



## Happy New Year!!!

### Start this year off right by cleaning up erroneous files and directories you may not need.

Did you know that MicroBiz only holds data into two different directories or folders?

The **Business** folder holds all the **CENTRAL** data like **Customers** or **Invoice History** or your **Inventory / Products**. This directory should only be on the MicroBiz file server. If it is anywhere else then it may be a backup or just a copy made some time ago. Some of these copies found may just be taking up room on your computer; but, it is possible you may want to keep these files for your own reasons. In any case if you have more than one Business directory then there may be a chance that you write data into the wrong directory. To prevent this simply ZIP or COMPRESS the directory that you wish to keep for archive, and delete the ones you wish to remove from your system.

The **Bizwin** or **Liqwin** or **Bikewin** directories are the station folders. These folders may be named differently depending on your installation of MicroBiz but they are, for the most part, the same directory. Your station folder holds all of your specific station settings, including your registration of the software. This is also where the printer and invoice type is saved. This station folder also includes settings for hardware attached to your system such as a Display Pole or Cash Drawer.

The folders **Business** and **Bizwin**; including **Liqwin** or **Bikewin**, are needed for backups and for running your live business. It is recommended to have at least one backup of both directories from the server and a backup of the station folder for all workstations. This is needed in case you have to restore your entire MicroBiz Program at any time. Your business folder will need to be backed up periodically, while your station folder will only need to be backed up when you change your station settings.

By removing old directories named Business or Backup of Business or whatever the name, you remove the chance of the program using the files found in these folders. Let's say you have a backup, recent at that; and this backup contained your inventory, and your customers, and customer history up to yesterday. Would you know it was a backup? In the case you wouldn't know, it would be time consuming to find the true live directory. This cost in time is what we want to prevent with the cleanup.

Another scenario could be that you have a catastrophic error and MicroBiz needs to be re-installed. You may call into support and request help as this is what we are here to do. However, if you have multiple Business or Bizwin folders strewn about, we will need to verify which folder is your true Business and Bizwin folder, and which folders are merely copies. This is also what can get tricky or time consuming. Especially if you don't know exactly what folders are for backup purposes. By having the system limited to the live folders of MicroBiz and knowing what folders are for backup, it is easier to recover your system in any event.

Of course we don't expect you to do all of this on your own. We encourage you to contact us at your convenience so we can assist you in your system cleanup of the MicroBiz folders or files.

As always, we thank you for your continued support throughout the years and as the **New Year** starts we want you to feel assured that we are here to help you. Please feel free to call support anytime if you just need to leave a message, or call during our support hours which are from 7:00 a.m. through 4:30 p.m., Pacific Time, to reach a MicroBiz Support Technician.

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