

STANDARD OPERATING PROCEDURE

Auto BackUp Option

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TimePeace has provided the facility to *automatically* run a complete backup each day at a pre-determined time.

The Time clocks will be deactivated for 15 seconds while this auto backup runs.

To Activate the Auto Backup of the TimePeace files:

1. Open Marktime & click “Control Centre”
 2. Choose the “backup selections” tab
 3. Tick On the box “allow auto backup activation.....”
 4. Enter a time when the staff are unlikely to be logging on or out
 5. Push the button “Activate Auto backup”
 6. Choose “C:” as the location
 7. Select the button” OK and go” to exit and save.
- Automatic backups are written to a folder called C:\TimePeaceExportfiles
 - If this folder has not been created see the SOP on “creating a failsafe copy”.
 - The autobackup creates a backup of each data file for each day of the week cycling every week.
 - The auto backup facility can be disabled by selecting the button “Stop auto BackUp” on the control, backup selections tab

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