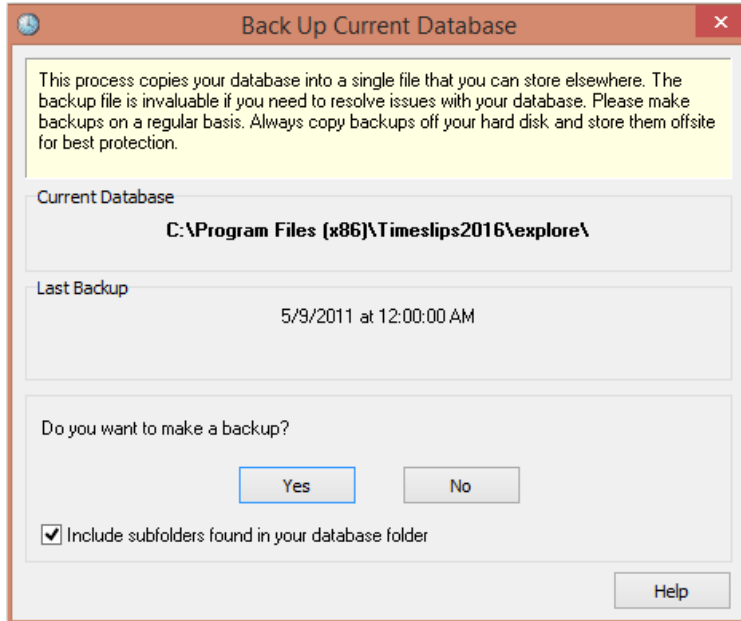


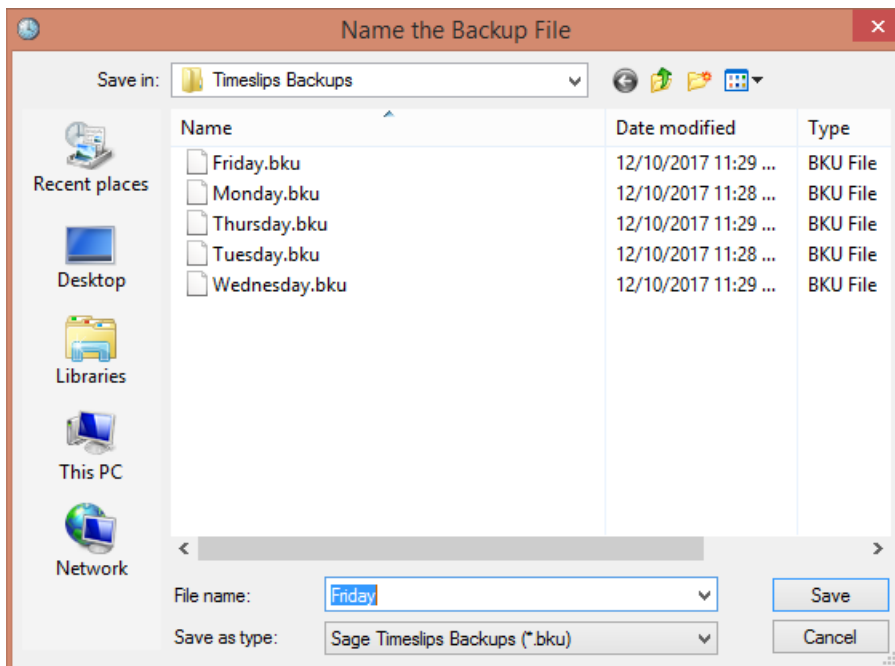
Timeslips Backup Instructions BDE Versions up to Timeslips 2016

Open any Timeslips version up to and including Timeslips 2016 and click on file and then backup.



In the Back Up Current Database dialog we see the current database and the last backup for that database is listed and the user is prompted to make a backup. **Note:** backing up Timeslips within the program requires exclusive access to the database.

Click yes to start the backup process.



In the Name the Backup File dialog we see the backup location and any other backup files that exist in that location. The location can be anywhere but should be in a location on the server that will be included in server based backup processes. The file name can be anything as well but should be a unique name. In the above example, you will note my recommendation that backup files be named for the day of the week. It is further recommended that you backup your Timeslips database any time the data is changed. The beauty of using the Monday-Friday naming convention is that these files can be overwritten next week. We also recommend creating backups before and after the billing process is completed. Recommended file names could include pre-billing and post-billing for each month of the year.

Based on your naming convention, add a new file name or use an existing file in which event you will be prompted to overwrite the previous version of that file. At the end of the year, you could end up with 13 files, one for each billing period end and one for year-end. Save these files in another location as appropriate and start the process again for the New Year.

After the process completes the backup complete dialog appears.

