

Automatically Backing Up Your Database

Manual backups are easy to do, but so easy to forget. The ACT! Scheduler can automate the task for you so that your database is backed up on a regular schedule to the location you specify.

Backups will occur in the background even while multiple people are still working in the database. In fact, the automatic backup operation is so quiet you may look at the ACT! Scheduler Task Log, or at the time stamp on the .zip file in Windows Explorer, to verify that the backup actually took place.

As you define the task in ACT! Scheduler, you will be prompted to assign a name to your backups. Each time the Scheduler performs a backup, it will append the specified name with the date and time of the backup to give it a unique name, so that any backup does not override any previous backups. After a period of time, you may want to review the backup folder to delete selective backups (especially if you specified hourly backups) to keep the folder to a manageable size.

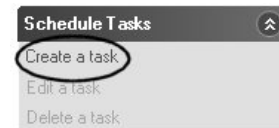
Procedure: To set up automatic backup

1. **T**ools, **A**CT! Scheduler...
2. Click **C**reate a task
3. **B**rowse... to locate your database and click **O**pen.

Enter your User name and any associated password.

Click **N**ext>.

4. In the Task: area, use the drop-down arrow to select **D**atabase **b**ackup and click **N**ext>.
5. In the Database Backup Options screen, click **B**rowse... to select your preferred location.
6. Enter a name for the backup file and add a password if desired, and click **N**ext>.



Select a Database

Select the database for which you would like to schedule a task. You may browse to either a .pad file or an .adi file.

File name and location:


Enter logon information

User name:

Password:

Ideally the location should be on another PC, in case the current one fails.

The default name is “ACT! [databasename].” When the Scheduler makes a backup, the date and time are appended to each backup file name. (e.g., the file name might be “ACT! ACT8Demo 11-12-05 05:00PM.zip”

7. Set a schedule If you are backing up your remote database, be sure to select a time when your machine is on. The operation is so silent, anytime during the day will work.
8. Click **Finish** and then click **Exit**. Once a task is scheduled, the ACT! Scheduler icon will display as running in the System Tray. 

 You must be using the ACT! Premium to complete this next exercise.

Mini-Exercise: Schedule an Automatic Backup

Step	What to do	How to do it/Comments
1.	Schedule a daily automatic backup of the ACT8Demo for a few minutes from now.	<p>Tools, ACT! Scheduler..., click Create a task, Browse... to locate the ACT8Demo database and click Open. Enter Chris Huffman as the user name and click Next>.</p> <p>In the Task: area, use the drop-down arrow to select Database backup and click Next>. Accept the default backup location and file name, and click Next>. Set a Daily Schedule for a few minutes from now and click Finish and Exit.</p>

We'll keep working and check the logs in a minute.