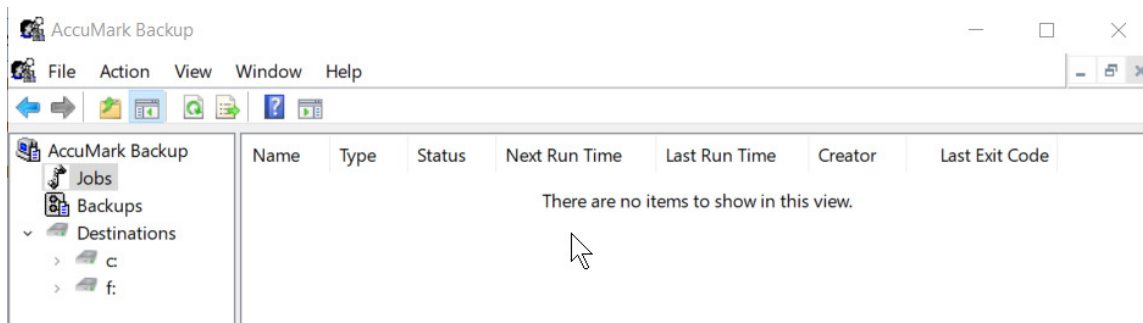


## Backing Up AccuMark Data

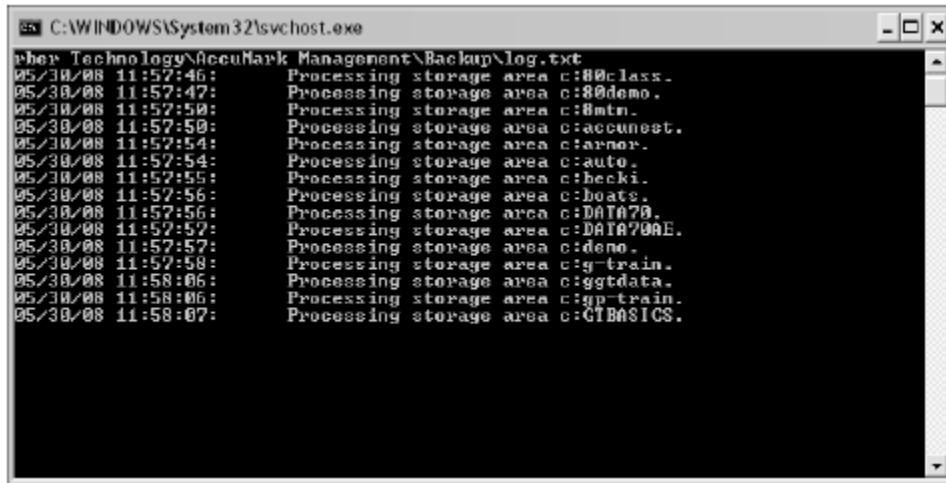
Backing up data is an essential task for AccuMark users. A backup is like having an insurance policy on your data. If files are lost or accidentally modified, they can be easily restored from a backup. Backups should be performed on a regular basis, preferably daily. Backup jobs can be set up to run as scheduled tasks. See the end of this section for information on how to set this up.

To Create a New Backup Job:

1. From the **AccuMark Explorer**, click on the **File/Options**. Click on **Storage Areas** on the left
2. click on **Userroot Backups**.
3. click on the word Jobs under AccuMark Backup, select **Action\New** and then **Job**.
4. The New Job Wizard will begin. Click **Next** to begin creating the job.
5. Enter a name for the Backup Job in the space provided. Click **Next**.
6. When the Job Drives and Options page is displayed, select from the following options:
  - **Job Type** – select **Backup** or **Check**, depending on what function should be performed by this job. If **Check** is selected, Job Options will not be available.
  - **Job Options** – additional functions that can be performed with a Backup job.
  - **Lock During Backup** – makes the storage areas inaccessible while the backup is running.
  - **Check Prior to Backup** – runs the Check All program before backing up the storage area. For more information about the Check options, see the previous section.
  - **Print Log** – sends a report of what was backed up to a printer after the job is run.
  - **List of Drives** – select the drive or drives on which to run the backup.



7. On the next page of the Job Wizard, your **User Name** will be filled in on the left side. This is the same as your Windows username that is used to log into the computer. Type your **Password** in the TWO boxes provided. This is the same password you use to login to your computer. **When your password changes you, will need to change the password in this utility if you do not change it here the utility will not run.** Select the details of how to run the job on the left side of the window. Select the **Frequency** from the drop-down menu. Set the **Start Time** for the Backup job by typing in the information or using the up and down arrows. The default for this field is the time the job is created. Click **Next** to create the job.
8. When the job is completed, close the Job Wizard by clicking **Finish**.
9. The new job will be listed in the AccuMark Backup window.
10. To run the job outside of the scheduled time, click on the job to highlight it. Right click and select **All Tasks / Run**.



```

C:\WINDOWS\System32\svchost.exe
C:\Program Files\Gerber Technology\AccuMark Management\Backup\log.txt
05/30/08 11:57:46: Processing storage area c:\80class.
05/30/08 11:57:47: Processing storage area c:\80demo.
05/30/08 11:57:50: Processing storage area c:\80mtn.
05/30/08 11:57:50: Processing storage area c:\accunest.
05/30/08 11:57:54: Processing storage area c:\armor.
05/30/08 11:57:54: Processing storage area c:\auto.
05/30/08 11:57:55: Processing storage area c:\becki.
05/30/08 11:57:56: Processing storage area c:\boats.
05/30/08 11:57:56: Processing storage area c:\DATA70.
05/30/08 11:57:57: Processing storage area c:\DATA700E.
05/30/08 11:57:57: Processing storage area c:\deno.
05/30/08 11:57:58: Processing storage area c:\g-train.
05/30/08 11:58:06: Processing storage area c:\ggtdata.
05/30/08 11:58:06: Processing storage area c:\gp-train.
05/30/08 11:58:07: Processing storage area c:\GIBASICS.
  
```

## Rescheduling a Backup Job

When a backup job is created, time and frequency can be selected in the Job Wizard. The schedule of an existing job can be changed to suit different working schedules. Keep in mind; it is best to run backup jobs when no one is accessing the data.

To Change the Time and Frequency of a Backup Job:

1. In the AccuMark Backup window, select **Jobs** from the left hand column. On the right side, left click on the job to change. Right click and select **Properties**.
2. The Scheduled Task window will appear. To change the time or frequency of a job, click on the **Schedule** tab at the top of the window.
3. Use the drop down menus to select the new scheduled time and frequency for the backup job.
4. Click **OK** to finish editing the job.

## Restoring from a Backup Job

From time to time, it may be necessary to restore data from an AccuMark backup file. This task is also accomplished in AccuMark Backup. Restore can bring back a single data item, a whole storage area or all the data that was backed up.

To Restore Data from a Backup File:

1. From the **Launch Pad**, click on the **AccuMark Explorer and Utilities** button. Double click on the **AccuMark Utilities** icon.
2. From the **Storage Area** menu, select **Backup**.
3. Left click on **Backup** on the left side of the window. A list of all available backup jobs will show on the right side of the window.
4. Select the Backup job from which to restore. The date and time of the backup will be listed under the "Last Modified" column to help you select the correct file.
5. Depending on the amount of data to restore, the selection changes:
  - To restore all the data in the backup file, right click on the job and select **All Tasks / Restore All**. The system will prompt to overwrite existing all existing storage areas. Click **Yes** to proceed with the restoration.

- To restore an entire storage area, click the plus sign (+) next to the backup job name on the left side of the window. Right click on the storage area to restore and select **Copy**. Scroll down to the bottom on the left side of the window and click on the plus sign (+) next to **Destinations**. Right click on the appropriate drive letter and select **Paste**.
- To restore selected data, click the plus sign (+) next to the backup job name on the left side of the window. Select the storage area from which to restore data. Locate the data items to restore. Left click to select the items. Hold down the CTRL key to select more than one item. Right click on the highlighted items and select **Copy**. Scroll down to the bottom on the left side of the window and click on the plus sign (+) next to **Destinations**. Click on the plus sign (+) next to the appropriate drive letter. Right click on the appropriate storage area and select **Paste**.