

Backup

There are many ways to back up data. As a convenience, The Marina Program includes a backup up menu item that will zip the files and place the zip file in a specified location. This specified location can be any location you can access using Windows Explorer.

Each program supervisor or IT director needs to decide the best way for their facility, but DO IT!! The data folder usually named \CCMARINA is the folder located on the server that contains the files that should be backed up.

Generally a backup is recommended if there is no timed system backup of the server on an automatic basis.

It is best to backup as often as enough data has been entered than cannot easily be re-entered. Usually it is wise to back up a minimum of once a week for a small marina, large facilities should backup daily. Generally, anytime a number of new tenants are entered, or a large posting of payments is made, there should be a daily backup.

Daily backups are for anytime during the month, and back up the current month's data files.

Monthly backups should be done after each month end close, this backups all the history in addition to the data files.

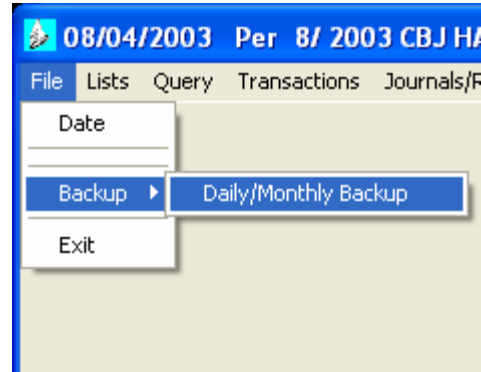
A zip drive or thumb drive is often the best device to use for backing up data as the disk will hold all the data and require no special preparation. CD rom drives do not usually work without special software or special disks. Some CD roms can be treated as a floppy, but the disks should then be tested to be sure they can be read by any computer.

Backup up to a hard drive should be the **last option**, as the hard drive cannot be 'taken off site' and each backup replaces the other, so a previous backup cannot be restored.

Any time a hard drive is used for backup it should only be used as a temporary destination, with the backup files moved to a removable device, or to a long term backup destination on a backup server which will save each day's backup up separately. It is important that there not be just one backup that is written over each time, backup destinations should be rotated so a past day or two's backup can be retrieved separately from the current backup.

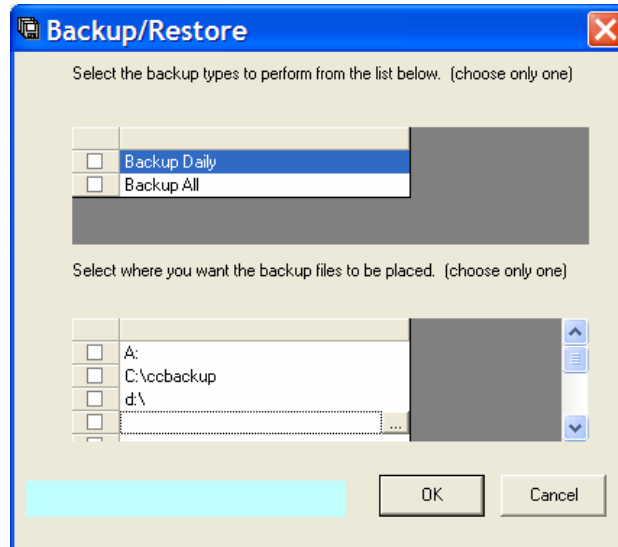
It is recommended to rotate disks for the backup, at the minimum for a daily backup use an A disk and then the next time a B disk. Large facilities should have a Monday, Tuesday, Wednesday, Thursday and Friday disk, reusing them after a week. Periodically backup disks should be stored off site.

Click on File, then on Backup and on Daily/Monthly for the backup window:



All other users must be out of the program. There will be a warning regarding other users in the system.

Choose one backup type and one backup destination.



Backup destinations can be set by clicking on the list box line (to the right of the check box) and then on the dialog box to bring up a browse screen to choose a drive and/or folder destination locally or on the network.



An option to choose a drive or folder is displayed.



Alternately a Drive letter or a path can be typed into the “backed up to” textbox. Click on OK to save.

When backing up to disk(s) in drive A:, the backup up file will be deleted and then re-written. The backup file can span more than one disk.

When backing up to a folder or to drives other than drive A:, the backup file is updated, (changed or new files are added to the existing backup file and the files cannot span more than one disk.

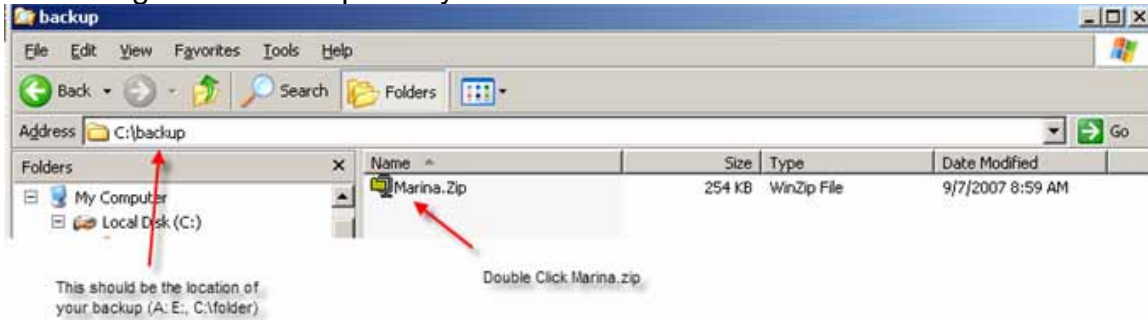
The backup file in all cases is named MARINA.ZIP

If passwords are being used, only the Master and level 4 passwords can operate the Backup utility.

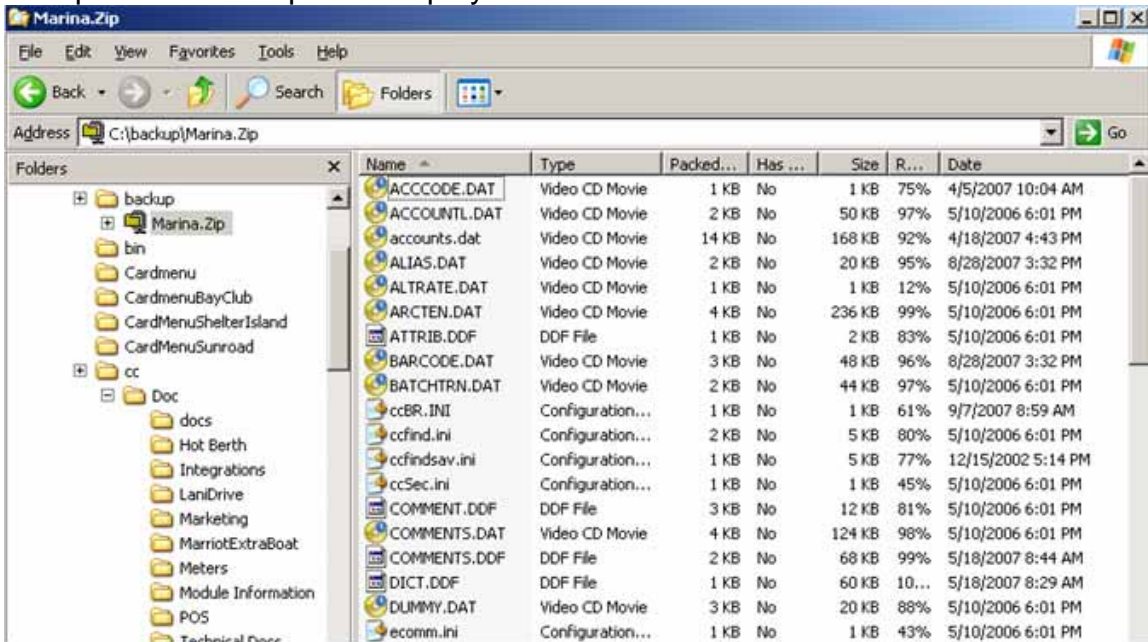
The start up password is SUPERBOSS

Restore

When you used the Marina Program to backup your data it created the backup in the location you specified in a compressed file entitled Marina.zip. To restore from your data from Marina.zip use Windows Explorer and open the Marina.zip containing the backed up data you want to restore.



Double click Marina.zip to display the contents, note if you have winzip installed a winzip window will open to display the contents.



From windows explorer would copy (or extract) all the files contained in Marina.zip to your Marina Program Data folder (ccMarina).

NOTE: This WILL replace your current data with that from the backup, it is recommended that you make a copy of your ccMarina folder prior to copying over the data from the backup.