

DAZZLE INTEGRATED DATA BACKUP FEATURE.

To simplify the backup process and to make sure even the busiest (or laziest) shops have no excuse not to make data backups, we have created a simple on-screen backup routine.

The problem with built-in backup routines is – a database cannot be properly backed up unless everyone is logged out. But if you are logged out of Dazzle, how can you use the Dazzle menus? How can Dazzle check your permissions? How can you do anything?

We devised a way around this. We won't bore you with the technical details, but we will say – when doing a data backup you must be the only user logged in. If others are logged in, you will not be allowed to back-up, and you will see an error message telling you why.

Version Required

The data backup feature is available in Dazzle v01.11.05 or higher.

Permissions Required

Permissions to do back ups are controlled in the same way as all other permissions; from the "Security Profiles" screen. Click on OFFICE → CONFIGURATION → USER ACCESS CONTROL → SECURITY PROFILES. When you see the SECURITY PROFILES screen, navigate to the group or groups to whom you want to give permission, then for each one, scroll down to No. 7050, and make sure it is checked. (see picture)



Where to do your backups

You can do a backup on any Dazzle workstation, or on the server. You can back up the data to the server, or to any workstation on the network, or to any connected external device, such as a memory stick, external drive, or even a CD or DVD.

How to start a backup

As mentioned before, you must be the only user logged into Dazzle when doing a backup, otherwise you will get an error message telling you others are still logged in.

Click on the “Control” Menu to see the “Backup” command.

Then click on “Backup Your Database”.

When you click on it you will immediately see the main backup screen. This is the only screen. It is extremely simple. There are no other “setup” screens or anything else. Everything happens here. (See picture below)



The Backup Screen

How to use the backup screen

The screen is designed to be very easy to use. When you first see it, **all you have to do is click GO and your backup will begin**. A moving bar will show you its progress and will tell you when it is finished.

There are some options you can change, and these are numbered in red on the picture, and explained below.



Backup screen Options.

1. The name and location of your database.

This is something Dazzle “knows” and you cannot change it. This is the database that will be backed up.

2. Target Location.

This is the target or destination folder, where the backed-up database will be stored. You have two choices:

Dazzle Backup Folder On This PC. This is a special pre-determined location on this PC (on the computer on which you are performing the backup). The exact place may vary depending on what version of Windows you are using, but it cannot be changed by you. It is displayed in a textbox **(3)**.

If you perform the backup on your server then your backed-up data will also be kept on the server. This is not a very good idea because if the server ever crashes, you will not only lose your data, but you will lose your backups too. So it is safer to perform your backups on a workstation. This keeps the backups separate from the main database. However, they are all still in the same building, which theoretically puts you at risk if there is a fire or flood or similar disaster.

Choose Another Location. If you click this, you can choose any target backup location you like, by clicking on the **BROWSE** button **(4)** This location can be a different folder on your PC, or a folder on another PC on the network, or a removable storage device such as a memory stick or CD. Your chosen location will show in the textbox **(3)**.

5. Keep how many rotating Backups?

Whatever location you use as a target to store your backups can be used for more than one backup.

Using the selector textbox at **(5)** you can choose to store up to 2 weeks (12 business days) of backups in the same folder. Each backup will be given a slightly different name, depending on the date it was done.

When the no. of backups has reached the number you specified in **(5)**, the oldest backup will be deleted each day, and overwritten by the new backup.

The number you select in **(5)** should be as large as possible, but it is dependent on space available and on the size of your database. Obviously the number will be smaller if you are using a small memory stick, for example. But it might be at the maximum of 12 if you are using a large external disk drive, or if you are backing up to a station with lots of hard-disk space.

6. What to do when backup completes.

This is self explanatory. If you are going to start your backup then go home, you can choose to have Dazzle close automatically when the backup is done.

7. Go (do backup)

Starts the backup

8. View Log.

Dazzle keeps a log of every backup it makes, with time and date, and results (success or error). You can view this log any time by clicking on this button. This log file is located in the target folder on the target computer.

General discussion

If you are not doing any kind of regular backup, please begin using this backup feature immediately – for your peace of mind and for ours!

Dazzle Security Permission to perform backups should only be given to trusted persons. You are granting them the ability to make a copy of all your valuable data.

This backup only backs up your database. It does NOT back up graphics (photos, ID's, fingerprints, etc). These graphics are – for the large part – replaceable, whereas your data is not.

This is not a “scheduled task.” You cannot set it to run automatically at a certain time each night. If you like you can start it when you are on the way out the door, and let it finish after you leave, but it is very quick-running, so that is probably not necessary.

The backed-up data files are NOT additionally encrypted or compressed during the backup process. This is because all Dazzle data is encrypted to begin with, so if you dropped your backup disk on the street and someone found it, they would not be able to read your data.

Did you know . . . Encrypted data cannot be compressed, which is why your backups are not compressed.

This feature is NOT intended as a replacement for professional backup software. Your IT professional can set you up with some excellent and powerful software from vendors such as *Seagate Systems*, and others, which will do a regular, fully automated backup of EVERYTHING on your server, onto reliable, removable digital media.

You can also utilize one of the many online backup services, which will perform a thorough backup via the internet, to an off-site storage location. These services are safe and secure, and use encrypted communications to protect your privacy.

To find out more about either method, open your web browser and Google “Server Backup Systems”

There is nothing to prevent you from using this built-in backup feature *in addition* to other backup methods.

Lastly, if your database ever crashes and you have not been in the habit of backing up, please call us. We will be happy to assure you personally that there is absolutely nothing we can do to help. We won't even charge you for the opinion.

DAZZLE LLC

Support department

Email: support@dazzlepawn.com

Phone: USA (888) 88-DAZZLE Phone: UK (0845) 862-0763

