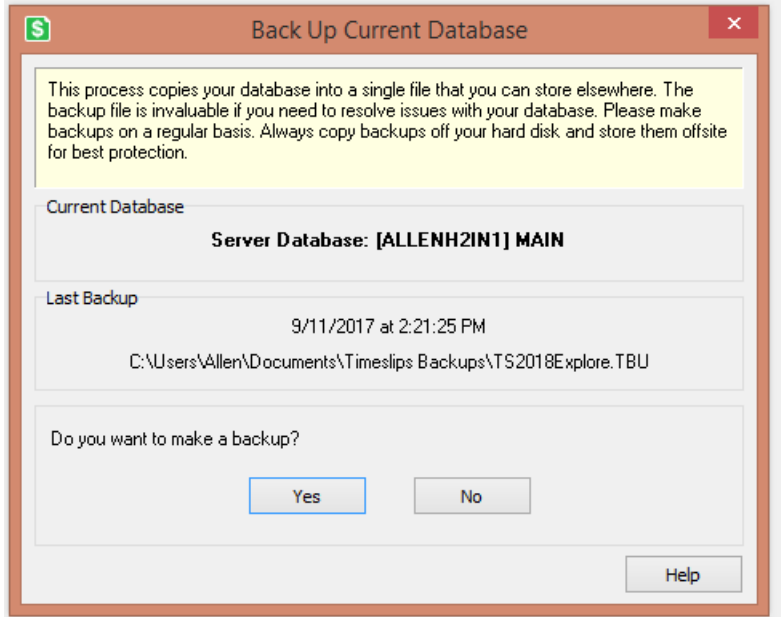


Timeslips Backup Instructions Firebird Versions Timeslips 2017 and higher

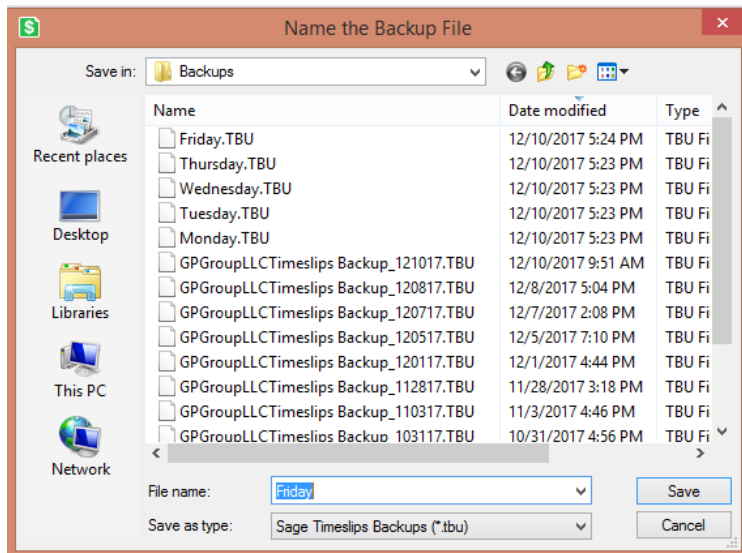
Open any Timeslips version 2017 or higher and click on file and then backup.



In the Back Up Current Database dialog we see the current database including the server name and the last backup for that database is listed. The user is prompted to make a backup.

Note: backing up Timeslips within the program requires exclusive access to the database. In a Firebird network environment backups should be managed by and created on the server. By default that location on the server is C:\ProgramData\Sage\Timeslips\Backups.

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. As noted previously, the location should be in the default 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.

