



## Mandarin Backup™

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### Using the Backup Utility 2014

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## About

To protect your data, it is important to perform frequent data backups. Mandarin recommends scheduling the Backup utility to run daily. This will create a backup of the M3 Server and help you avoid the loss of files on the local hard disk due to disk drive failure, power outage, virus infection, accidental deletion, and other potential network problems.

## Backup Procedure

1. At the server, schedule the Backup utility to run at a time when the library is closed. See “Scheduling Automatic Backups with the Task Scheduler”.
2. When the Backup utility runs, it creates a log file (named M3Backup.htm) and a subfolder in the directory where you saved the utility. The name of the subfolder will be the current day (for example, Monday or Tuesday).
3. The day after the backup runs, review the log file (M3Backup.htm) to verify that the backup completed successfully.

*NOTE: If the utility encounters an error that prevents it from backing up the M3 Server, it aborts and displays an error message.*

4. If a loss of data occurs later and you need your backup data, go to the folder named for your latest backup (for example, Monday or Tuesday). In this folder, locate the Registry\Databases folder and copy it to your M3 Server folder, replacing any existing data.

### SCHEDULING AUTOMATIC BACKUPS WITH THE TASK SCHEDULER

1. To open the Task Scheduler, click the **Start** button, select **Settings**, click **Control Panel**, double-click **Scheduled Tasks**, then double-click **Add Scheduled Task**.
2. In the Scheduled Task Wizard, click **Next** to begin.
3. Click **Browse** and navigate to the location where you saved M3Backup.vbs. When you have located it, click **Open**.
4. Select the frequency you want the backup to run. (Mandarin recommends selecting **Daily**.) Click **Next**.
5. Select the time and day you want the scheduled backups to start. Click **Next**.
6. Enter the user name and password you use to log on to your computer (not your M3 user name and password). Click **Next**.
7. Click **Finish**. The backup will now run automatically.



## Contacts & Credits

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