

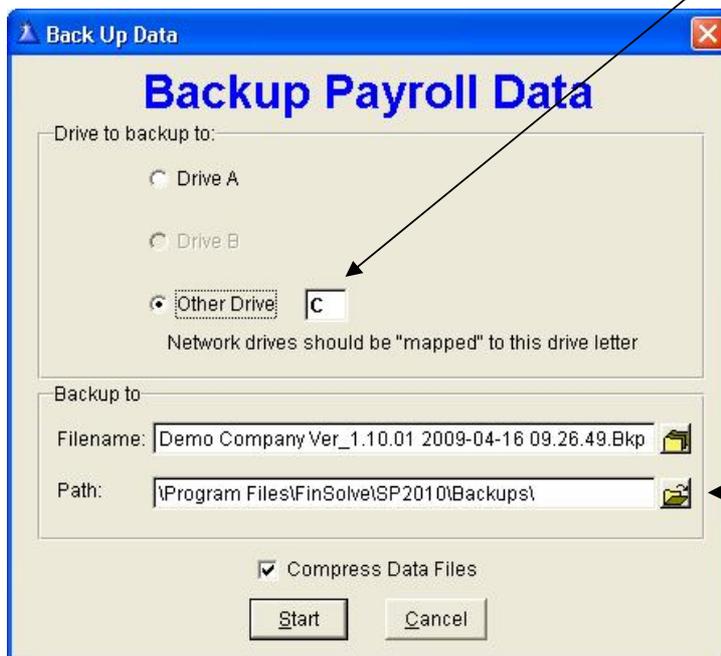
## **BACKUP & RESTORE**

### CONTENTS

|                               | PAGE |
|-------------------------------|------|
| Backup Payroll Data           | 2    |
| Restore Payroll Data          | 3    |
| Automatic Backups on Start-up | 5    |

## ! BACKUP PAYROLL DATA

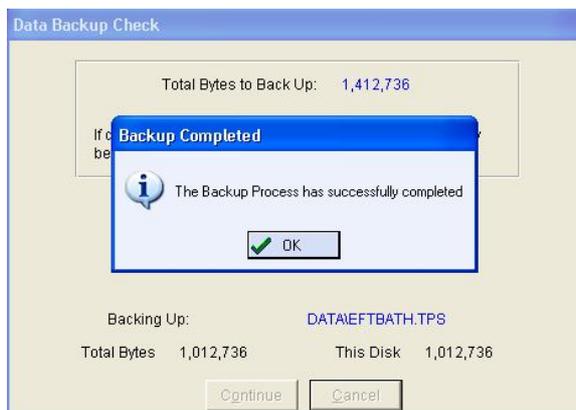
1. Close Vanilla Payroll.
2. Double click the Backup & Restore icon.
3. Click 'Yes' if you see a message that states: 'Do you want to create cfg.tps?'
4. Select 'Backup Payroll Data' from the menu of the second screen.
5. You should now see the screen below. You may have to click 'Other Drive first'



6. A default File name will be created for you that contains your administrator name, the payroll version, the date and the time of the backup.

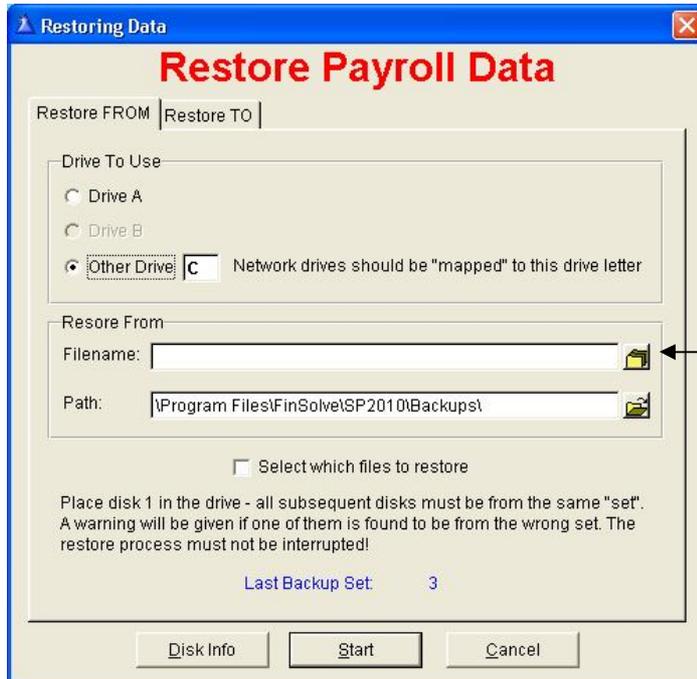
This will make it easier for you to identify old backups when restoring. Please **do not** use the word 'Auto' at the end of the filename as that is reserved for automatic backups.

7. Backups are saved in a folder called 'Backups'. You can change the folder that the backup will be saved to by clicking the button to the right of the Path as shown above.
8. If you are satisfied with the settings, click the 'Start' button to proceed.
9. Click the 'Continue' button on the next screen to create your backup.

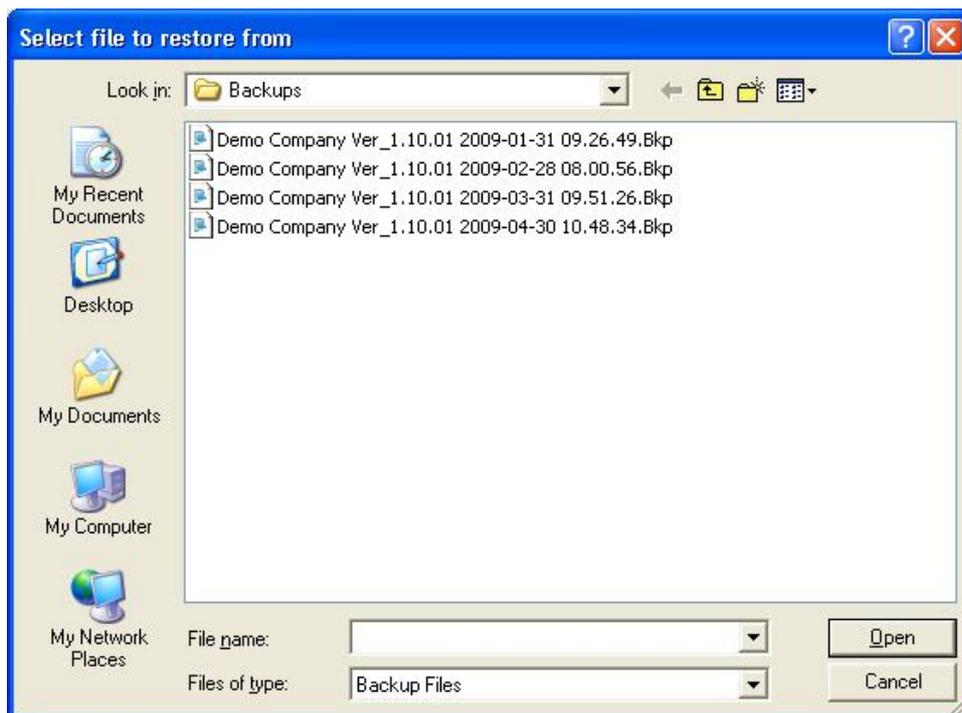


# ! RESTORE PAYROLL DATA

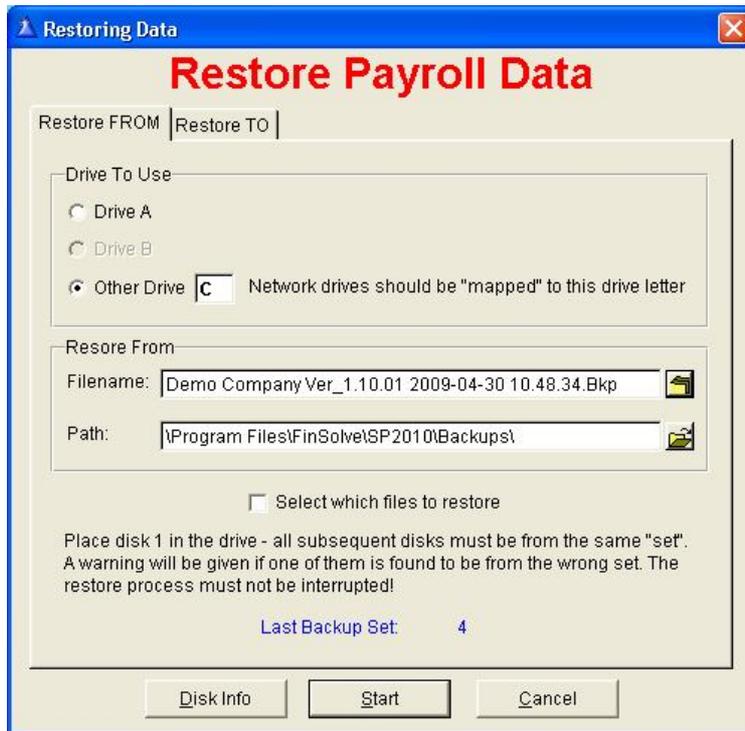
1. Close Vanilla Payroll.
2. Double click the Backup & Restore icon.
3. Click 'Yes' if you see a message that states: 'Do you want to create cfg.tps?'
4. Select 'Restore Vanilla Payroll Data'
5. You should now see the screen below. You may have to click on 'Other Drive' first.



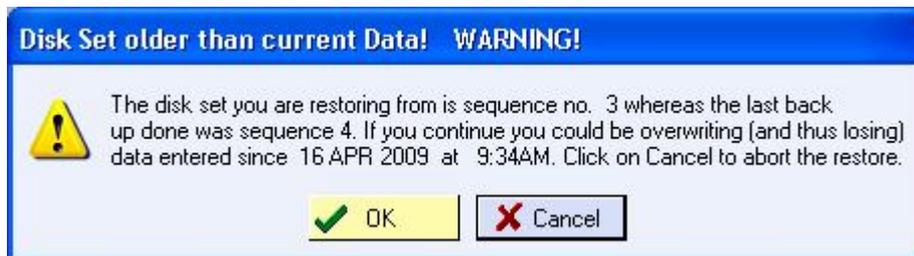
6. You are now required to select a file to restore. Click the button to the far right of the Filename. You should then see a screen similar to the one shown below:



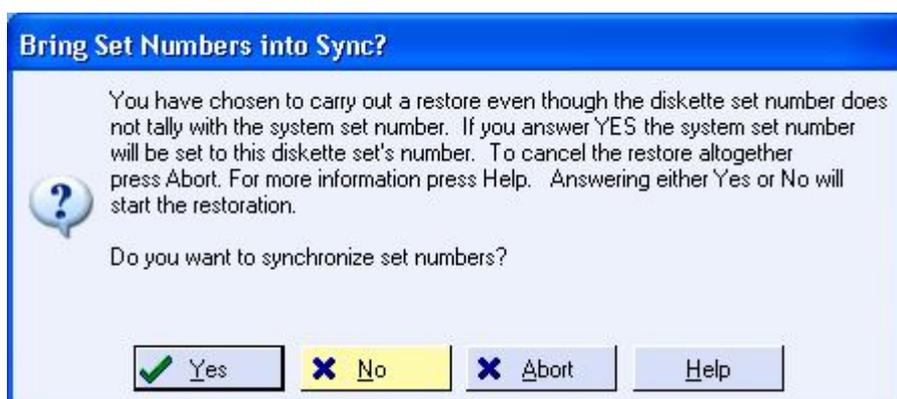
7. Select the backup file that you want to restore and click the 'Open' button. You may also select from Automatic backups which have the word 'Auto' at the end of the filename. Note the date and time in the backup filename before restoring.
8. You will then be returned to the screen below. The path may have changed to suit the location that you are restoring from:



9. Click the 'Start' button to continue
10. You may receive the warning screen below if you are restoring an old backup. You may click the 'OK' button if you are absolutely sure that you are restoring the correct file.



11. If you receive the above warning, it is usually followed by the screen below. If the backup you are restoring is the most recent backup then click the 'Yes' button. If you are restoring an old backup, then click the 'No' button.



- When the backup has completed, you will receive a message asking if the restore was successful. Click the 'Yes' button

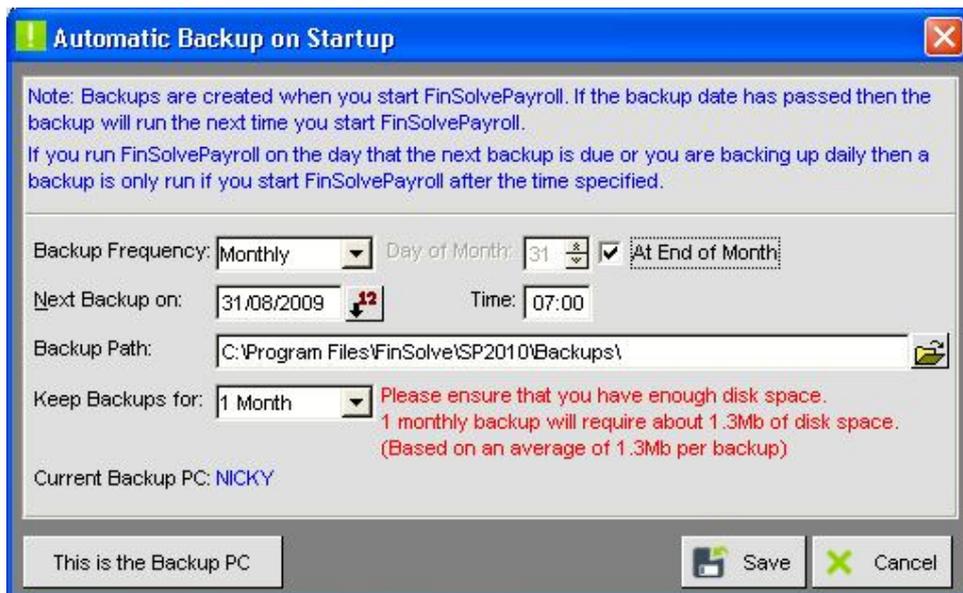


## ! AUTOMATIC BACKUPS ON START-UP

To configure automatic backups on start-up, Open Vanilla Payroll and click on 'Setup', 'Backup Options'

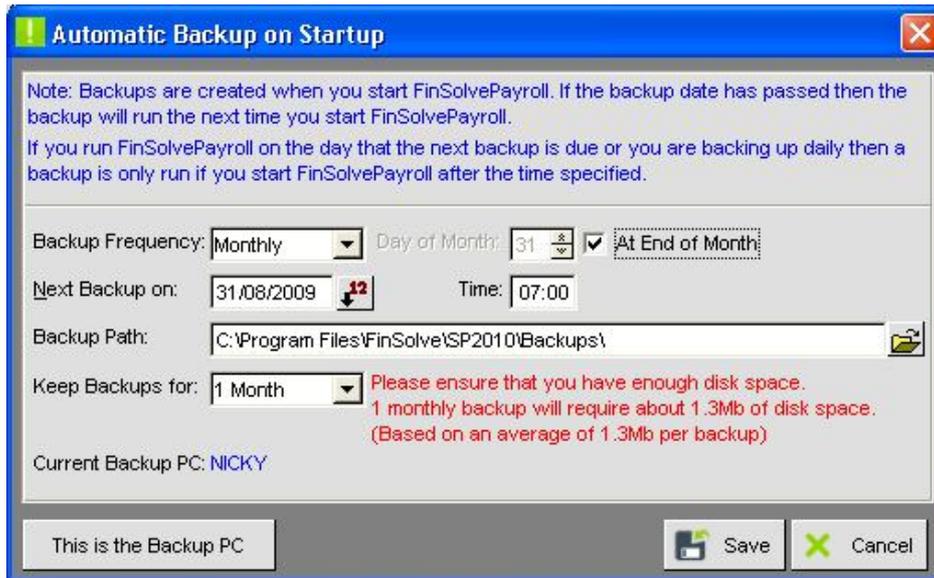


You will see the below screen:



Some of the elements on the screen will be disabled or hidden depending on the settings that you have chosen.

A detailed explanation of each of the screen elements are explained below:



### BACKUP FREQUENCY:

This determines how often backups are made.

The available options are:

- Never (Use this to disable automatic updates)
- Daily
- Weekly
- Monthly

### MONTHLY FREQUENCY



### DAY OF MONTH:

Set the day of month on which the backup must be made. If you do not start Vanilla Payroll on that day then the automatic backup will run the next time you start Vanilla Payroll. You may enter values from 1 – 28. (Also see 'Time' below)

### AT END OF MONTH:

Check this box if you want the automatic backup to run at the end of the month. This will vary from the 28<sup>th</sup> to the 31<sup>st</sup> depending on the month. If you do not start the payroll at the end of the month, then the automatic backup will run the next time you start Vanilla Payroll. (Also see 'Time' below).

### WEEKLY FREQUENCY



### WEEKDAY:

Set the day of week that you want to make automatic backups on. If you do not start Vanilla Payroll on that day, then the automatic backup will run the next time you start Vanilla Payroll. (Also see 'Time' below)

Refer to the 1<sup>st</sup> image for the fields below:

**NEXT BACKUP ON:**

This is the date on which the next automatic backup is due. You may manually enter a date or use the calendar button to the right of the date. Changes to this date may affect the Day, Month or Weekday fields. This date will be bumped forward every time an automatic backup is made by the amount of days determined by the backup frequency. You do not need to change this date.

**TIME:**

When running Vanilla Payroll on the date that the backup is due, then it looks at the 'Time' Field. A backup is only performed if the PC clock is after the time set in the time field. If you want your backup to run when you start up Vanilla Payroll at 08:00 in the morning, then set a time earlier than 08:00. If you set the time to 16:30 then you must remember to close and re-open your payroll after 16:30 for the automatic backup to run or the backup will be made the next time you open Vanilla Payroll.

**BACKUP PATH:**

This path will default to your 'Backups' folder where all your other manual backups are stored. (If you use the Vanilla Payroll default settings, you will be able to locate your backups in the following directory: C:\Program Files\Vanilla\SP2010\Backups).

An automatic backup file can be identified by 'Auto.Bkp' at the end of the file name. A typical filename will look like: Demo Company\_Ver1.10.01 2009-04-30 12.30.10 Auto.Bkp

**KEEP BACKUPS FOR:**

To avoid filling up your hard drive with backups, you can specify how many automatic backups should be kept at any given time. The period that you keep backups for combined with the frequency of your backups determines the amount of backups that will be kept. Available periods for keeping backups are: 1 week; 2 weeks; 1 month; 3 months; 6 months; 1 year.

Only automatic backup files where the filename ends in 'Auto,Bkp' will be deleted after the specified period. Monthly backups are kept for an additional three days before deleting. Manual backups in the same folder will not be deleted. The old files are deleted immediately after making an automatic backup and will not run if the automatic backup is not made. The red text to the right of this field will give you an indication of your future disk space requirements. Your system is scanned for any existing backups to get an estimate of the size of your average backup. Changing the backup frequency will also affect the amount of backups and disk space required.

**CURRENT BACKUP PC:**

This is the name of the PC that has been nominated to do backups. If you are running Vanilla Payroll from the current backup PC, then the button in the bottom left corner will read 'This is the backup PC'. If you are running Vanilla Payroll from some other PC on the network, then the text on this button will read 'Use this PC for Backups'.

**USE THIS PC FOR BACKUPS:**

The text on this button will read '**This is the backup PC**' if you are running Vanilla Payroll from the current Backup PC. In a network environment, only one PC can be used to make Automatic Backups. This must preferably be a PC that runs Vanilla Payroll every day.

NOTE: The backup path must be valid for the Backup PC.

If backups are made to X:\Network Backups\ but on the backup PC the folder is called Z:\Network Backups then the path must read Z:\Network Backups\

**SAVE:**

Save changes. NOTE: When you view this screen for the 1<sup>st</sup> time, then some default settings may be set for you. If you do not save, then the settings displayed may be lost