



iLabPOS – How to Make Backups

Version 1.0

June, 2020

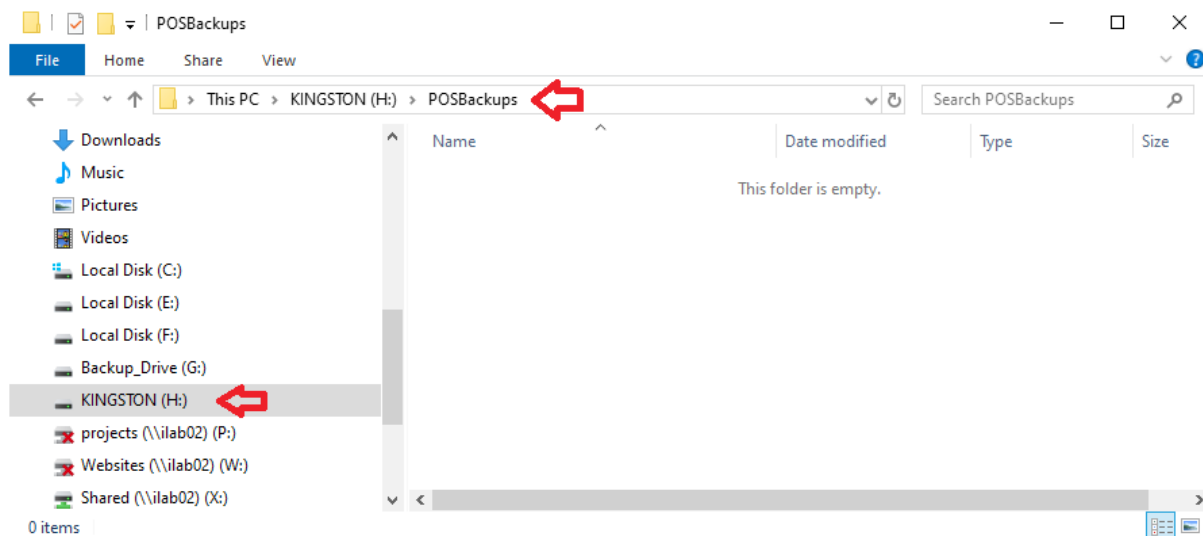
1. Introduction

- Backups should be taken ideally on a daily basis.
- Backups should always be taken on external media, such as pen drives or external hard-disks, or else on cloud drives, such as Google Drive or Drop Box.
- Whilst automated backups are good to have, we always suggest that you also manually and routinely backup your data. Automated backups may fail, and unless monitored properly can give you the impression that you are safe, where in reality you are not.
- If you use iLabPOS fiscally (with an EXO Number), then taking backups on a daily basis is a must.
- Do not try to take a backup after something goes horribly wrong on your PC as this may result in overwriting the last good backup you had. Seek advice from your PC technician.
- No backup is safe enough, anything can go wrong. Seek advice from your PC technician, preferable after forwarding him/her this user manual. For example, if you backup on a pen-drive, but you always leave the pen-drive inserted in your PC, a lighting strike will burn your Hard-Disk and your Pen-Drive.
- If you are backing up on Pen-Drives, leave one in your shop, and take one home with you. In case of a fire or theft, at least you will have something to restore from.

2. How to backup your data and pictures

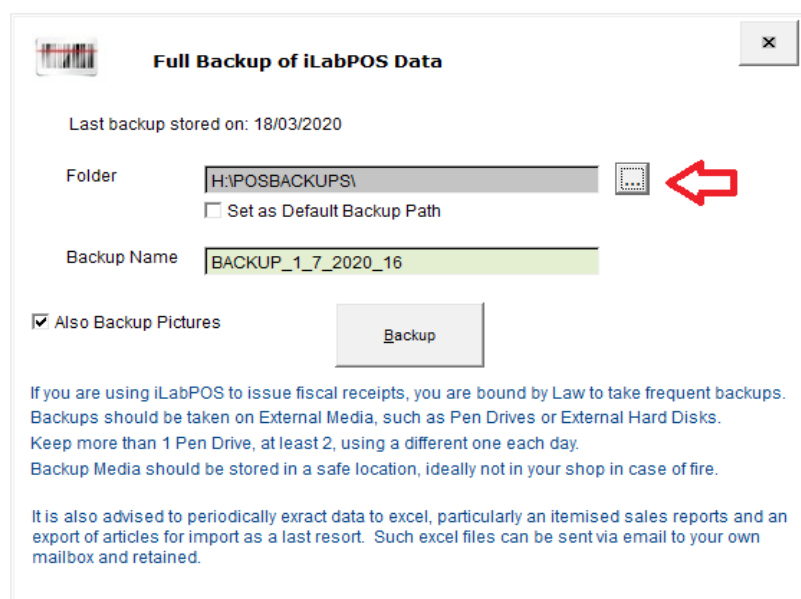
On a Pen-Drive

Acquire a Pen-Drive, ideally at least 4GB in size. Insert the Pen-Drive in your PC, and open the pen-drive contents in the Windows File Explorer (or from "This PC"). Take note of the Driver Letter and create a new folder on the pen-drive called "POSBackups" or something similar. Also take note of the drive letter the pen drive has been assigned to.

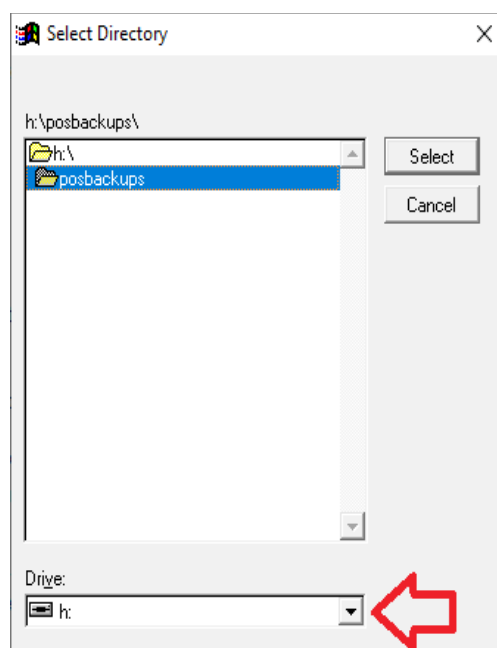


In the example above, the pen-drive has been assigned the letter H:

Once the pen-drive is prepared, in iLabPOS go to "Tools" >> "Backup".



Click on the button with 3 dots and choose where the backup will be stored, as portrayed below.



In the example above, we are choosing the Drive H: and the folder POSBACKUPS. When done, click on "Select".

If you attach pictures in iLabPOS to be used for iTouch or for the eShop, then make sure that the tick box "Also backup pictures" is ticked.

Click on "Backup" - the system will warn you that in case you use iLabPOS on more than 1 PC, ideally you should close iLabPOS on all other PCs before taking the backup. Once you are notified that the backup is complete, you are done, you have now backed up the most recent copy of your Data and Pictures on an external device. Each backup you take contains the full-data set.

You should notice that in the folder "POSBACKUPS", a sub-folder is created with today's date in the name containing several DBF and CDX files. Should any issues occur on your PC, iLabMalta can restore iLabPOS to the latest backup you would have in hand.

On Google Drive, Drop Box, or Similar Cloud Drives

Storing a backup on Cloud Drives is very similar to the process of storing backups on a Pen-Drive. Refer to the explanation above, but when choosing the location where the backup will be stored, choose the cloud drive folder instead.

3. Cleaning old Backups

It is not necessary to keep several old backups, especially if you are using a Pen-Drive as it will fill up. Each backup set will contain all the data, not just the most recent recent changes.. It is suggested to always keep the last 5 recent backups, and you may delete the rest to make space on your pen-drive.

4. Alternatives to backing up your data

Besides taking full backups you may also extract sales and product data to excel and email them to yourself. This is not a replacement to the proper backup procedure explained above, however it can be considered as a safe second backup in case you loose both your live system and your backups.

Example: at the end of each year extract to excel a "Sale Listed by Day" report for the whole year, and send this excel file to yourself on email.

From "Import/Export" >> "Export Articles", click on "Export for Import" to extract an importable version of the product list.