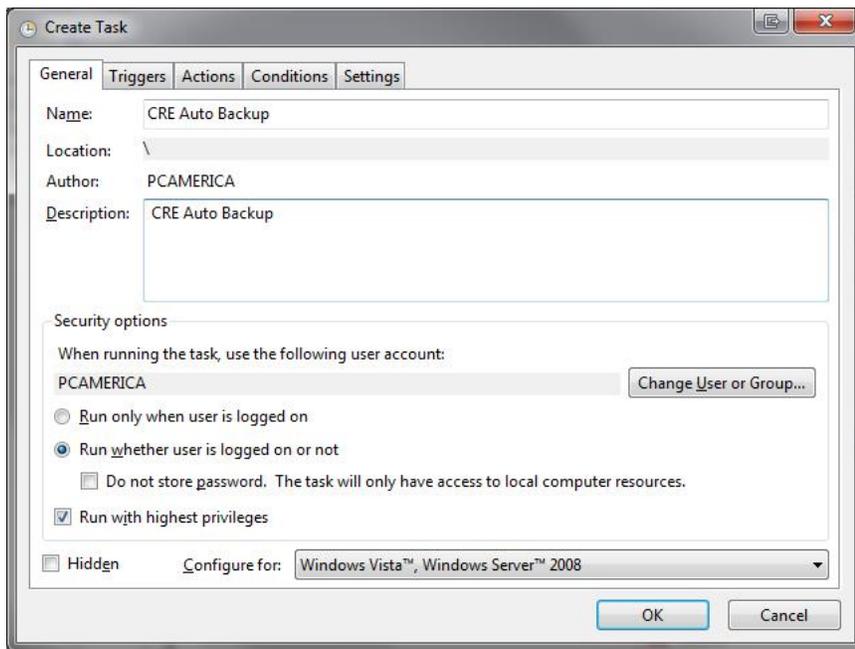


1. Open the **Windows Task Scheduler** by:
  - Select **Start**.
  - Select **All Programs**.
  - Select **Accessories**.
  - Select **System Tools**.
  - Select **Task Scheduler**.



2. Right-click **Task Scheduler Library**, then select **Create Task....**

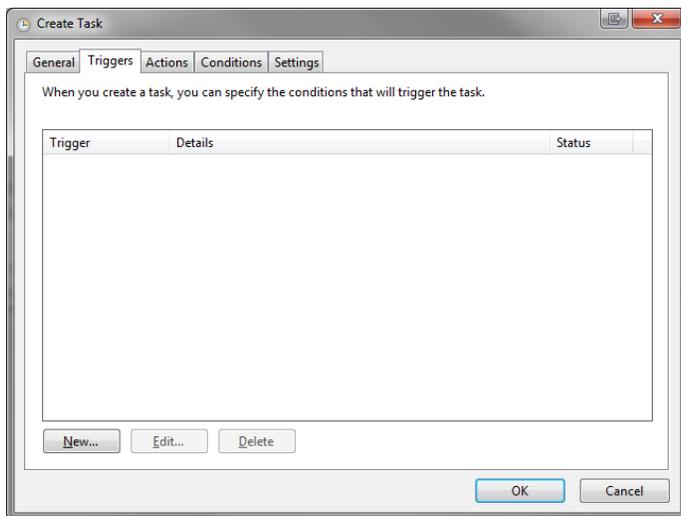
Optionally you can select **Action** then select **Create Task....**



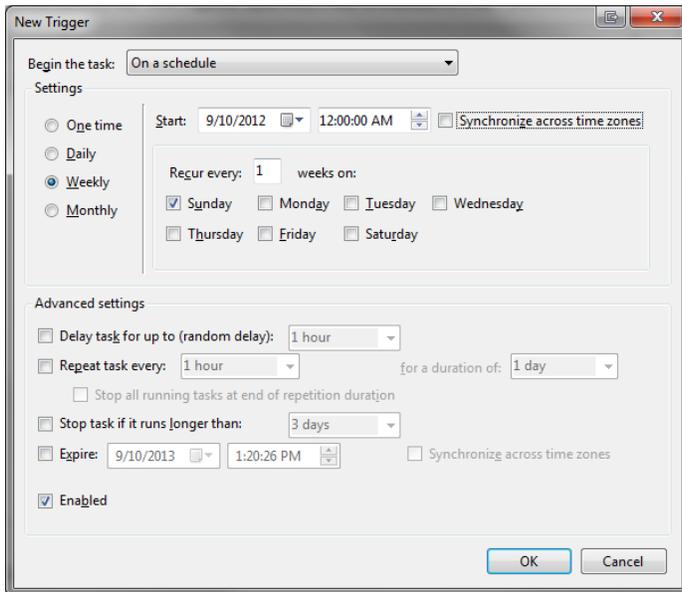
Under the **General** tab:

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**.



5. Select the **Triggers** tab then select **New....**



6. Under **Settings:**

7. Set the task to run on a Weekly schedule. (for a more up to date backup, you can run it each day)

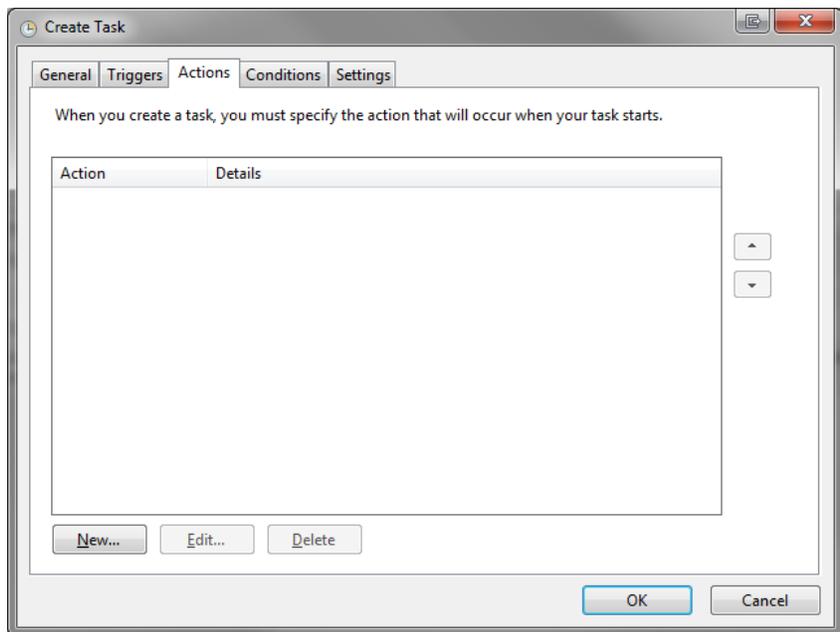
8. Set the Start Date and Time.

9. Specify on which day to run the task.

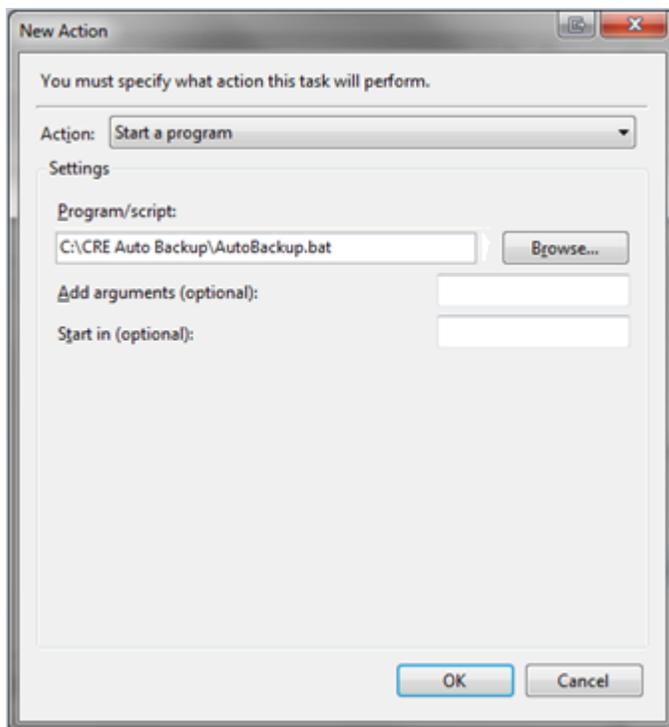
10. Make sure **Enabled** is checked.

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**.



11. Select the **Actions** tab then select **New...**

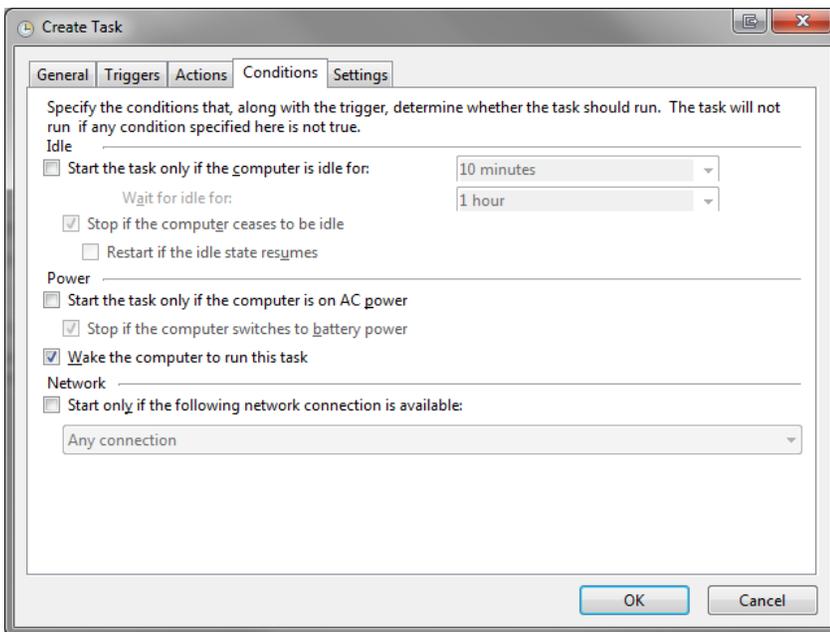


For **Action** use the dropdown to select **Start a program**.

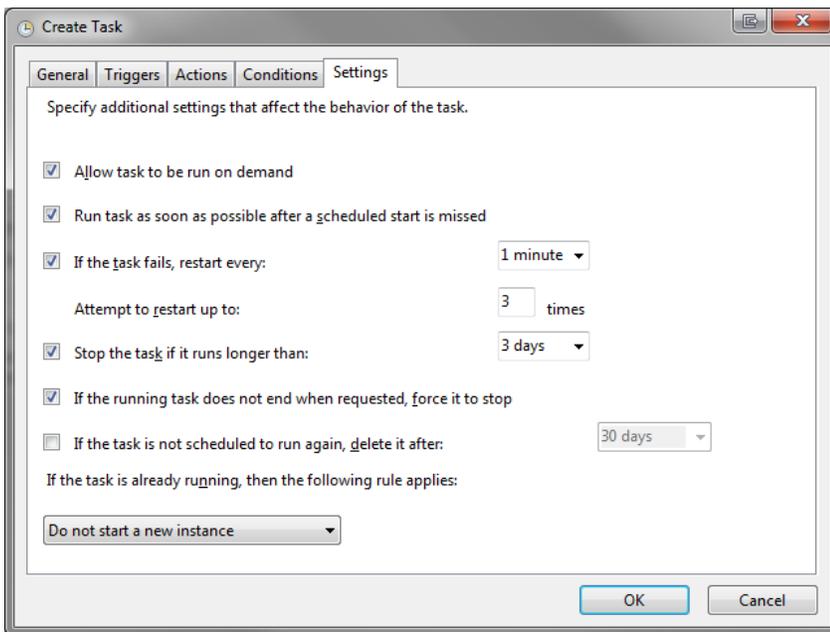
For **Program/script** select **Browse** to select the application:

**"C:\CRE Auto Backup\AutoBackup.bat"**

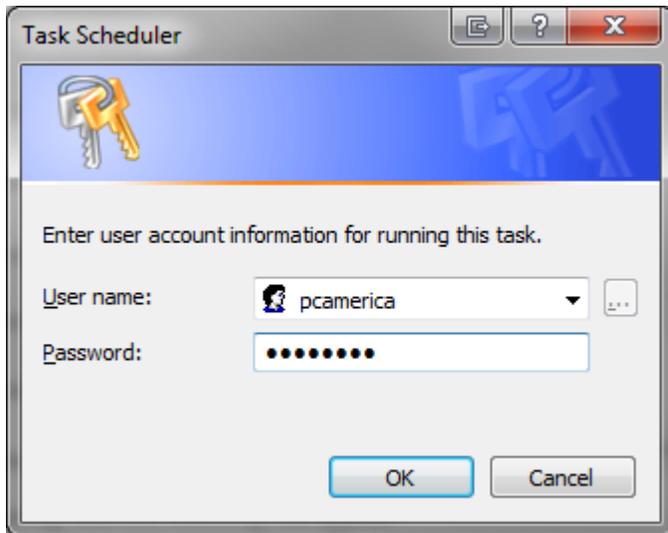
12. Select **OK**.



13. Select the **Conditions** tab:
14. Select to **Wake the computer to run this task**.



- 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**.
  20. When finished select **OK**.

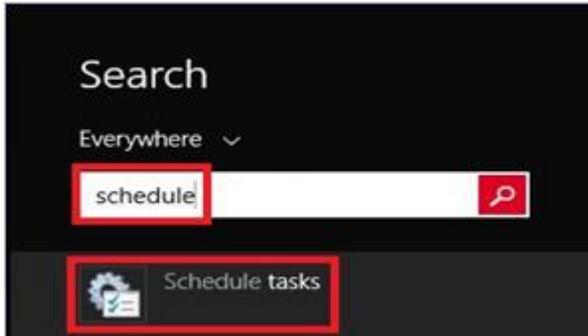


21. If prompted enter the **User name** and **Password** for the windows account that was creating the task.

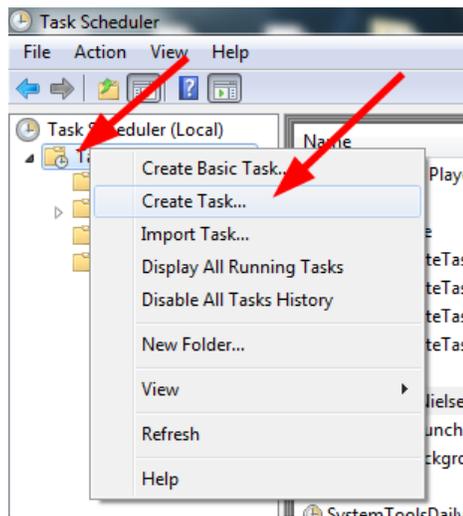
22. When finished select **OK**.

## 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

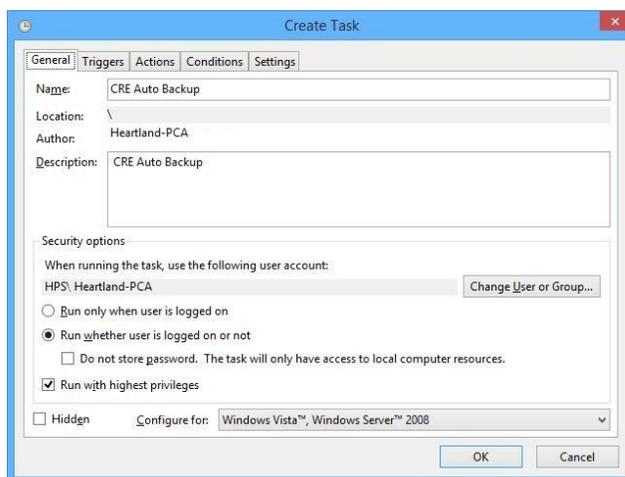


1. Press **Windows Key + Q**
2. In the Search Bar type **Schedule**
3. Select **Schedule Tasks**
4. Select **Yes** to the windows **User Account Control** prompt.



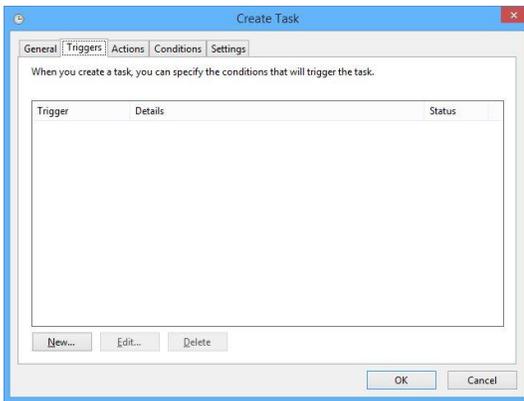
5. Right-click **Task Scheduler Library**, then select **Create Task....**

Alternatively you can select **Action** then select **Create Task....**

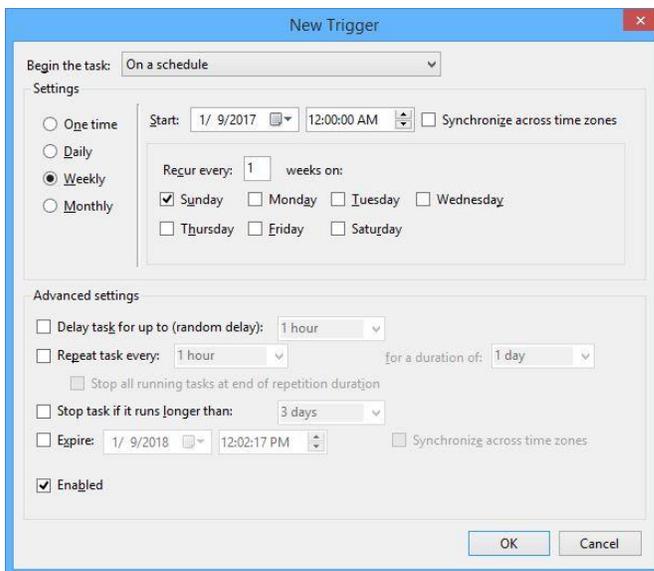


Under the **General** tab:

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**



10. Select the **Triggers** tab then select **New....**



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)

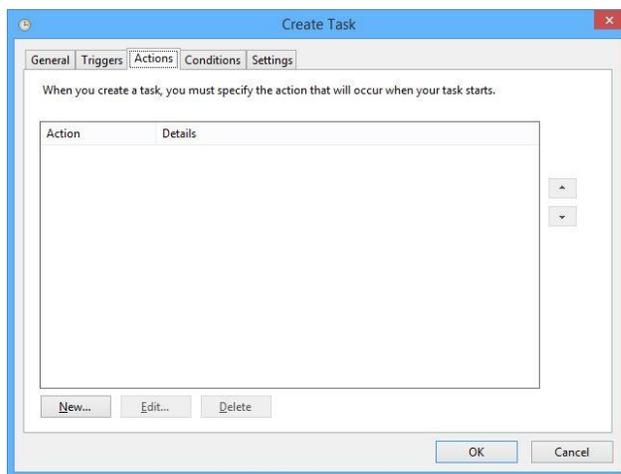
24. Set the Start Date and Time.

25. Specify on which day to run the task.

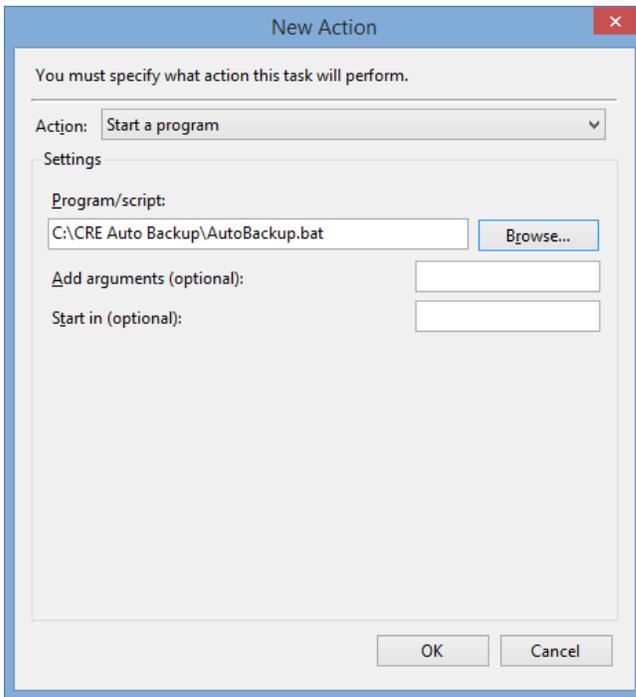
26. Make sure **Enabled** is checked.

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**.



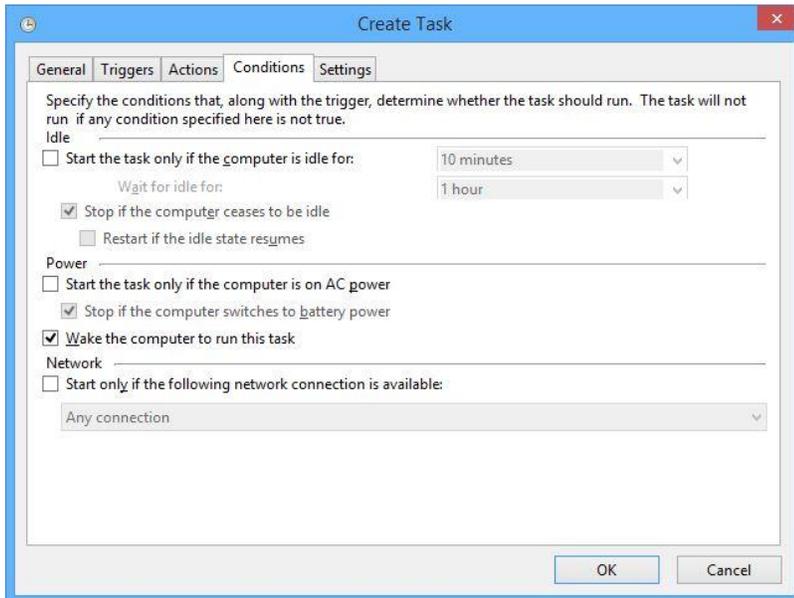
12. Select the **Actions** tab then select **New....**



- For **Action** use the dropdown to select **Start a program**.
- For **Program/script** select **Browse** to select the application:

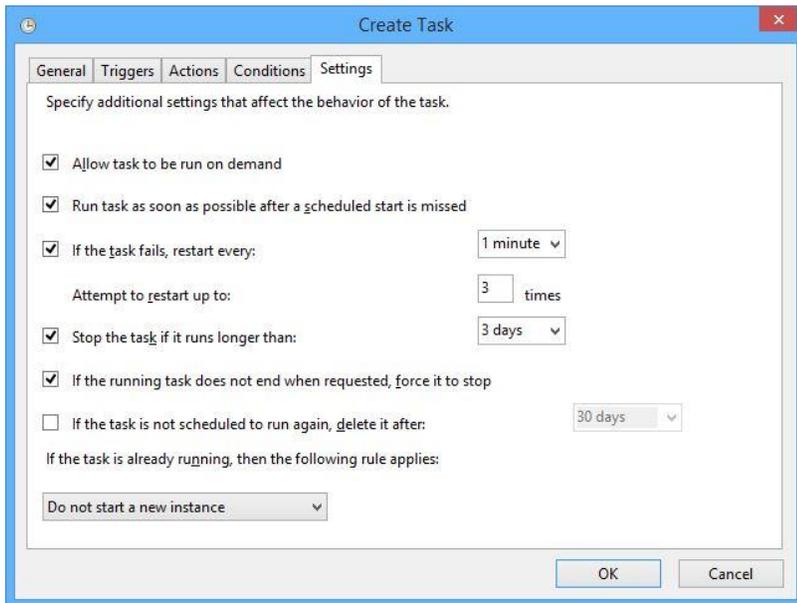
**"C:\CRE Auto Backup\AutoBackup.bat"**

Select **OK**.



Select the **Conditions** tab:

13. Select to **Wake the computer to run this task**.



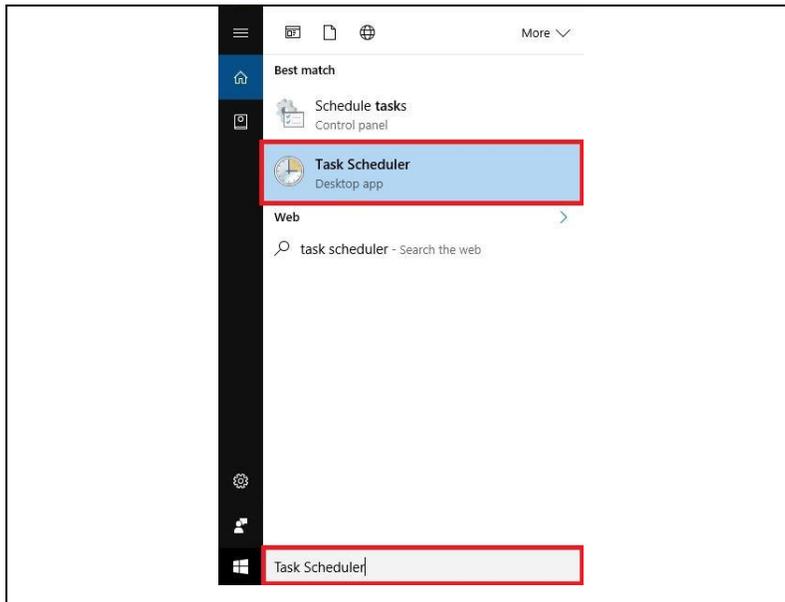
Select the **Settings** tab:

14. Select **Allow task to be run 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 end when requested, force it to stop**.
19. When finished select **OK**.

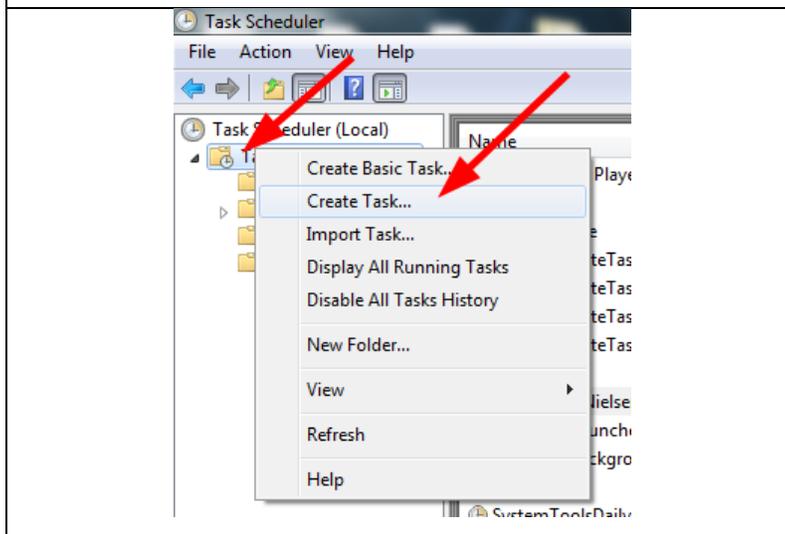


20. If prompted enter the **User name** and **Password** for the windows account that was creating the task.
21. When finished select **OK**.

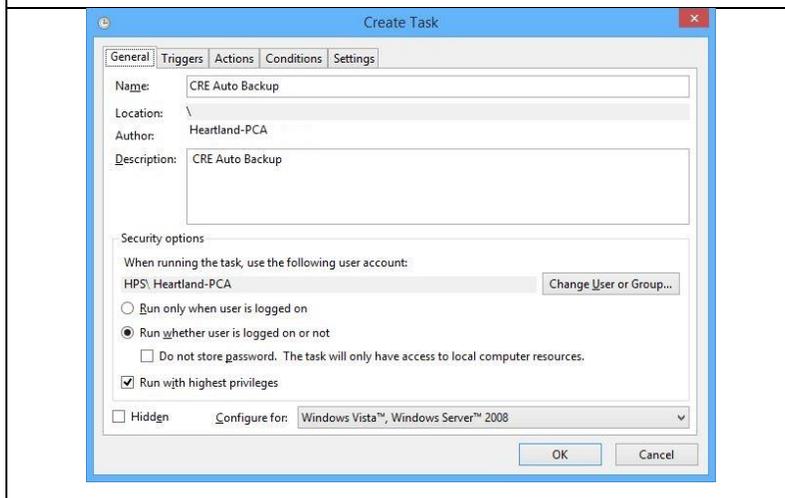
## Creating a Scheduled Task for the Backup in Windows 10



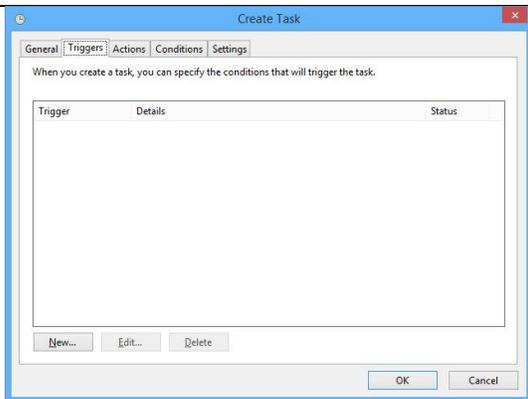
1. Select **search bar**.
2. Type **“task scheduler”** and select **task scheduler**.



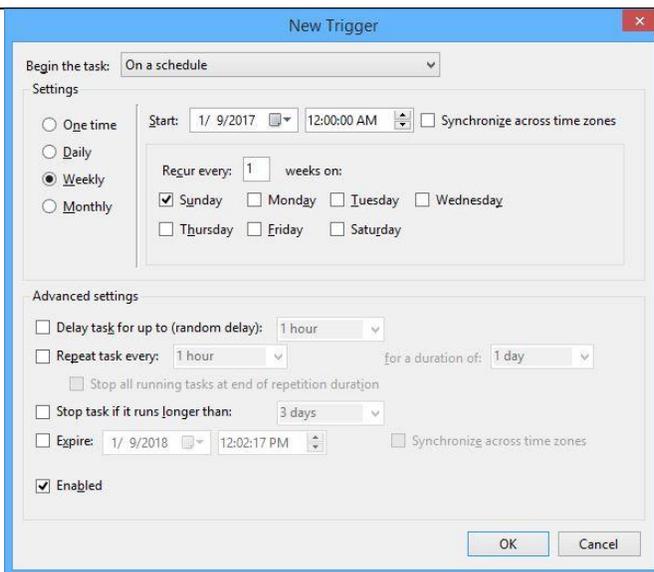
3. Right-click **Task Scheduler Library**, then select **Create Task....**  
Alternatively you can select **Action** then select **Create Task....**



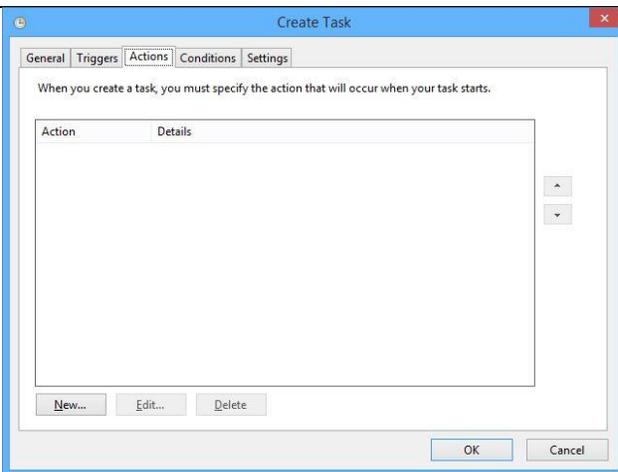
4. Give the task a **Name**.
5. Enter a **Description** for the task.
6. Under **Security options** set the task to **Run whether user is logged on or not**.
7. Enable **Run with Highest Privileges**



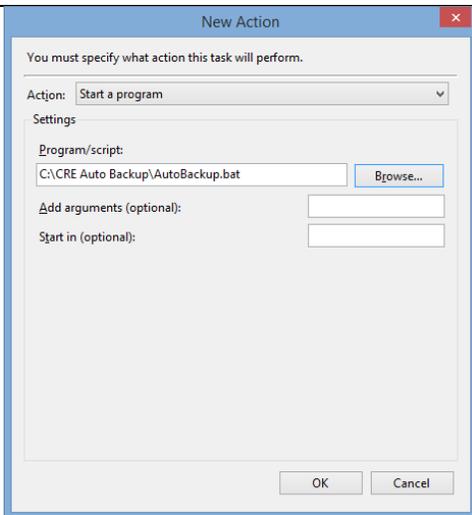
8. Select the **Triggers** tab then select **New...**



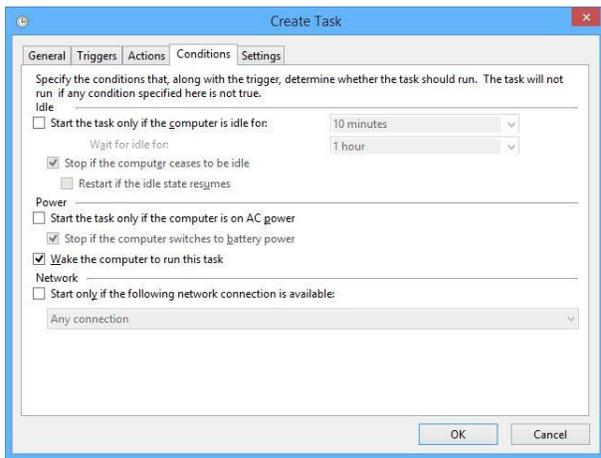
- Under **Settings**:
9. Set the task to run on a **Weekly** schedule. (for a more up to date backup, you can run it each day)
  10. Set the **Start Date and Time**.
  11. Specify on which day to run the task.
  12. Make sure **Enabled** is checked.
  13. It is your discretion as to when to run the task but it is recommended to run it on **Sundays at 12:00:00 AM**.
  14. When finished select **OK**.



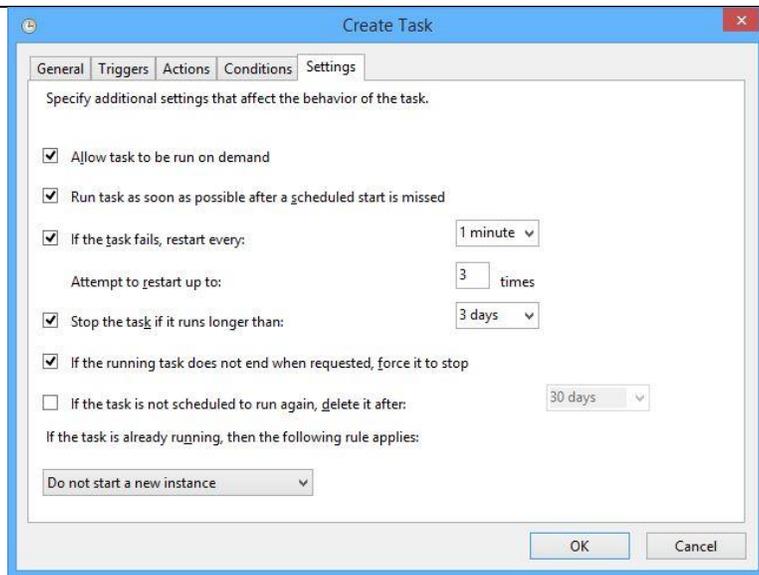
15. Select the **Actions** tab then select **New...**



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**.



20. Select the **Conditions** tab:
21. Select to **Wake the computer to run this task**.



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**.



29. If prompted enter the **User name** and **Password** for the windows account that was creating the task.
30. When finished select **OK**.