

PRINCIPLES of BACKING UP DATA

Your data within your Forest / AGM program is business critical !

Not only does it contain all your stock values and locations it contains legal records which are important to the VAT officers.

It is therefore vital that you have more than one copy of the data.

Computers are good at automating things but in this instance if you automate without care you could automatically overwrite a sound copy of yesterday's data with a corrupt copy of today's which achieves absolutely nothing !

There is no right or wrong way of backing up however below are some ideas which we recommend you adopt.

Forest is equipped with 3 methods of backing up.

1. Automatic backup when the program starts

When you see this dialogue box the path is highlighted therefore you simply have to start typing your choice of location. If you do nothing 10 seconds later it will save your data to "c:\backup\logon"



Whatever you do type here Forest will remember for next time. To check which letter has been assigned to your removable drive whether it be a ZIP or PEN drive just double click on My Computer

Please note that when starting the program Forest will automatically add a folder called LOGON to whatever path you type in here and when closing the program it will add a folder LOGOFF. The idea here is that you do not overwrite this morning's data with tonight's data in case there has been corruption during the day.

2. Manual backup from with program

In the menu item UTILITIES - MANAGEDATA - Back up to HDDD (Dated location) there is a facility to backup to a default location which is set according to the date.

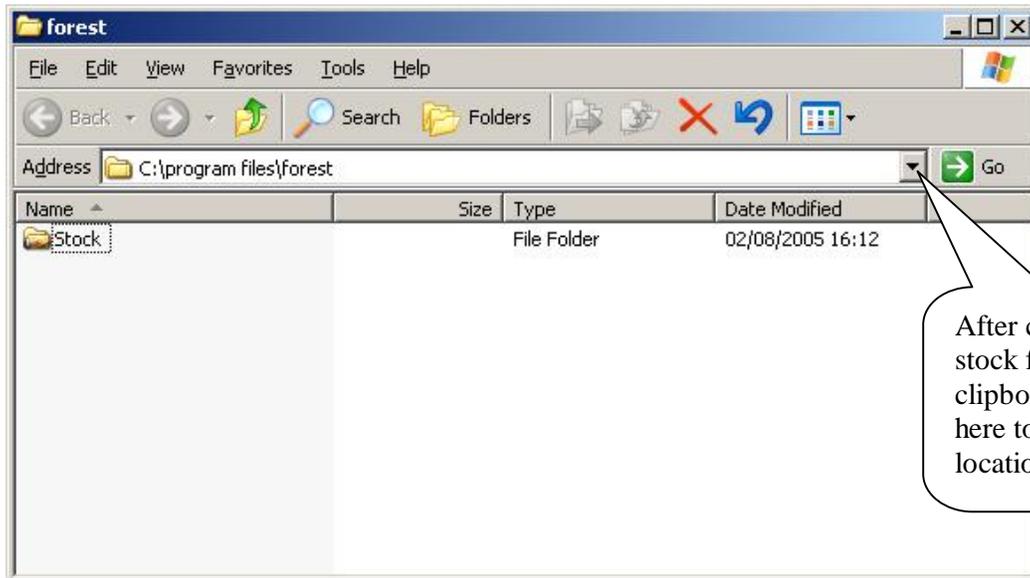


In this case the date is coded in reverse to make finding it easier. Again you may overwrite this location but it recommended that if you do only to change the drive letter.

This method is recommended after inserting a lot of data or simply because it makes you feel safer.

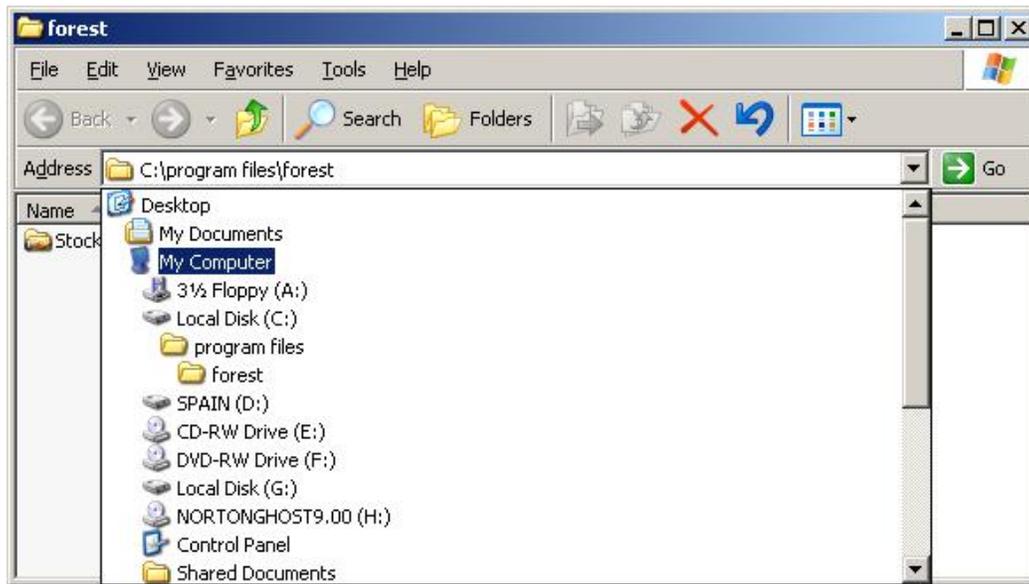
3. Manual backup from Explorer

If you right click START – RUN and type “c:\program files\forest” then Explorer will open with this view

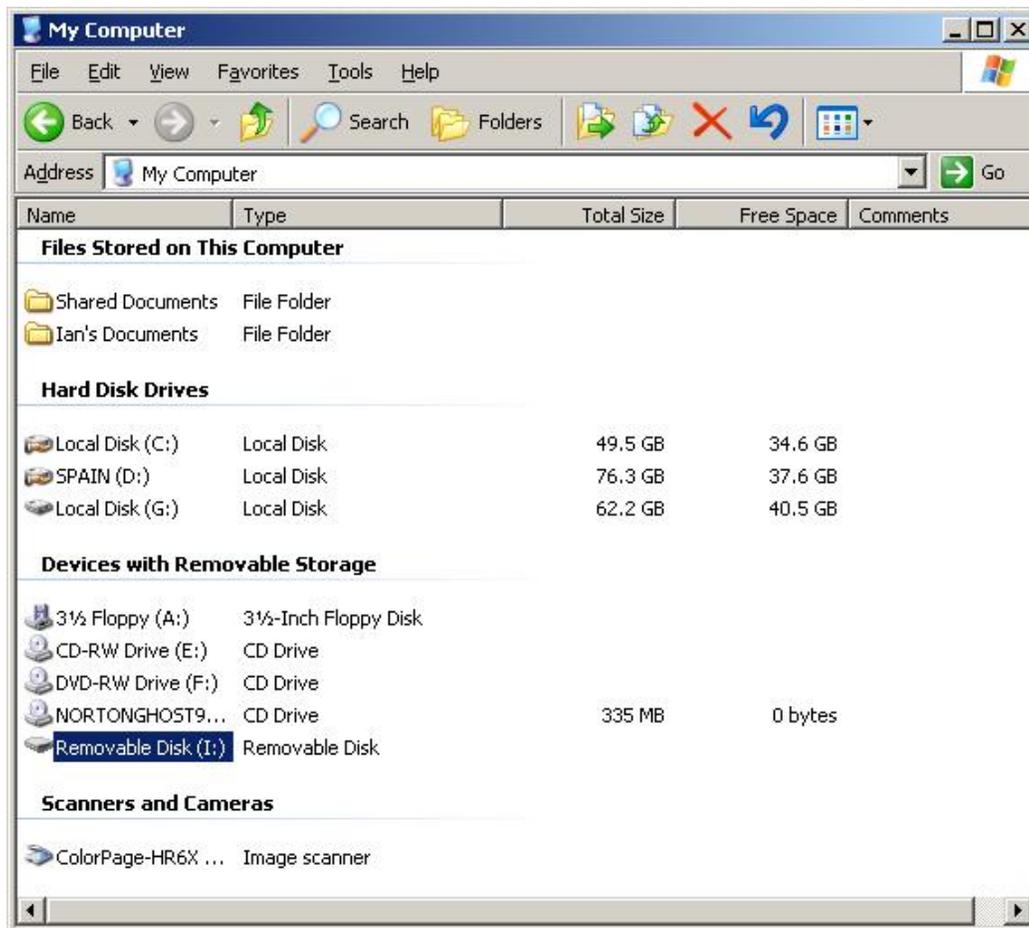


Right click on the work Stock which will open a menu. Scroll down the menu to “COPY” and left click on “COPY”. This will save the whole of the Stock folder to your clipboard whilst you navigate to where you want to save it.

To navigate...



In this view click on My Computer which will give a list of locations available



Right click on your chosen location which drops a menu from which you should choose PASTE. In the above example this will copy the whole of the STOCK folder to the Removable Disk (I)

This method is least recommended unless you are familiar with these concepts. It is not usually necessary to copy the entire folder in this way since the folder contains may files which can easily be recreated afresh.

This is why the Forest backups ONLY backup the version dependant files i.e. the program, it's make index and its pure data files. (Indexes are not backed up you simply run Make index to re create them afresh)

If you are using ZIP disks or Pen drives the best method is called

son/father/grandfather

To do this you should use at least 3 separate disks, preferably one for each day that you trade. If using just 3 then label them Mon/Thu, Tue/Fri, and Wed/Sat.

Add to this a fourth for the end of each week and you are well covered