

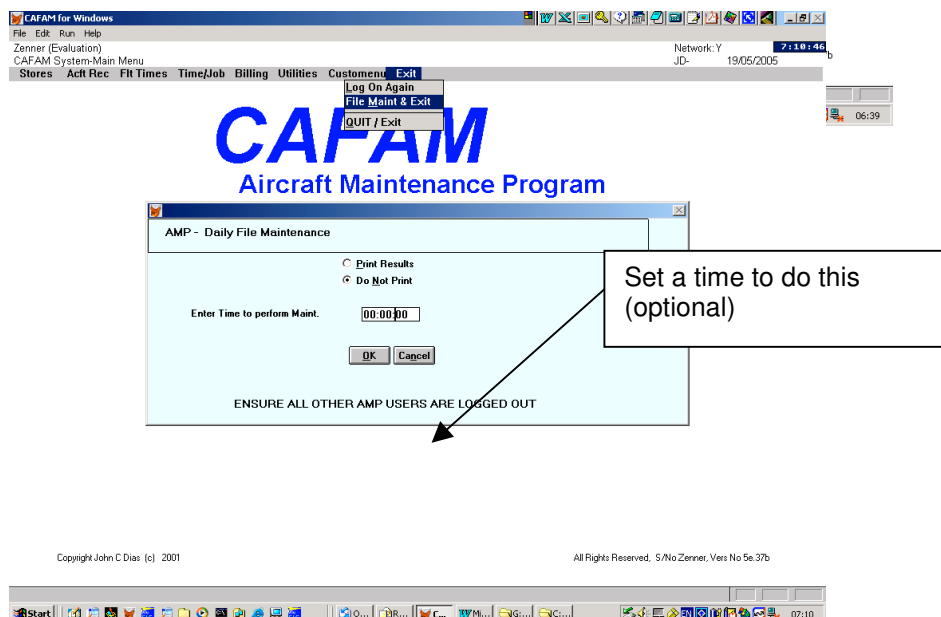
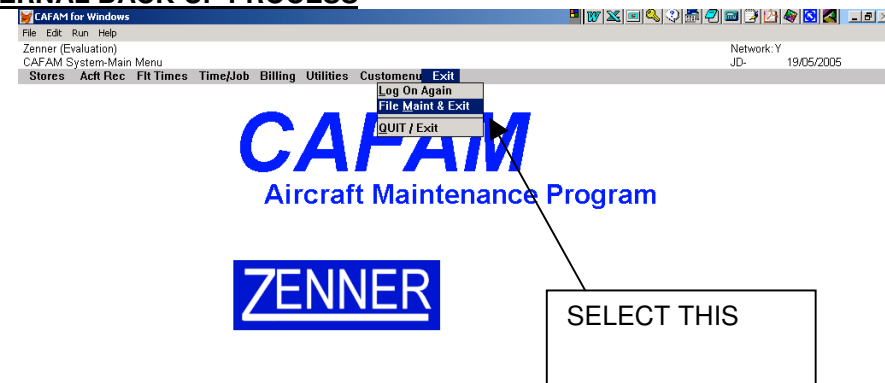
BACK-UP STRATEGY IN CAFAM

TWO ISSUES TO CONSIDER:

1. THE INTERNAL CAFAM BACK-UP PROCESS
2. THE EXTERNAL COPY ALL CAFAM FOLDER TO DIFFERENT MEDIA

FOR ANY OF THE ABOVE TO WORK CORRECTLY, EVERYONE NEEDS TO BE OUT OF CAFAM. ENCOURAGE CAFAM USERS TO EXIT THE PROGRAM AT THE END OF THEIR WORKING DAY. LEAVING YOURSELF IN THE PROGRAM RISKS DATA LOSS IF YOU INCUR AN UNEXPECTED POWER FAILURE OVERNIGHT !!!

1. THE INTERNAL BACK-UP PROCESS



CAFAM WILL CREATE BACK-UP FILES PRE-FIXED LETTER B*.DBF e.g. BROTABL.DBF WOULD BE THE BACK-UP COPY OF THE ROTABLE FILE. FILES WILL BE LOCATED IN THE CAFAM FOLDER ITSELF. RECOVERY OF THESE FILES IS CARRIED OUT FROM WITHIN CAFAM

2. THE EXTERNAL COPY ALL CAFAM FOLDER TO DIFFERENT MEDIA

HERE YOU COPY THE ENTIRE CAFAM FOLDER CONTAINING ALL CAFAM FILES TO A DIFFERENT MEDIA, e.g. COPY IT FROM THE SERVER TO A LOCAL C: DRIVE OR FROM THE HARD DISK TO A USB MEMORY STICK, USB HARD DISK, CD-ROM, TAPE DRIVE.

FOR YOUR INFORMATION:

- 1 CAFAM RESIDES ALL FILES IN SIMPLY ONE FOLDER. THERE ARE NO LINKS TO OTHER FOLDERS.
- 2 THERE ARE NO REGISTRY ENTRIES MADE OR NECESSARY IN THE WINDOWS REGISTRY
- 3 YOU CAN LAUNCH CAFAM FROM ANY MEDIA e.g. A MEMORY STICK OR HARD DRIVE, THE ONLY REQUIREMENT IS THAT IT IS AVAILABLE FOR READ/WRITE.
- 4 WHILST YOU YOU CAN BACK-UP TO A CD-ROM, YOU WOULD NEED TO COPY THE FOLDER AND THE FILES BACK TO A HARD DISK TO RUN CAFAM AGAIN. IN ADDITION YOU MAY NEED TO RE-SET THE FILE ATTRIBUTES FROM "READ-ONLY" (SET BY THE CD-ROM) TO READ/WRITE
- 5 WE ACTIVELY RECOMMEND YOU MAKE A COMPLETE COPY OF CAFAM ON ANOTHER PC, ESPECIALLY FOR NETWORK APPLICATIONS. USE A LOCAL HARD DISK ON ONE OF THE WORK-STATIONS TO KEEP A COPY OF CAFAM WHICH YOU WOULD USE SHOULD THERE BE A NETWORK FAILURE. AT LEAST THIS WAY YOU BUSINESS KEEPS OPERATIONAL UNTIL THE NETWORK IS RESTORED
- 6 TO CREATE A COPY OF CAFAM AS IN STEP 5:
 - a) Copy one time the complete CAFAM folder from the Server to your local Hard Disk
 - b) Create a batch file to only copy the data files on a daily basis, e.g.

```
xcopy f:\cafam\f*.dbf c:\cafam /c/y
xcopy f:\cafam\f*.cdx c:\cafam /c/y
xcopy f:\cafam\f*.fpt c:\cafam /c/y
xcopy f:\cafam\*.mem c:\cafam /c/y
```

Change the drive letters to suit your system
 - c) We have supply a file called B_UP.BAT in the CAFAM folder if you want to save yourself the trouble of creating this file, contact us for information. support@cafam.net

-end-