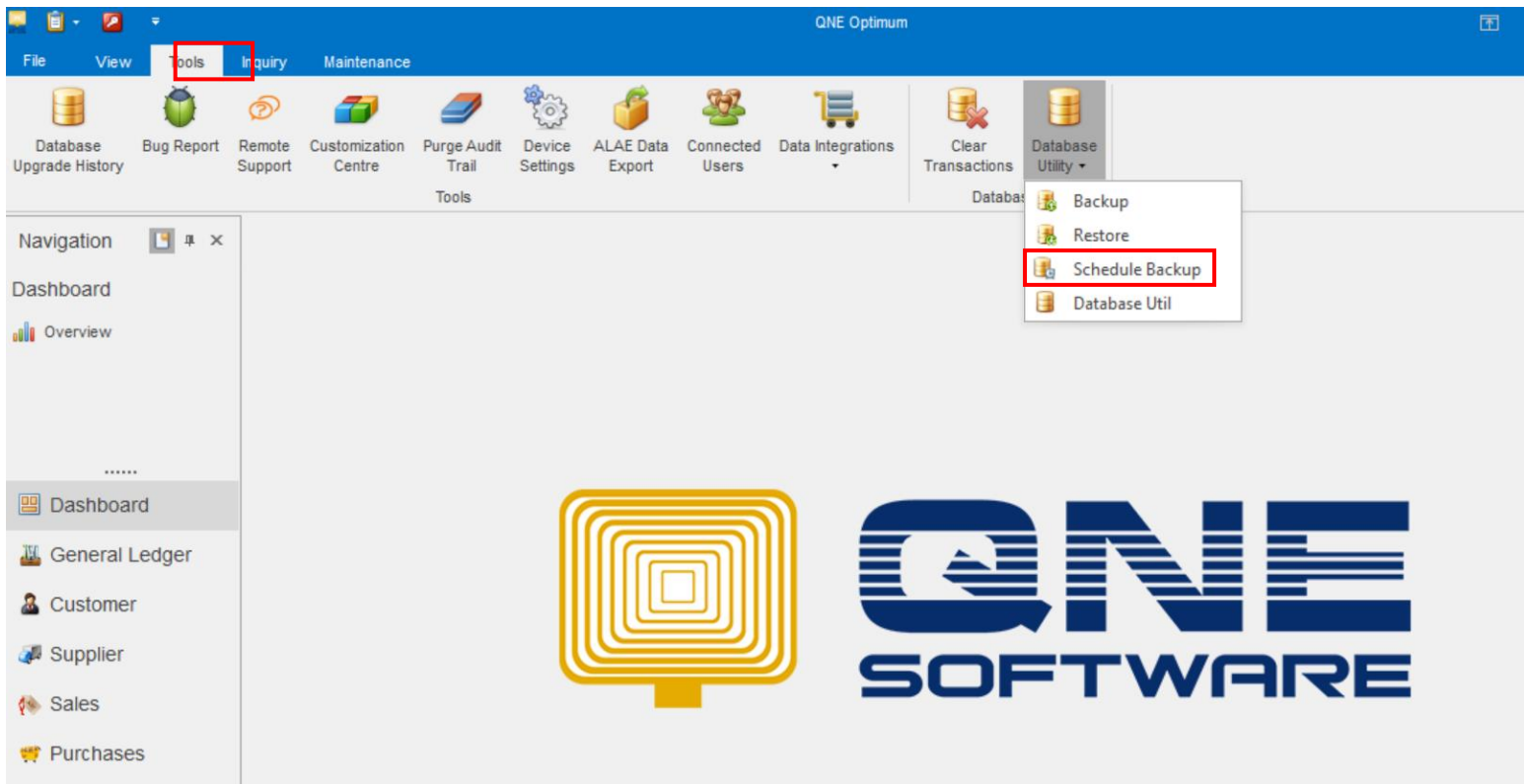




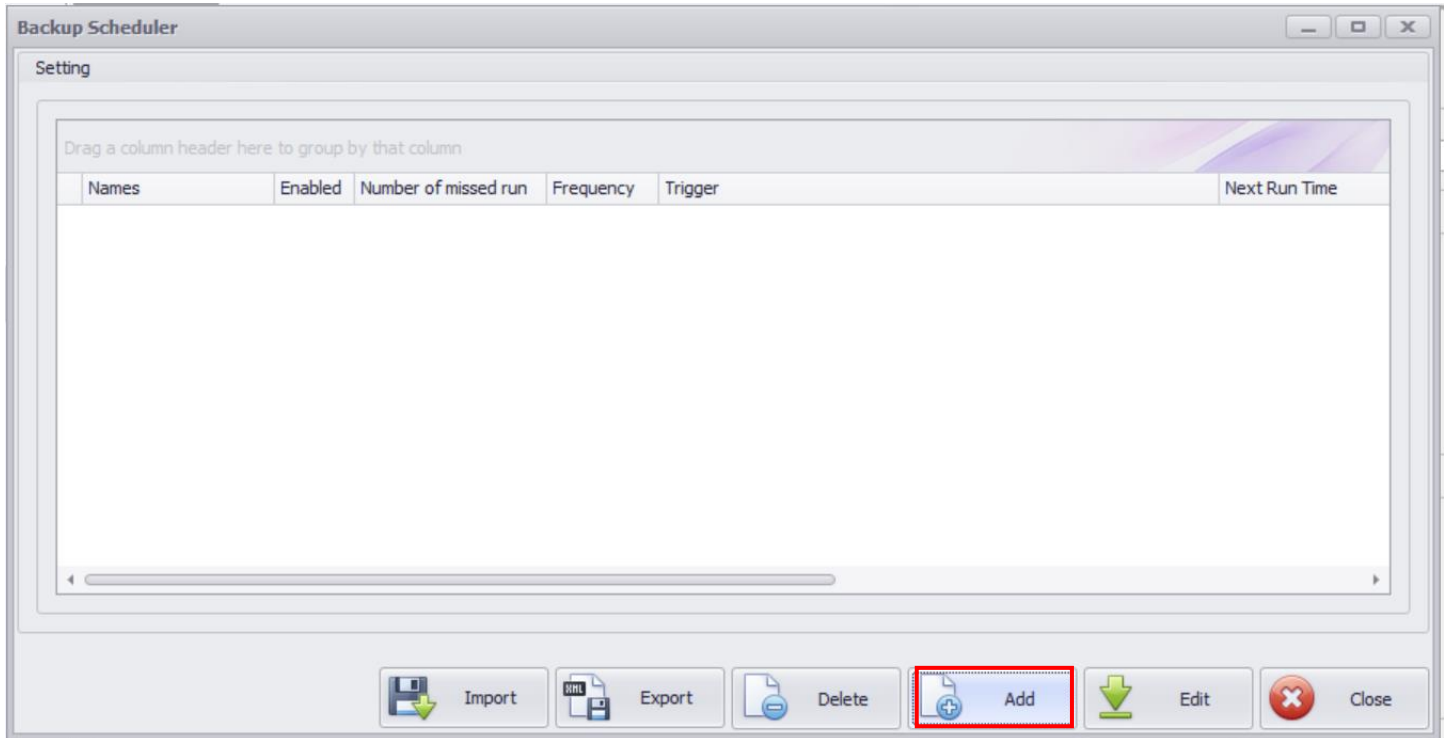
## HOW TO SETUP SCHEDULE BACKUP

Schedule Database backup is one of the premier feature of QNE Optimum Accounting System as it allows the user to setup automatic backup given the default storage.

Using the menu bar, go to the Tools then look for Database. Under Database Utility, select Schedule Backup.



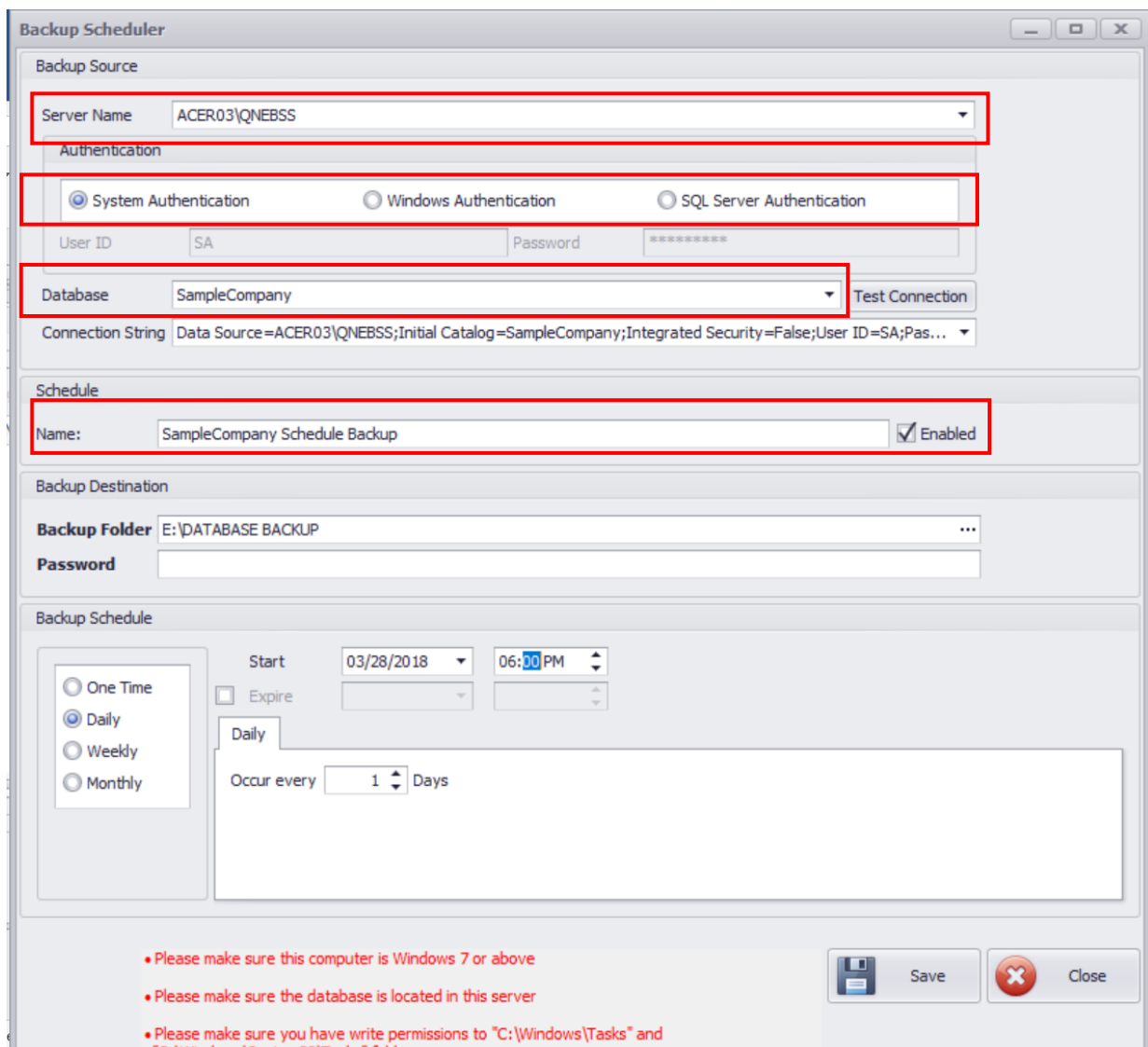
Once the backup scheduler opened.  
Select the Add on the options.



Now, when adding a setup. Select a server name and the instance name.  
Use the System Authentication.

Then on the database list, select the database you want to backup automatically.

Provide a Schedule Backup name every time the schedule backup runs.  
Then select the default backup folder (recommended that external storage device is available – don't remove)



**Backup Scheduler**

**Backup Source**

Server Name: ACER03\QNEBSS

**Authentication**

System Authentication  Windows Authentication  SQL Server Authentication

User ID: SA Password: \*\*\*\*\*

Database: SampleCompany Test Connection

Connection String: Data Source=ACER03\QNEBSS;Initial Catalog=SampleCompany;Integrated Security=False;User ID=SA;Pas...

**Schedule**

Name: SampleCompany Schedule Backup  Enabled

**Backup Destination**

Backup Folder: E:\DATABASE BACKUP

Password:

**Backup Schedule**

One Time  Daily  Weekly  Monthly

Start: 03/28/2018 06:00 PM

Expire

Daily

Occur every 1 Days

• Please make sure this computer is Windows 7 or above

• Please make sure the database is located in this server

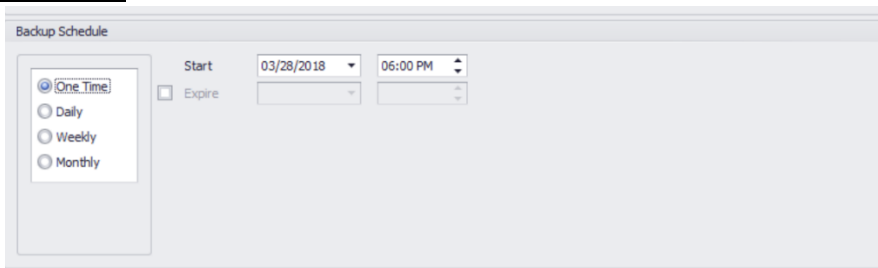
• Please make sure you have write permissions to "C:\Windows\Tasks" and "C:\Windows\System32\Tasks" folders

Save Close

Now on the Backup Schedule, there is available options.

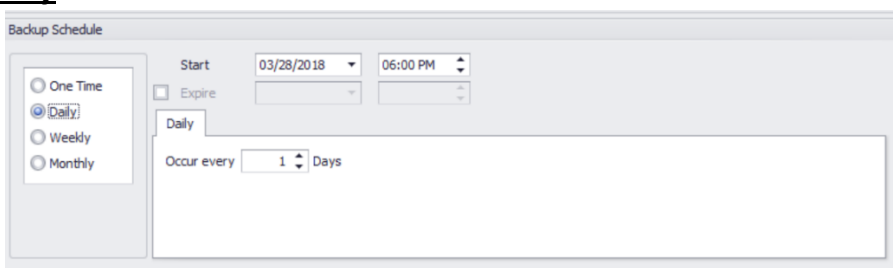
You can set it up either:

### One time



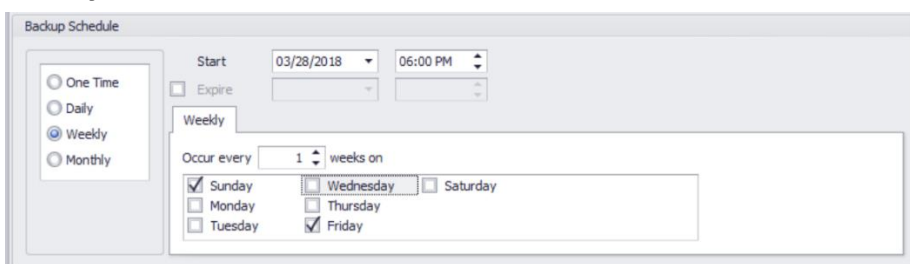
The screenshot shows the 'Backup Schedule' dialog box. On the left, there are four radio button options: 'One Time' (selected), 'Daily', 'Weekly', and 'Monthly'. To the right, there are fields for 'Start' (03/28/2018) and '06:00 PM', and an unchecked 'Expire' checkbox.

### Daily



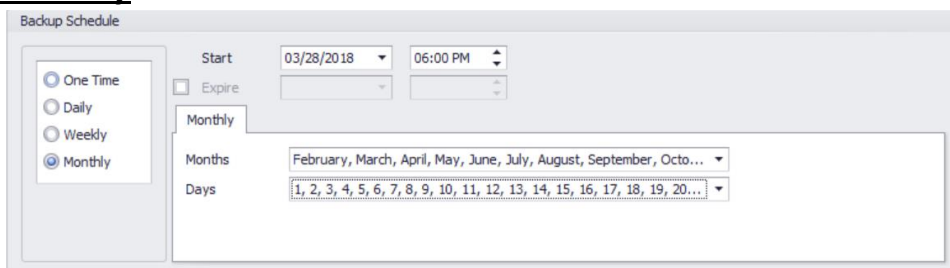
The screenshot shows the 'Backup Schedule' dialog box with 'Daily' selected. The 'Occur every' field is set to '1 Days'.

### Weekly



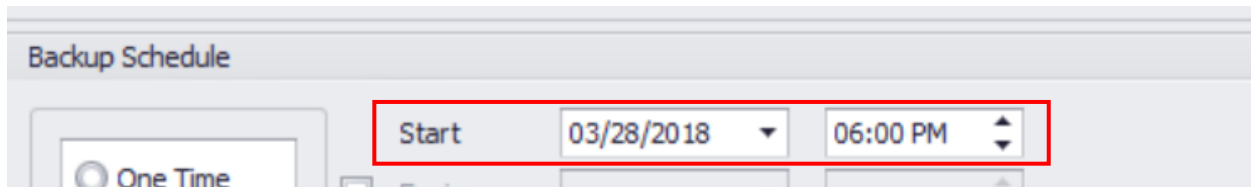
The screenshot shows the 'Backup Schedule' dialog box with 'Weekly' selected. The 'Occur every' field is set to '1 weeks on'. Below this, there are checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday (checked), and Saturday.

### Monthly

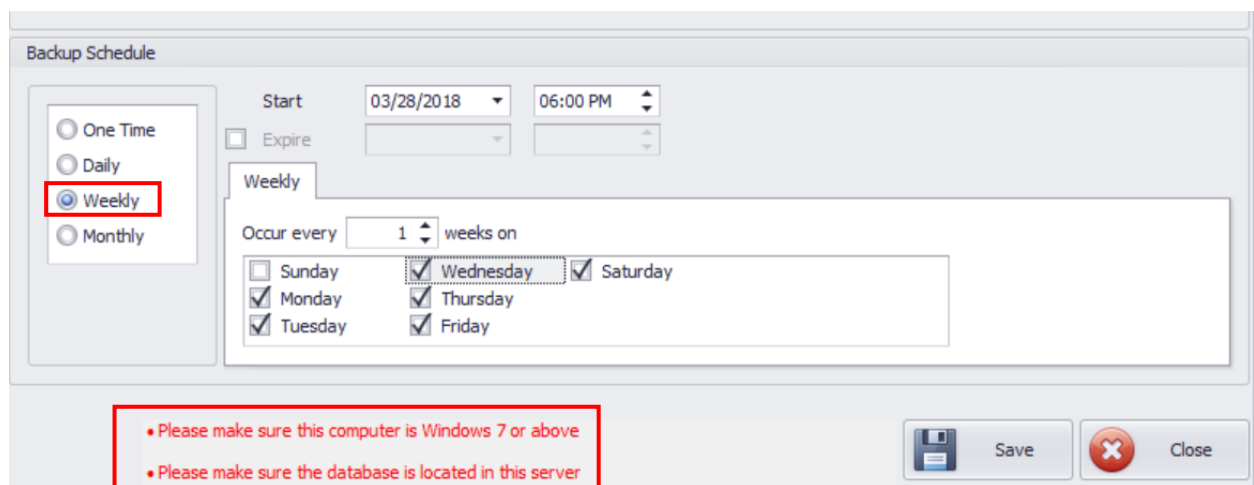


The screenshot shows the 'Backup Schedule' dialog box with 'Monthly' selected. The 'Months' dropdown is set to 'February, March, April, May, June, July, August, September, Octo...'. The 'Days' dropdown is set to '1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20...'. There are also 'Start' and 'Expire' fields.

This function will trigger that the schedule backup will run.



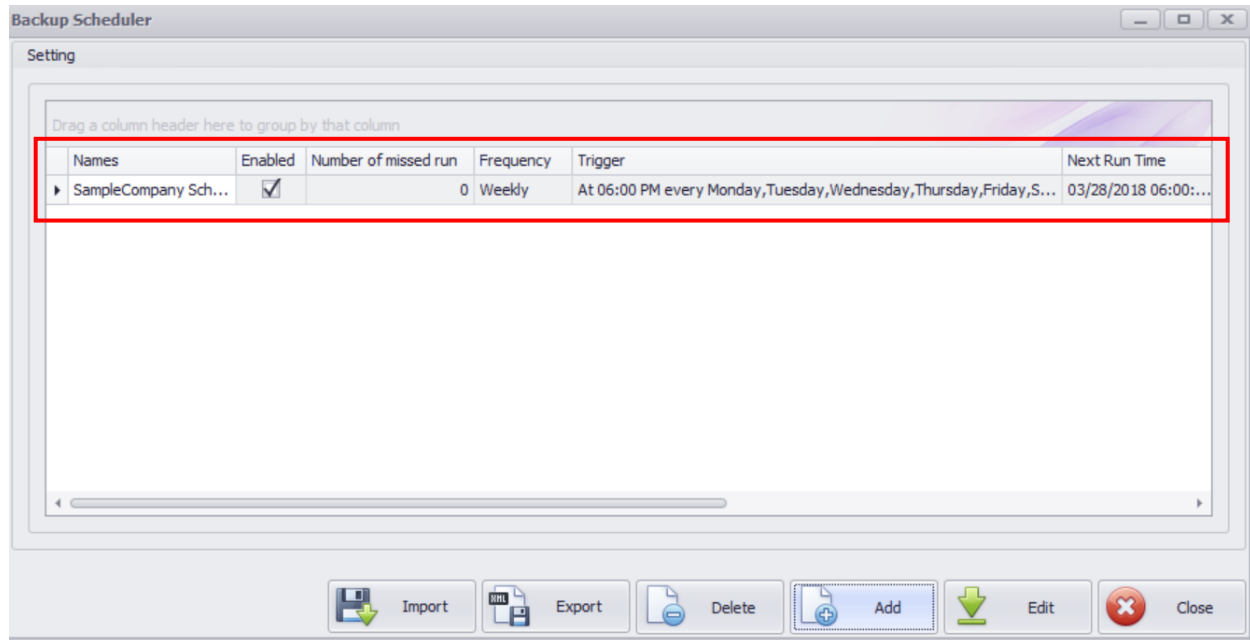
For a more secured option, we recommend that it backup weekly, selecting days when the backup shall execute and the start time.



Once done, click save,

According to the notes below, please make sure that schedule backup is running on a Window 7 and above OS and it is located in the server.

You can now see the setup for schedule backup and it is enabled.  
There is also a trigger when the schedule backup executes.



**Note:** You can maintain as many as you can schedule backup for more time preference.