

# Chapter 8 - Data Backup / Restore Archive / Data Fix

---

**BACK UP YOUR DATA OFTEN (Daily if possible) !!!**

**YOUR DATA IS VALUABLE !!!**

**We are NOT RESPONSIBLE for any loss of your data!**

---

The **Data** function is selected at the MAIN MENU by hitting **Data**. This section of the Natural Log System allows you to make **Backup** copies of your data so that you can **Restore** your data in the event of a computer failure, preventing a loss of your data. There is also a **Data Fix** function which will repair data indexes if they become corrupted. **Archive** allows you to save your old Logs and Invoices before they are deleted. Logs are kept on-line for 2 months and invoices for 5 years. The Data BackUp / Restore Menu choices are:

**Backup**      Backs-Up (saves) your data onto a floppy disc in case the computer or your hard disc breaks down. If this happens, you can **Restore** the data instead of re-entering all information. (See Section 8.1)

**Restore**      After a disaster in which your main computer data is damaged or destroyed, you can **Restore** the data, assuming you have **Backed-Up** your data before the crash. (See Section 8.2)

**Archive**      The computer can only hold logs on the hard disc for several months before the data begins taking up too much space so Natural Log discards logs after 2 months. The **Archive** function allows you to save them on floppy disc for later use. This is optional but **recommended**. The system only holds Invoices up to 2 years but they can also be archived with this function. (See Section 8.3)

**Fix**            The Natural Log uses indexes to quickly sort data. Sometimes, these indexes may become corrupted. Examples of problems are slow retrieval times, data out of proper order, multiple listings of the same data record in a list. If you experience any of these problems, the Natural Log **Data Fix** function will rebuild the indexes. This process doesn't affect data records themselves, it simply rebuilds the indexes which sort the data records. Depending on how much data you have and the speed of your computer, this may take up to an hour to complete.

# 8.1 - Data BackUp

---

**Data Backup** is one of the most important functions you perform! If you neglect to do it, you can lose all of your data if the computer or hard disc malfunctions. With a recent **Data Backup**, you can easily restore your data after a system failure.

**Running a Data BackUp** At the Natural Log Main-Menu, select **Data Backup**. Natural Log needs to know where send the data backup. You'll usually select floppy drive **A** or **B**. The Natural Log will then back up all needed data to your floppy disc. Place a **blank formatted floppy disc** into the selected floppy disc drive and hit **[Enter]**.

---

**LAN (Local Area Network) Users:** You may select a networked disc drive (**C** through **Z**) to Backup to. This will likely be a hard disc at another server. **Do not backup to the same drive which contains Natural Log.** Just select the drive letter to be used. Natural Log will create a directory named **\NATURAL** (in the root directory) of that drive in which Natural Log Backup data will be stored.

---

The data backup is then automatic except that you must insert additional floppy discs in the computer when requested. If any problems are encountered, the computer will beep and print an error report on the screen.

## 8.2 - Data Restore

---

The **Data Restore** function is **only** used in the event of a failure which destroys your main system data. All information entered after the last **Backup** must be re-entered after Restore is completed. That's why we recommend that you do daily Backups!

### **IMPORTANT WARNING ABOUT DATA RESTORE**

**When you Restore data, whatever data is currently on your computer is LOST and is REPLACED by the previously Backed-Up data. It does NOT combine your existing data plus the previously Backed-Up data!!! Remember, after Data Restore, your Natural Log system will include ONLY information entered BEFORE the last Backup was completed. All activity since the Backup was done must be reentered!!!**

To **Restore** data, select the **Data Backup/Restore** function at the Natural Log Main-Menu, and then select **Restore**. Natural Log will then let you select the floppy disc **A** or **B** or a **Network Path** from which to Restore the data.

**Do not Restore from the same drive which contains Natural Log.**

Data Restore is then automatic but you may need to insert additional discs into the computer. Any problems encountered will cause the computer to beep and print an error report on the screen.

## 8.3 - Archive Logs / Invoices

---

**ARCHIVE** This allows you to archive a month's logs before the system deletes them. At the end of each year, you can also use this to archive the second previous year's Invoices and Payments. Your choices are :

Logs

Invoices

**ARCHIVE LOGS** It is recommended that you archive logs immediately after billing for the same month. For example, after you finish billing January (at the beginning of February) you should archive the January logs. On the first day of March, the January logs will be discarded so you must archive them before March 1 or they are lost forever. The computer will write these logs to a floppy disc to be saved in your file of floppy discs.

**UNARCHIVING LOGS** Later, if you need to access one of these logs (in Logs, Edit), the computer will beep and tell you that the log is not available on the hard disc. You then insert the archived floppy disc and the system will look for the requested log on the floppy.

**ARCHIVE INVOICES** It is recommended that you archive Invoices when running the End-of-Year process after each December's billing is done. For example, in January 1992 you would archive the Invoices for 1990. When you run the End-of-year process for 1991 (in January 1992) the computer will discard the 1990 invoices. During the End-of-Year process, you will be asked to archive the second previous year's Invoices.

The archive process is similar to the Log Archiving process except that you may need several blank floppy discs. Archiving Invoices automatically archives payments and adjustments also.

**UNARCHIVING INVOICES** After Archiving, if you need to access one of these invoices or payments, put the floppy disc archive in the drive and attempt to View the Invoice (Accounts Rec. Transactions). The computer will beep and ask if the Invoice is Archived. Answer Yes and the computer will automatically extract the invoice from the floppy disc.