

Pontem Backup & Restore Procedures

Creating a Backup of your Pontem Data

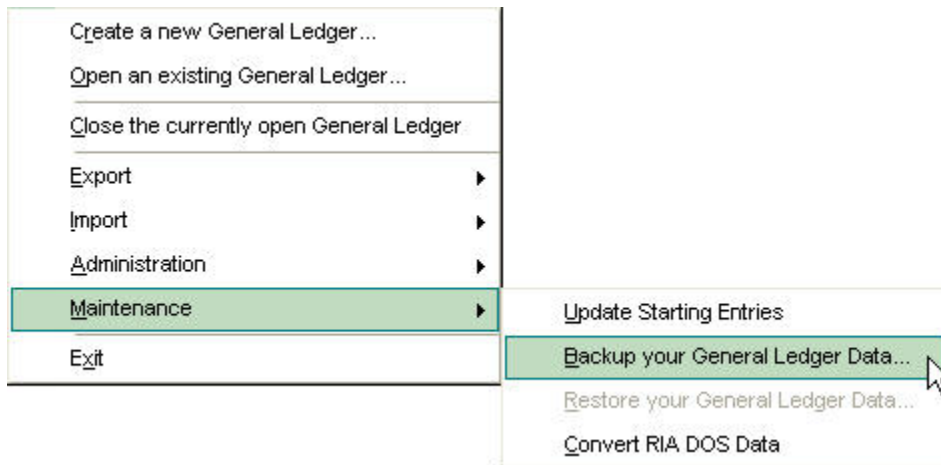
It is recommended that Users periodically backup their Pontem Data; therefore, all of the Pontem Products contain a built-in feature that simplifies this process. Daily backups are suggested, to prevent loss of data and time.

IMPORTANT NOTE: The built-in backup feature saves a copy of your Pontem data to the hard drive of your computer or the hard drive of your server, and should not be the sole means of data recovery. If you have a hard drive crash or other catastrophe, you will also lose this backup. It is strongly suggested that you have an alternative method of backing up your data in addition to this feature. Once a backup file has been created, it should be saved to external media, such as tape or CD. (This file will not fit on a floppy disk).

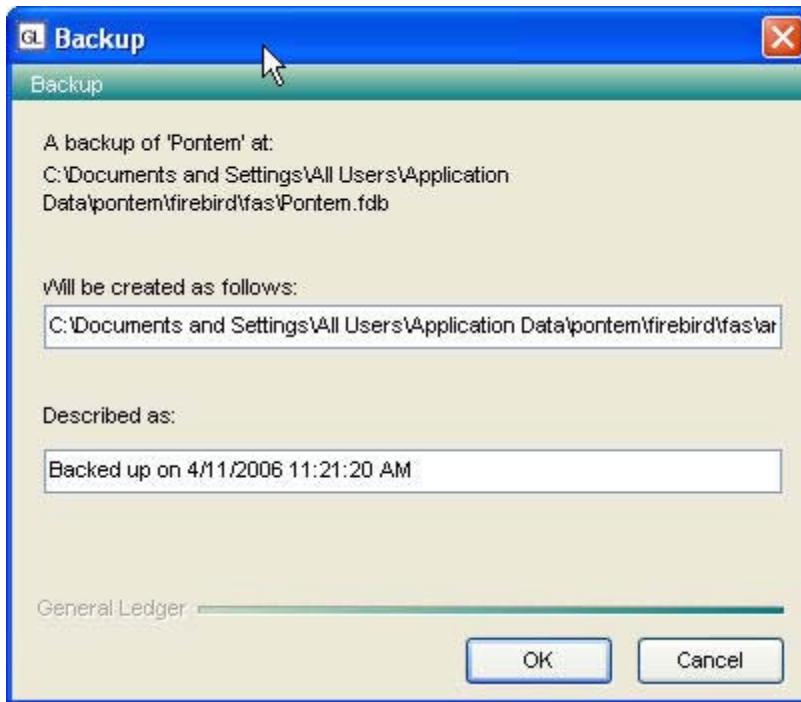
Beyond daily backups, it is also recommended that the User create a backup of their data prior to updating, or upgrading, their Pontem Software.

Create a Backup of Your Data

1. Click on File on the Menu Bar. Click on Maintenance and choose Backup your [**Pontem Product**] data from the Menu.



2. A Backup window will appear displaying to the User the path for the created file, and a description of the Backup file. All backup files will be saved to the Archives Folder location as defined in the Pontem Metadata. The User may change the "Described as" information if desired.



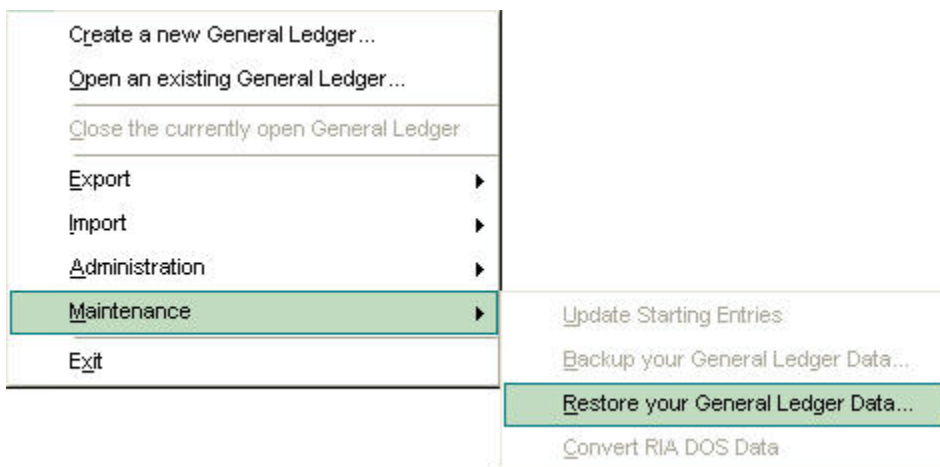
3. Click on the OK button in the Backup window to save the file.

Restoring from a Backup

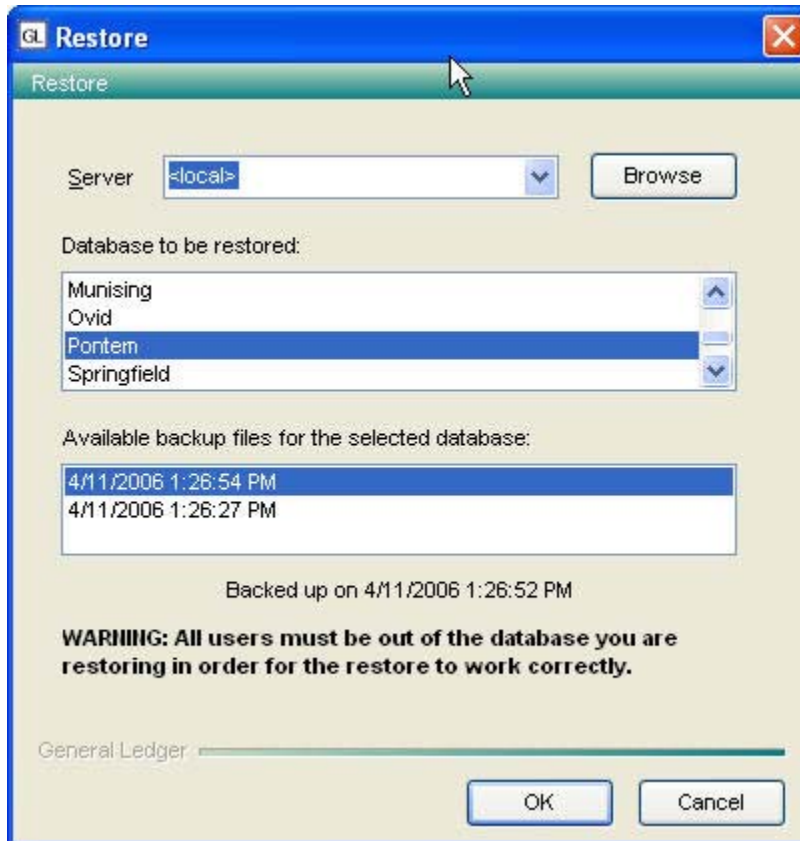
A User can create a backup file of the Pontem Data prior to making any major program changes or data changes. If the User desires, the Backup File can be restored, returning the program and data to their original state prior to the changes.

Note: The User cannot be logged into a database to perform a restore from backup.

1. From the Menu Bar, click on File, then click on Maintenance and choose Restore your **[Pontem Product]** Data.



2. The Restore window will appear.



Server

If the database is stored, on a machine other than the local machine pick the appropriate server from the list or click on the button to pick the server.

In a network environment, any client on the network that has access to the Pontem Product can do a backup of the Pontem Database however; the Restore can only be performed at the Server and works much like the **Check for Updates**. All users must be out of the database you are restoring in order for the restore to work correctly.

Database to Be Restored

1. Highlight the name of your unit's database

Available Backup Files for the Selected Database

2. Once you select a Database to be Restored this field will show all existing backup files. Click on the desired backup file.

3. Click on the OK button to proceed.

4. You will receive a message indicating when the restore has completed. Click on the OK button to acknowledge this message and continue.

