

Routine Works in PC-Topp.NET

Here you find a list of jobs needing to be carried out when working with PC-Topp.NET. (For more details please refer to the paragraphs *Backup*, *Reorganisation* and *Archives of Statistics* in the PC-Topp.NET Manual).

◆ Backup

Once a Day

PC-Tpp.NET data should be saved once a day. The backup procedure consists of an *internal* and an *external* backup complementing each other:

- The internal backup on the different workstations is rotating from one station to the other.
- For external backup there are five "generations", i.e. one diskette set is used for each working day.

◆ Deleting Produced Programs

Produced programs that are located in the program memory should be deleted once a day. The programs being produced on the current day should be stored.

◆ Deletion of Produced Orders

Once a Week

Produced orders should be deleted once a week (see the function on the Settings page: "Delete Produced Orders").

◆ Archiving Production Data

Once a Month

Production data should be archived once a month. *Non* archived data should be kept 1 - 3 months.