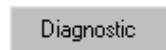
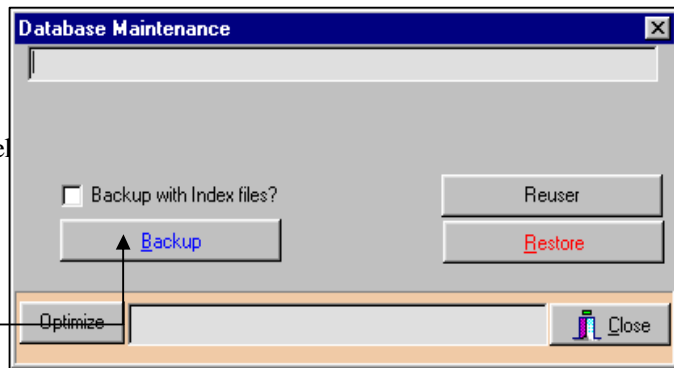


APPENDIX B**(Database) Backup & Restore****BACKUP****STEPS:**

- 1) From **TIMES PAY** main Window, select **Database Maintenance**.
- 2) Click the **Diagnostic** button.

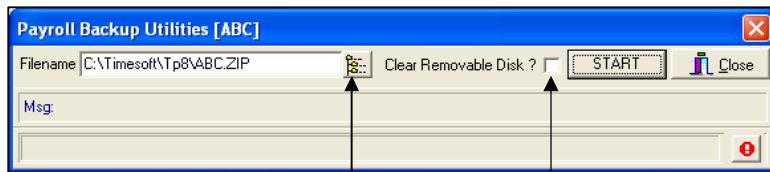


- 3) Click the **Backup** button.

**Note:**

You need not backup the database with index files because the restore function will automatically re-index the database files.

A user may choose from the **location dialog box** button where the database should be backup.

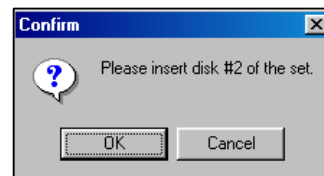
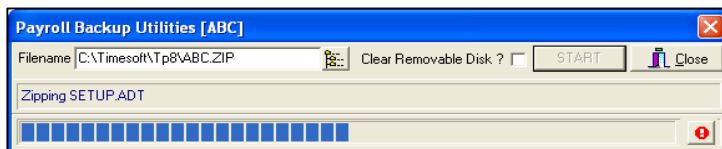
**Location Dialog Box button**

Click to select the backup destination location

Clear Disk Checkbox (Applies only to diskette drives)

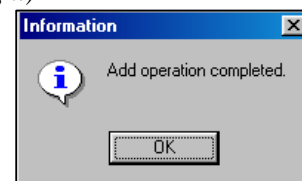
When set, the backup function will delete all files in the diskette (External Storage Device) before proceeding to do the backup operation.

- 4) To backup the database to diskette/s, select **A:** from the drive list box.
- 5) Click the **START** button to proceed with the backup process.



The database may need to be backup into a few diskettes. The backup process will prompt the user to insert a new diskette if required. (See diagram on the right)

- 6) Insert a new diskette into drive A: and click the **OK** button.
- 7) Repeat step 6 until the operation is done.
- 8) Click the **OK** button to get back to **Database Maintenance** Window, and click the **Close** button to get back to the **TIMES PAY** main Window.



RESTORE

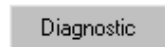
When restoring a database, a user may choose to do the following:

- Restore a backup database into an **existing** database (*same database name*), in effect overwriting the existing database.
- Restore a backup database into a **newly created** database with the same name.

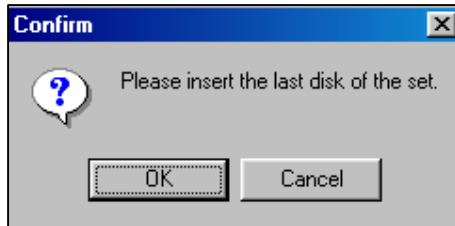
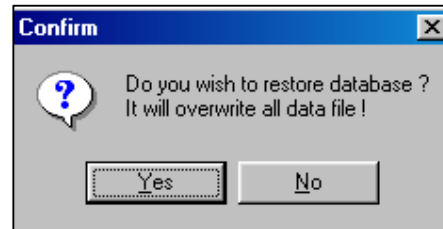
To restore a database from drive A: - CASE (b)

STEPS:

- From **TIMES PAY** main Window, create a new database with the same name as the one from which to restore.
- Click the **Diagnostic** button.



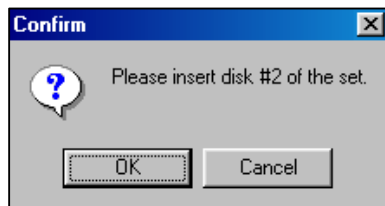
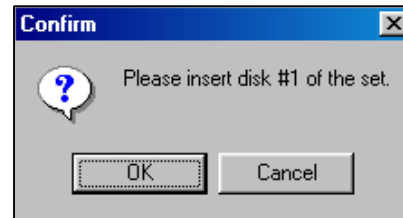
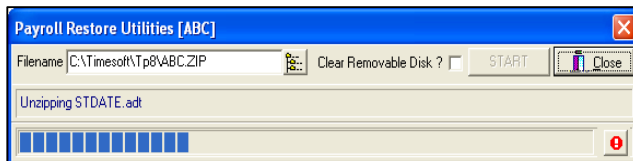
- Click the **Restore** button.
- Select from the drive list box drive A:
- Click the **Start** button and click **Yes** to proceed with the restore process.



- Insert the last diskette of the backup database into drive A: and click the **OK** button.

The restore process will then prompt the user to insert the first diskette into drive A:.

- Insert the first diskette and click the **OK** button.



- Insert the next diskette into drive A: and click the **OK** button.
- Repeat step 8 until the operation is done.
- Click the **Close** button to get back to the **TIMES PAY** main Window.

IMPORTANT NOTE:

All payroll data stored in Times Pay software are accumulative.

Example, A company's backup database taken in the year 2000, TSPL.zip, will contain data from the year 1998 (beginning) to 2000 (current).