

PC-Topp Backup: Why? How often? Why is this *my* job?

What can happen to PC-Topp's data?

It's going to happen one day ... you never know in advance.

Orders are missing in PC-Topp, Program Memory displays gibberish, or the conversion planning is all mixed up ... one day you'll realize that you've lost all data in PC-Topp.

How can this happen?

Let it be a hardware failure, a disk crash ... yes, those are very rare, but no server disk has eternal life. You can be sure: It's bound to happen one day.

But there's another danger, much worse but often underestimated: Human error is the most frequent cause of data loss.

The server administrator only has to hit the "y" key at the "Are you sure? Y/N" prompt, and a whole directory is gone.

But it's not just the IT guys that can screw up: Imagine someone selects „Recall Programs“ instead of „Print“ in Program Memory and zaps tomorrow's corrugator schedules ...

Our IT department takes care of backups, they're not my job ... or are they?

Are you sure that the IT department can really restore your data the day you need it?

Who knows whether that tape will really be readable, and whether it contains all required directories?

And: Production is open day and night, but the IT guys usually call it a day at 5. Will you really be able to get help after hours?

In addition, there is a difficulty that makes PC-Topp different from all other applications:

PC-Topp is always active, with no interruption. And an active application's data files are in use and cannot be backed up.

That is why backups must be made using PC-Topp's built in backup facility – only that procedure makes sure that all terminals close all files for a short time while backup takes place.

On the side, PC-Topp creates a second, independent copy of on the server whenever a backup is made on any workstation. The IT department is free to include that directory in their own back procedure, giving you yet another level of security.

Okay, I'll do it ... but do I really have to run backup every day?

Only if you take things in hands yourself will you be sure that disaster doesn't hit you.

No, not every day, **several times a day** is how you want to do your backups.

What's the use of a backup reflecting the state of things of the day before yesterday? You'd have to re-do everything that has happened since, from planning to production data entry.

And where are the orders to come from that were transferred in the meantime? Who will look after all the updates and cancellations of orders that happened in the background, in an automatic process? It's easy to forget just one detail, and suddenly you've run a big order with the wrong print – and all goes to waste.

Wouldn't it be a lot easier if you were able to go back to the state of just a few hours ago?

Make it a rule to back up after every major step in the course of your work day: After transferring the new schedules to the corrugator, after entering the night's production in conversion, etc.

Or schedule backups at fixed times in the day: Before you take your break, after the crew change, or before you go home.

Which is the best PC to run backups on?

Establish a firm rule which PC is to do backup in the morning, at lunchtime, and in the evening!

PC-Topp stores the backup on the hard disk of the PC where you run the backup procedure. That makes backups painless and fast, and modern PCs offer huge storage capacities at no extra cost.

But it is essential that *all PCs in the office* be used for backup in a fixed sequential pattern: Every backup wipes out the copy of the data that was made on that PC before. If anything happens during a backup, then you risk having no backup at all.

There is also the risk that the backup when the error has already corrupted your data. In that situation it is a great thing to be able to move on to the next PC, where the copy is error free, albeit a bit less recent.

Thus: Make use of all available PCs in your office ...

... and do it every day, several times per day!

PC-Topp Tips & Tricks