

DATA BACKUPS



Back Up Your Data Frequently!

Every time you have entered any data that you would miss (like the month's attendances) keep your work safe by making a backup.

You should also make a backup if you are about to upgrade SuperFox or try out a new function for the first time

The backup files are not big and individual files can easily be deleted when you are sure they are no longer needed.



Important Tip - Take Backups Off Of Your Computer

Sometimes bad things happen to good computers!

It is surprisingly easy to kill a computer. They sometimes catch viruses or simply stop working. We have even filled one with coffee.

Do not rely on backups stored on the computer. We recommend that when you make a backup you move the file off of your computer, for example using a USB flash drive.



Important Tip – Keeping Backups Off Site Can Be A Good Idea

Sometimes bad things happen to good settings!

If you are unlucky your computer could be damaged or stolen. Every year a small number of settings flood, catch fire or are burgled.

If you do not have a fire and flood-proof safe it would be best to keep a copy of your backup files at a different secure location.

We do not currently recommend using an on-line file store for storing your backups unless you are completely confident about the service's security and availability.

Remember to set the SuperFox passwords for the each database to help keep the backed up data safe.

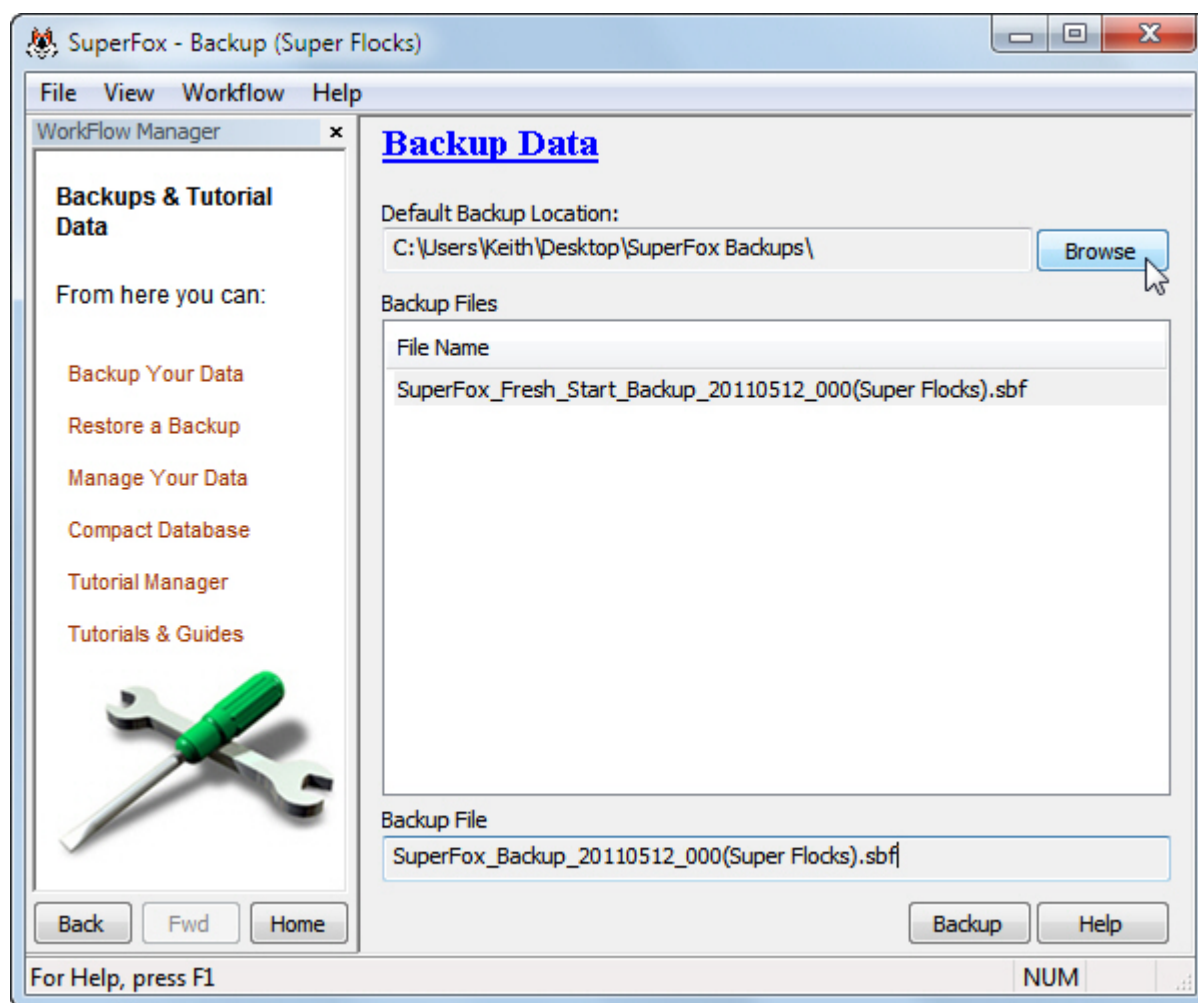
HOW TO MAKE A BACKUP



It is easy to make a backup whenever you like.

Go to the Backups & Tutorial Data Section and select the 'Backup Your Data' option.

Home > Backups & Tutorial Data > Backup Your Data >

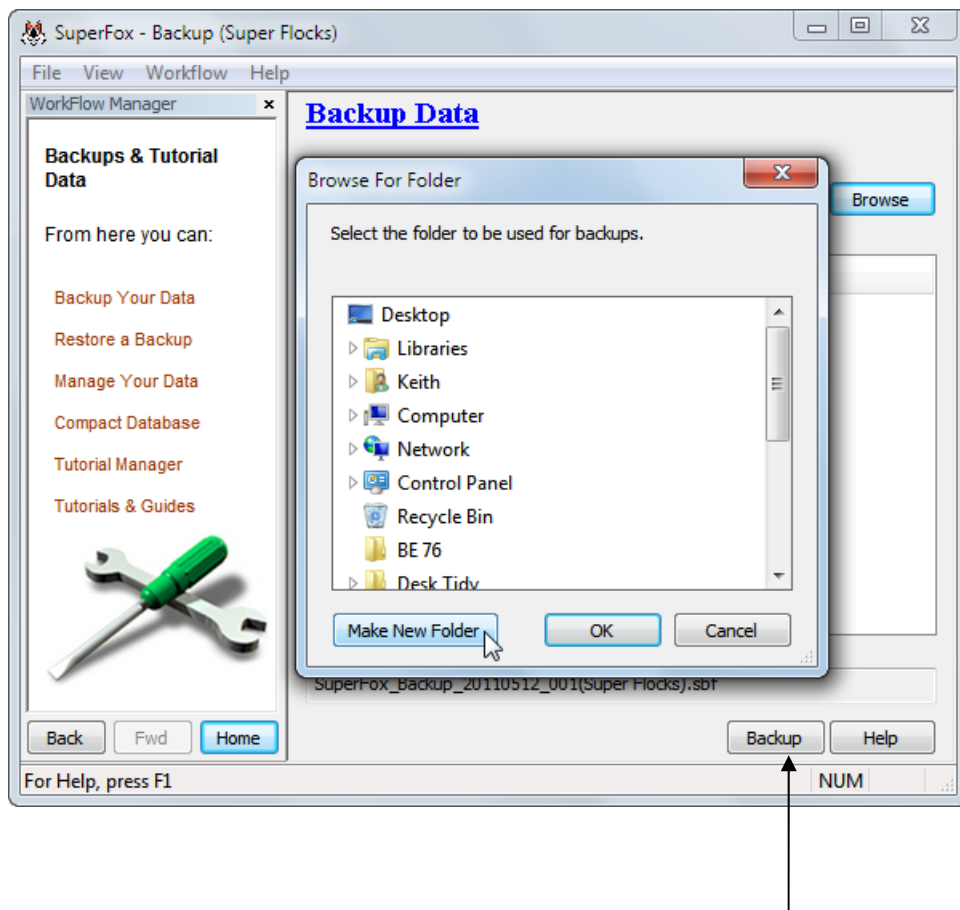


Start by using the 'Browse' button to find or make a folder on your computer to use for the backup.

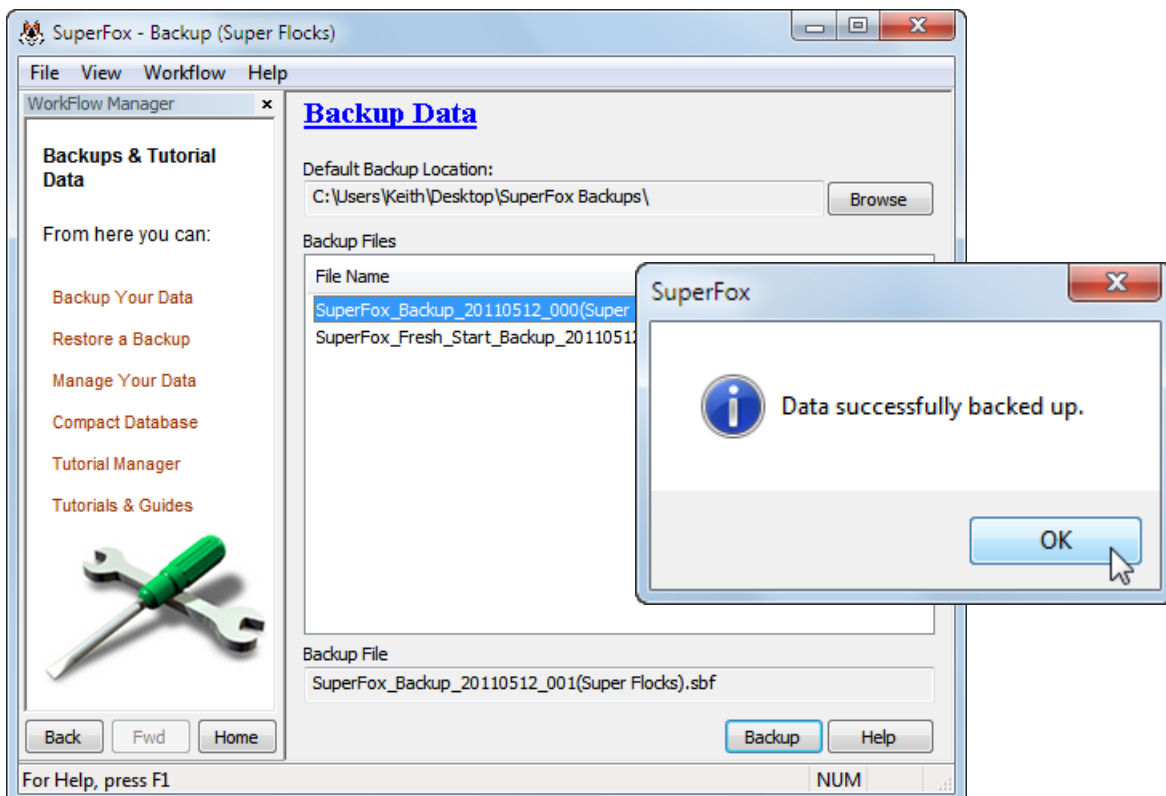
SuperFox will remember the folder that you choose or make and it will continue to use it for backups until you specify a different folder using 'Browse'.

If you wish to put the backup file in a new folder simply use the 'Make New Folder' button while you are browsing as shown below.

Note that if you do not choose a folder SuperFox will send all of you backups to the desktop.



When you have chosen a folder go ahead and click on the 'Backup' button at the bottom of the screen. SuperFox will create your backup file and confirm that the backup was made successfully.

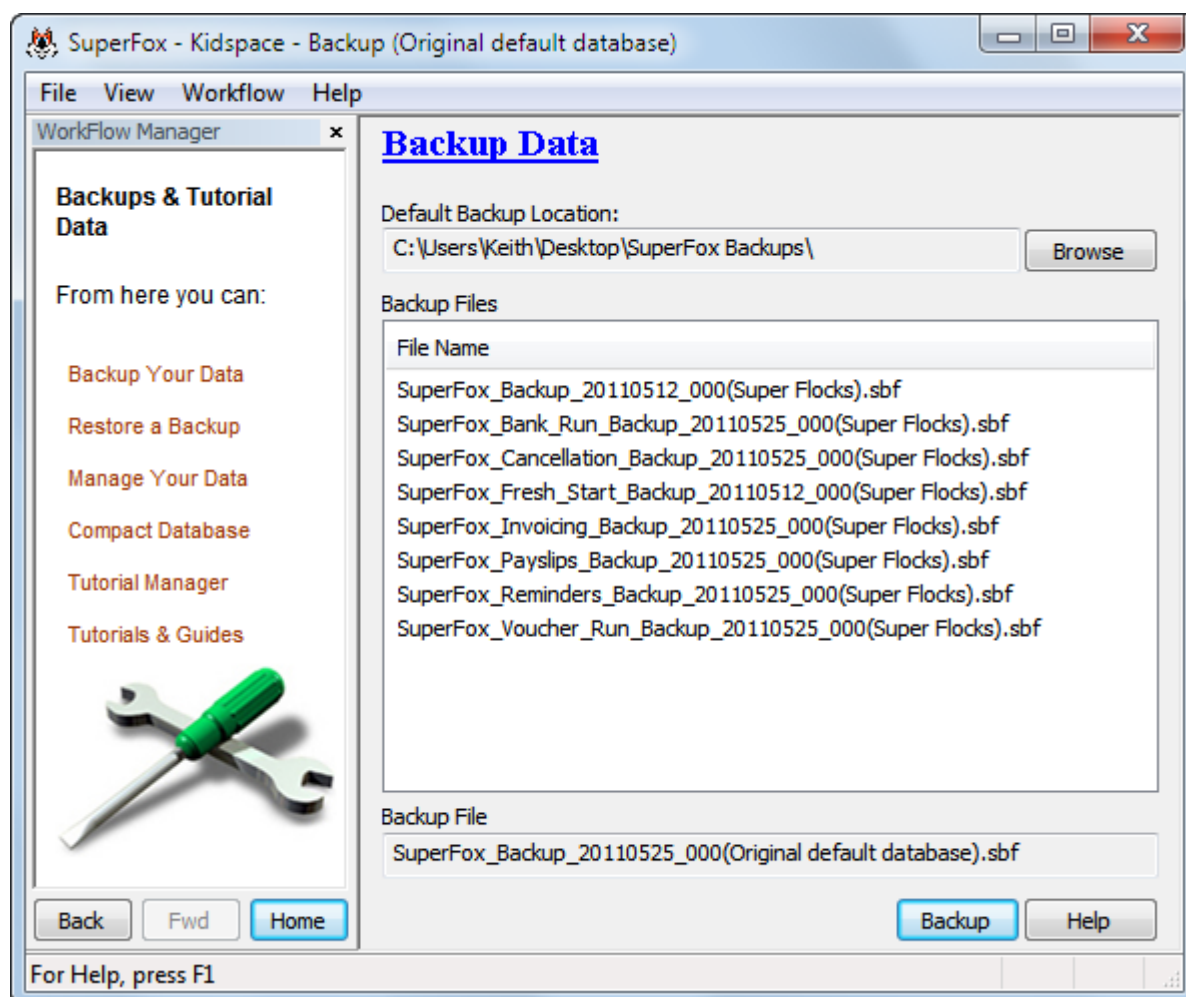


Automatic Backups

You can make a backup at any time but SuperFox will also offer to make a backup immediately before taking the following actions:

Action	Backup File Name
Exit the program	SuperFox_Backup_date_number(name).sbf
Before using Fresh Start	SuperFox_Fresh_Start_Backup...
Calendar Cancellations	SuperFox_Cancellations_Backup...
Deleting Invoices	SuperFox_Invoicing_Backup...
Deleting Reminders	SuperFox_Reminders_Backup...
Deleting Bank Runs	SuperFox_Bank_Run_Backup...
Deleting Voucher Runs	SuperFox_Voucher_Run_Backup...
Deleting Payslips	SuperFox_Payslips_Backup...
Advanced Options - Zero Balance	SuperFox_Zero_Balance_Backup...

These will also be sent to your working backup folder. Here are some examples:



Backup File Names

SuperFox backups now all contain a Date, Number and a Name to help you to find the backup that you need to restore in the event of a problem.

e.g SuperFox_Backup_Date_Number(Name).sbf

Date

This is the date that the backup was made. The date is written 'backwards' with the year followed by the month followed by the day.

The date as: `yyyymmdd` e.g. 20130621 is 21st June 2013

This ensures that more recent backups will appear at the top of folder lists if you have many backup files with similar sounding names.

Number

It is important to be able to see which backups came first or last if you make several backups that have the same name in the same folder on the same day. SuperFox uses a number from 000 to 999 to show the order in which the backup files were created.

e.g. SuperFox_Backup_date_000(name).sbf	first
SuperFox_Backup_date_001(name).sbf	second
SuperFox_Backup_date_002(name).sbf	third

Name

This is a friendly name that you can give to the database which can be set up in either of two places the program (both places do the same thing):

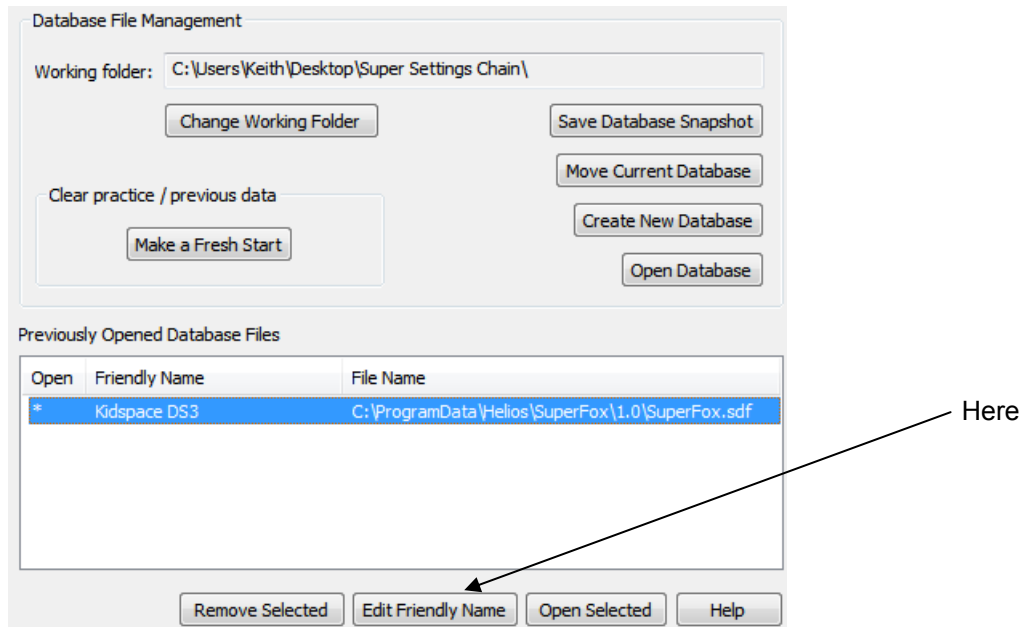
1) *Setting Details > Setting Details >*

The screenshot shows the 'Setting Details' window with the following fields:

Setting Name:	Kidspace	Letterhead/Contact Address	Setting Premises Address
Cheque payment name:	Kidspace Limited	Line 1: 13 River Dale	Line 1: Foxholes First Sch
Ofsted number:	EYC 98765	Line 2: Foxholes	Line 2: Foxholes
Tax reference:	123/NZ/54321	Town: Anytown	Town: Anytown
Default holiday year start:	01 September	County: Northumberland	County: Northumberland
Default holiday entitlement:	28	Postcode: AA1 9ZZ	Postcode: AA1 9YY
Maximum places:	26	Phone: 01234 567890	Phone: 012345 098765
Company number:	654321	DFE URN: 555555	
Charity number:	123456	Friendly Name (for backups): Kidspace DS3	
Email: kidspace@superfox.org.uk	Web: www.superfox.org.uk		

At the bottom, there is a 'Logo Image' section with a 'Remove' button and a 'Change' button. Below that are buttons for 'Security', 'Advanced...', 'Invoice Offset', 'Save', and 'Help'.

2) Backups & Tutorial Data > Manage Your Data >



We highly recommend setting up setting friendly names to use with the setting's files.

Friendly names are useful to everyone, and especially useful for users with multiple settings.

RESTORING A BACKUP



Don't Panic!

If something bad has happened and you need to restore a backup file don't worry, it's easy!

If something bad has happened to your computer and you can no longer use it this is easy to fix too. Simply install SuperFox on your replacement computer and restore your most recent backup. You should be working again in a few minutes.

IMPORTANT * Passwords *

SuperFox will use the passwords in use when the backup was made. If these have changed then the program will ask you to supply the older passwords to complete the restore process.

(This is an important security precaution that helps keep your data safe when taken off-site.)

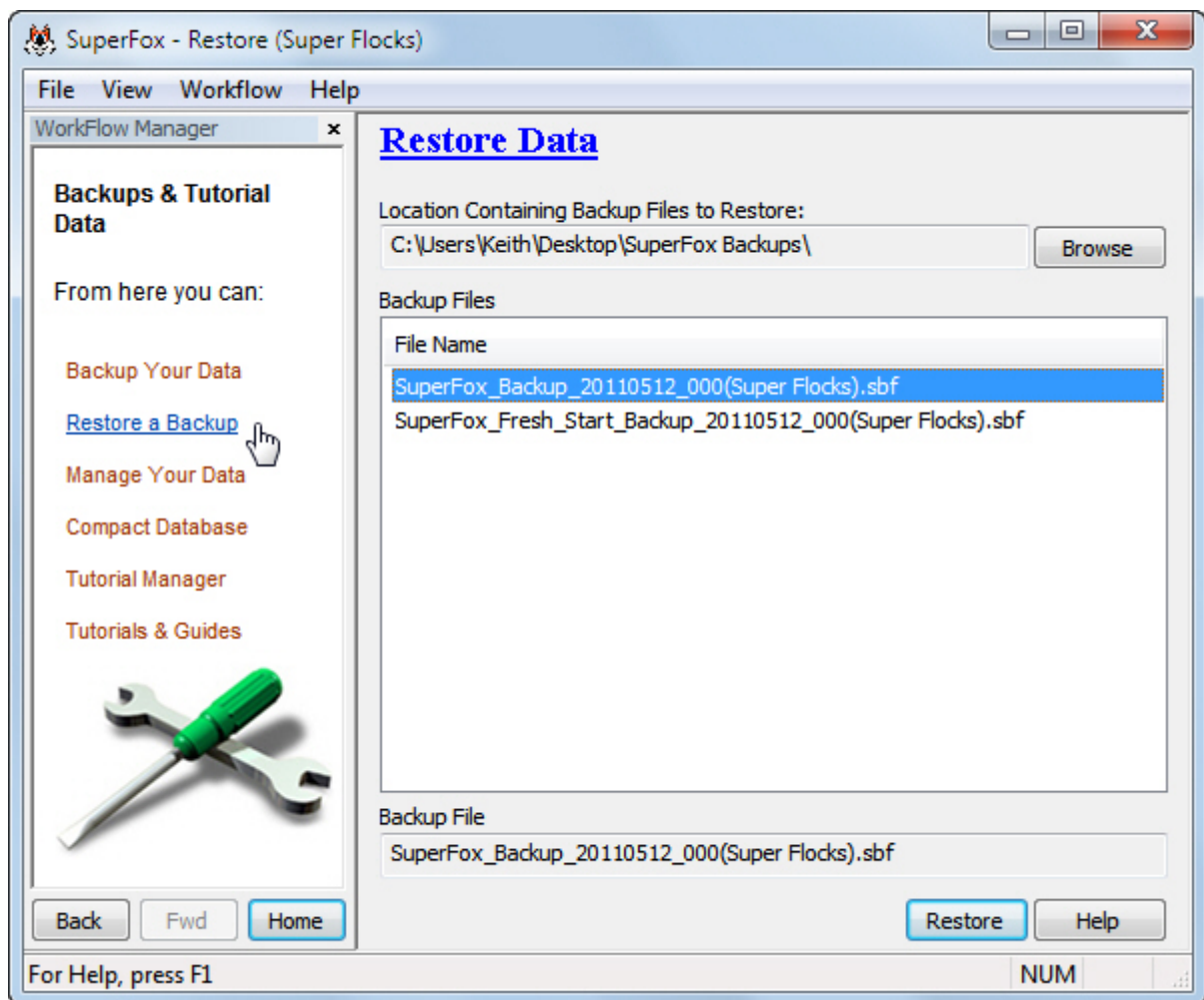
Here's how to do it.

If the backup that you need to restore has come from your safe off-site store then please copy the file onto your flash drive or similar onto your computer.

Go to the Backups & Tutorial Data section and select the 'Restore A Backup' option

Home > Backups & Tutorial data > Restore a Backup >

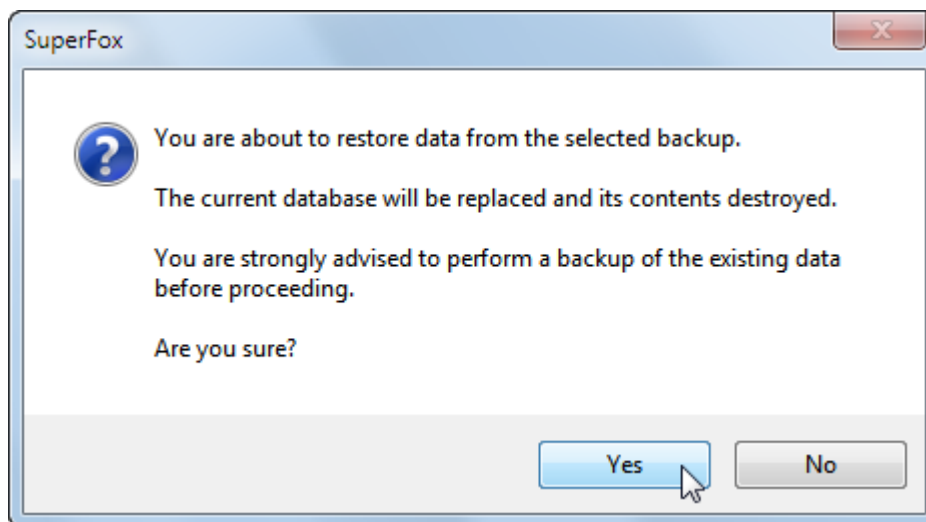
SuperFox will look in your backup folder (the last place it saved a backup) and display the list of backup files it finds there.



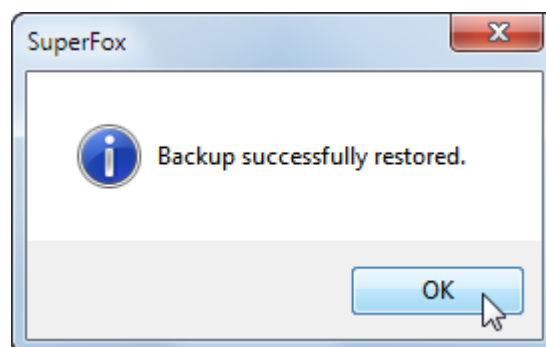
You can also use the 'Browse' button to get to a different folder or flash memory stick containing your backup files.

Click on the file that you want to restore and then click on the 'Restore' button.

SuperFox will ask if you really mean to restore the backup. As the backup will completely overwrite the current data set please check that you have selected the correct file.



If you want to go ahead and restore it click on the 'Yes' button or quit the restore by clicking on 'No'.



If you choose 'Yes' then SuperFox will restore the backup file and let you know when the backup file has been successfully restored.

Remember – if your software is activated and the backup contains an Ofsted number that does not match your license you will need to choose an Ofsted number from your license list, or get in touch with your software provider to update your licence.

End