

## Backup to New Folder

In this backup option, a new backup folder is created leaving the previous backup as it is. The disadvantage, it will occupy more space in your hard disk every time you backup. It is suggested that occasionally, you have to delete the old backup folders using the Windows Explorer. go to the directory "**\backups**" and browse the old backup folders that needs to be deleted. Be very careful not to delete your live data folder which is "**\data\refillingdat**", do not delete anything inside this folder!

Backup files for this option is located at,

**c:\lianja\data\backups\YEAR\Month\Day\Time**

example: **c:\lianja\data\backups\2022\February\4\100412**

YEAR=2022

Month=February

Day=4

Time=10:04:12

In effect, you have 2 different backups. This is important because anything can happen to your data. Hardware failure is always a possibility!

Database Restore

When trouble comes, your last hope is your backup files!

### To backup using the 'Backup to New Folder'

1. From **Database Backup** menu bar, click **Backup to New Folder**;
2. You will be prompted to make sure no one is logged-in. If so, ask them to log-out first before continuing;
3. The process will proceed with a progress bar indicator.

The screenshot shows the 'WRS App System Up-keeping' window. The 'Database Backup' menu is open, and the 'Backup to New Folder' option is selected. A progress bar shows 12% completion. A 'Wrs Alert' dialog box is open, asking for confirmation to proceed with the backup to a new folder. The dialog text reads: 'You are about to make a database backup to a new folder. Make sure nobody is using the DATABASE. Ask everyone to logout first. Proceed?' with 'Yes' and 'No' buttons. A 'Help' button is also present. Annotations include: 'Click Backup to New Folder' pointing to the menu item, 'Progress bar' pointing to the 12% indicator, 'System Prompt' pointing to the alert dialog, and 'Help' pointing to the help button.

Account No.	Account Name	Account Type	Account Function	Label	Registration	Account Sub-Type
100	Cash	ASSET	CASH			CURRENT
110	Accounts Receivables	ASSET	ACRECEIVABLES			CURRENT
120	Notes R					
130	Insuran					
135	Store					
140	Raw Ma					
150	Withds					
160	Finishe					
170	Goods-					

Company Name	Contact Title	Address	City	Region	Province	Postal Code	Country	Phone	Fax
ACE HARDWARE	MANAGER	REAL ST, TAGLOBAN CITY	TACLOBAN	B	LEYTE	6500	PHILIPPINES	0917 457 6687	0917 457 6688
EVIMC LABORATORIES	ML	San Juanico, Tacloban	Tacloban	Leyte	6500		Philippines	0917 152 3634	0917 152 3635