System Back-Up Procedures

Without performing regular backups, your valuable data is at risk.

Epicor Eagle Software can automatically backup your information every day.

Let's take a look at the basics of running a Backup, and creating a Shutdown Queue.

We will also explore Backup Scheduling, introduce Secure Data Backup, and offer a few helpful tips to make your backup process run smoothly.

To view Backup File Maintenance, open Secure Access and sign on.

Type TMENU and press enter.

Type MBC and press Enter.

Backup schedules are based on either a 6 or 7 day cycle, depending upon how many days a week your store is open.

Labels start with SDB, which stands for secure data backup, and are followed by the numbers one through seven.

The bottom section shows the date of your last seven backup attempts, what time they were attempted, and whether they were successful.

CDs, DVDs and USB drives are labeled automatically.

Tape sets are labeled when your system is installed.

Within this Training on Demand course, all forms of backup will be referred to as media.

Media can be relabeled at any point by running WLABEL in Network Access.

Running RLABEL identifies the current media's name.

More information about these procedures can be found in the Eagle Online Help.

To set up automated backup, you must create a Shutdown Queue.

In Network Access type CEQ and press enter to access the End-of-Day report Queue.

Enter the name of the Report Queue.

Best Practice is to use SHUTDWN without the letter O.

You may not use SHUTDOWN as that is the name of another program.

Type SHUTDOWN in the function name.

Give the queue a description, such as 'Closing Report'.

Press Display.

On the Shutdown Queue Settings page leave the options as is.

Press the down arrow on your keyboard to reach Backup settings.

The "Label a non-backup tape?" field determines behavior when unlabeled media has been inserted.

N will stop the backup.

Y will label the media and re-write the contents.

Relabel an Incorrect Backup Tape Will perform the described action.

Eagle will never overwrite the last successful backup.

This preserves your data in case you left the media in from the previous day.

Press Add to save your changes.

To schedule a backup, select Systems Management from the Eagle Browser.

Then select Schedule End-of-Day Queue or type SEQ in the Launch Bar.

Select Add from the ribbon menu.

Under Queue name choose SHUTDWN.

Determine what time you want the backup to run by selecting the Schedule Name.

Press OK.

SHUTDWN is now listed on the End-of-Day Queue.

Under the Enable column select the value Y and press OK. Click Change to save your update.

Store your backup media offsite. A backup cannot help you if it is destroyed with your inventory.

Confirm that the backup was successful each morning then Swap out the CD, tape, or USB.

If the previous day's backup was successful and not removed, the current day's backup will not run.

From the Utilities menu open Show Application/System Logs.

Here we see that last night's backup was updated.

You can also open the Eagle Event Journal Viewer and sort the Description field using the word "backup".

Another source of information is MBC. Success indicates that your backup was completed for the associated date.

Backups are vital to ensure your stores' critical data is protected.

You now have the tools needed to create an automatic backup, a shutdown queue and schedule the process. Confirming that your data was successfully saved will ensure that your business transactions are available when needed.

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