

# MicroBiz Newsletter

April 2008



## Prepare for Rain!



### April Showers

April is here which means that you could be experiencing some rain and thunderstorms. This can be dangerous for your business as this leads to power outages as well as surges. There are some good ways to minimize data loss and computer failure during these harsh weather times. Always remember to back up your data.

#### Uninterruptible Power Supply (UPS)

Uninterruptible Power Supplies are devices that can protect you against power issues, such as surges and outages. You can purchase two types of power supplies. An **offline UPS** will remain idle until a power failure occurs. In the event of a power failure, the UPS will switch to its own power source almost instantaneously which will keep your computer from powering down. An **online UPS** constantly powers the computer using protected loads from its reserves while replenishing it with new reserves from the AC power. Either supply is extremely accommodating in the event of a power outage. Please note that you should have as little as possible plugged into a UPS (a monitor and your computer would be enough), as laser printers and other hardware will drain the power quickly. Finish up your sale and power down your computer normally if the power does not come back. This will help prevent data loss.

#### Back Up Your Data

This includes keeping a back up offsite and onsite. You can never have too many backups! MicroBiz also includes an automatic backup utility inside the program.

##### **Internal Backup:**

1. Open up MicroBiz
2. Click on Management - Customize - Global Settings
3. Click on the "File Backups" tab.

At this point you are able to choose which location to backup your files. By default, MicroBiz is set up to backup inside the "Business" folder itself. You may choose a different location if you wish - remember it. You are also given the option for automatic backups when you run your closeout reports. This backup will create a "Tempbak" folder which contains your previous day's data and a "Zipbak" folder which will zip up all of your data separately for each day every day you back up. "Zipbak" will save up to 30 days prior.

There are several other ways to back up. Just make sure that you are backing up the "Business" folder on the server, as it is the folder that contains all of your data. You may talk to someone familiar with computer backups or a local tech to get some ideas. However, when you do this, periodically make sure that it is working and that you know where to locate it in case of an emergency. It is also always a good idea to keep a backup away from your business location in case of disasters such as theft or fire.

#### Retrieving your Backup

At some point in the life of your business, it is likely that your data will become damaged or inaccessible. As long as you have access to a recent backup, an installation CD, and a working computer; you can be up and running again without too much downtime.

1. You will need access to the most recent backup of your "Business" folder. This "Business" folder must have been healthy and working at the time of its backup.
2. You will need access to an installer for MicroBiz - whether it is from a CD or downloaded directly from our website: <http://www.microbiz.com/>. This should be the same version as before unless instructed by MicroBiz Tech Support.

Copy or extract the backed up "Business" folder onto the root of your hard disk drive, (commonly C) ensuring that it is named "Business." Insert your CD or start the installer for MicroBiz. Make certain you install to the same location on which your backup was extracted ('C:\' for example). After the installation has finished, your data should be functioning just as well as it did before that backup was run. \*Note that you will be missing anything inserted/updated since that backup, including: customers, products, and receipts.

The process is much easier if you happen to have a second MicroBiz client computer.

1. Copy/extract the "Business" backup to the root of a hard drive on that computer (C:\).
2. Go to the programs list in your start menu, 'MicroBiz Controller Series,' set the paths for MicroBiz Controller, and change the system files path to the new location (probably 'C:\Business'). You will soon be up and running.

MicroBiz Tech Support (800) 929-8324  
Sales Office (800) 937-2289  
Please send newsletter feedback to:  
[newsletter@camcommerce.com](mailto:newsletter@camcommerce.com)