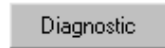


## (Database) Backup & Restore

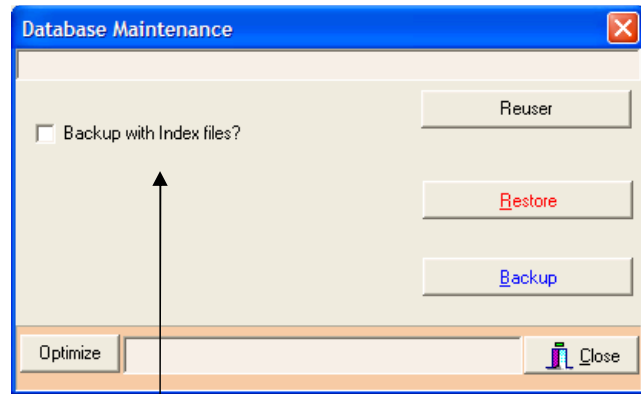
### BACKUP

#### STEPS:

- 1) From **TIMES PAY** main Window, select the database to backup.
- 2) Click the **Diagnostic** button.



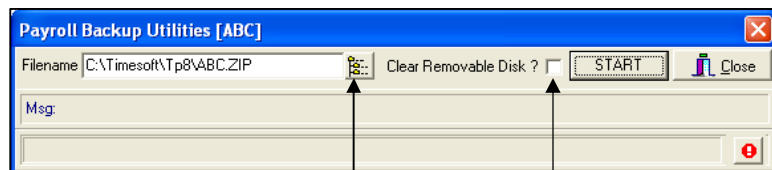
- 3) Click the **Backup** button.



#### 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.



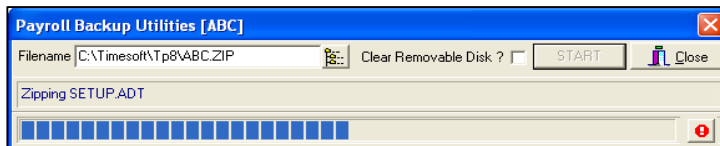
#### Location Dialog Box button

Click to select the backup destination location

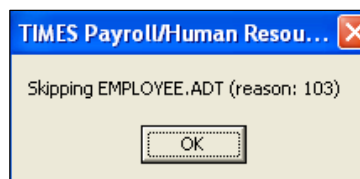
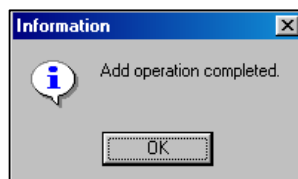
#### Clear Disk Checkbox (Applies only to diskette drives)

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 **C:** from the drive list box.
- 5) Click the **START** button to proceed with the backup process.



- 6) 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.  
(If you encounter error message 'Skipping....' during the process, it mean someone is still accessing the database, please ensure all the user log out and re-do the process)



## RESTORE

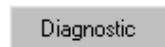
When restoring a database, a user may choose to do the following:

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

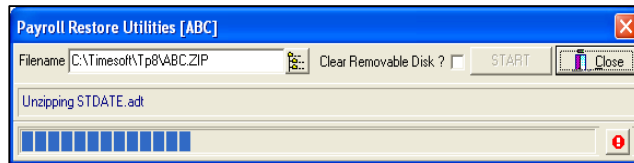
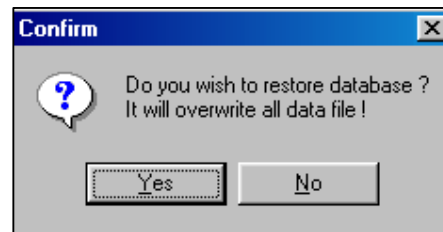
**To restore a database from drive C:**

### STEPS:

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



- 3) Click the **Restore** button.
- 4) Select from the drive list box drive C:
- 5) Click the **Start** button and click **Yes** to proceed with the restore process.
- 6) Click the **Close** button to get back to the TIMES PAY main Window.



### IMPORTANT NOTES:

- 1) To restore the database, user must have the **MASTER** password for the target database.
- 2) All payroll data stored in Times Pay software are accumulative.  
Example, A company's backup database taken in the year 2009, TSPL.zip, will contain data from the year 1998 (beginning) to 2009 (current).