

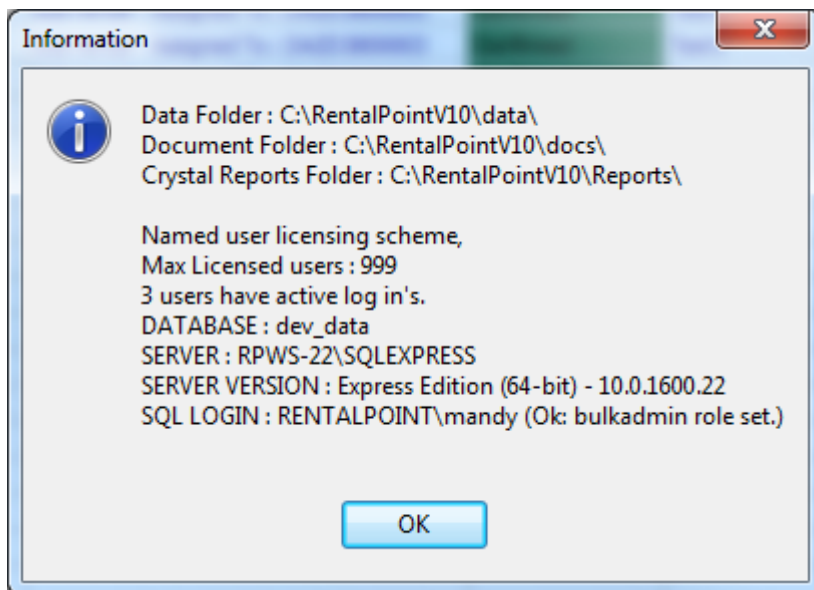


Backing Up RentalPoint

Before any changes to the application or the database take place it is strongly advised a backup of the RentalPoint database is taken. Copying the RentalPoint directory will not create a backup of the database, only a backup of the RentalPoint files, documents and application. A database backup needs to be done within MSSQL SERVER OR third party backup software.

Where are your files stored?

Depending on your RentalPoint Installation your shared files could be stored in many different locations. You can find out exactly where they are located via the help→status option on the RentalPoint Main Menu.



Database Backups:

SQLEXPRESS does not have a built in automated backup function. There are many different 3rd party utilities available on the web such as

SQLBackupAndFTP:

- A free backup utility with a paid version.
- Free version will backup SQL databases, zip and encrypt the files as well as sending the zip file to local and or FTP server locations.
- Backups can be scheduled
- Use the SERVER and DATABASE name above
- Check it out here: <http://sqlbackupandftp.com/download/>



Backing Up RentalPoint

Manual Backup using SQL Server Management Studio:

- For manual backups it is recommended Microsoft SQL SERVER Management Studio is the interface application for the SQL Server.
- Connect to the SERVER above and locate the DATABASE above
- From Microsoft SQLSERVER Management Studio highlight the RentalPoint database.
- Right click on the database, select Tasks, Backup.
- The backup will create a file with .bak. This is the combined database and log files. It is a very important file should the database need to be restored.

Data/Parameter File Backup

- The parameter file inst.dat holds the details on all parameters set to run your customized version of RentalPoint. This file is located in your Data Folder directory above.

Documents Backup

- All documents produced for RentalPoint (invoices, quotes etc) are stored in the 'Documents Folder'. These files should be backed up as they are required for audit purposes in most countries.

Other document Paths

- All directory paths are stored in rpini.ini configuration file in the RentalPoint\sys directory (the 'RentalPoint' name may vary depending on your installation – it could be rentalPointv9/RentalPointv10/rentalPointv11).
- Check the configuration file for archive document paths etc.

RentalPoint Application

- RentalPoint is an application that interfaces with a Microsoft SQL database to store data. Backing up the RentalPoint application is a straight forward procedure. Simply copy the RentalPoint folder from any computer that runs RentalPoint on a regular basis. Copy from the server computer is usually best since that computer should have the centralized parameter file as well as all documents. An easy way to check this is to click help→status from the main RentalPoint menu on the server. If the Data and Documents folders are sub folders of the main RentalPoint folder then copying the main folder will suffice.
- Please take careful note that backing up the RentalPoint application DOES NOT protect your data. Data is stored in your SQL database on the server computer.