



WatchNET Access Integrated Security Management Software

Backing up and Restoring Data



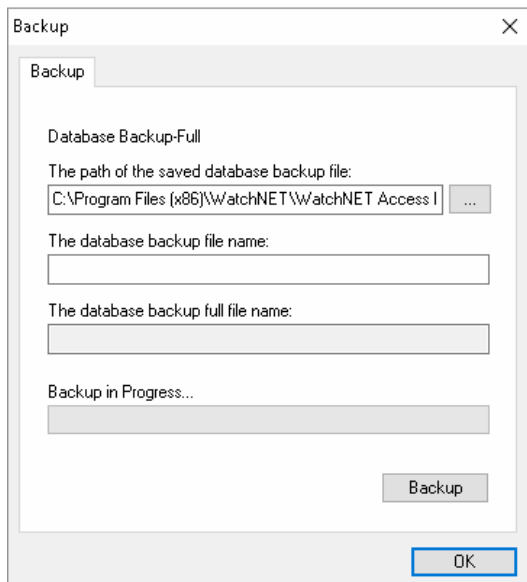
Revision History

Revision	Date	Author	Description of Changes
1.0	09/5/2013	Pradeep Kumaran	Manual Created.
1.1	21/12/2017	Peter Punzalan	Updated manual with process of restoring database

Backing up the database is important so that if something happen to the server or PC the user can restore the database to its original configuration, the software allows you to manually create a backup or auto backup which the software does it automatically depending on the schedule configured.

Backup Database

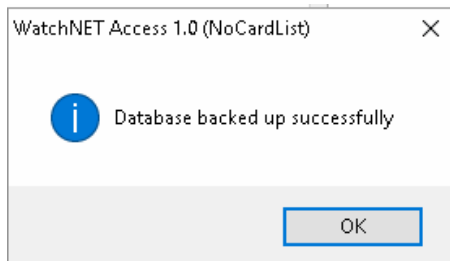
To backup manually, go to **Maintenance – Backup Database** and a windows will pop up.



1st step is to select the location or path where you want the database to be kept or save.

2nd step is to input the File name you want when creating the backup.

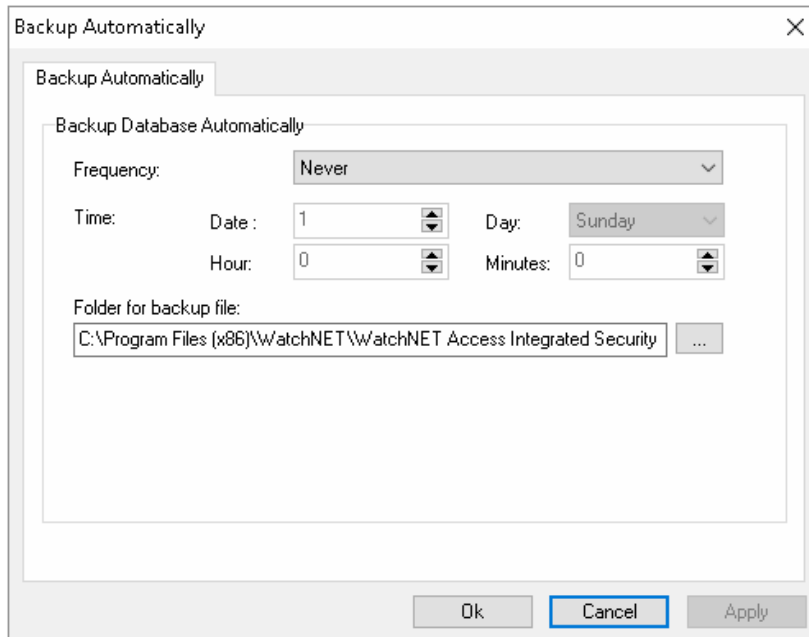
3rd step is to click Backup and wait for it to finish, a message will pop up saying backup success.



Note: If for some reason an error message comes up, leave the default path or make sure the path is correct.

Auto Backup Database

To configure an automatic backup of database, go to **Maintenance – Auto Backup Database** and a new window will pop up.



Frequency – select how frequent you want the backup to be.

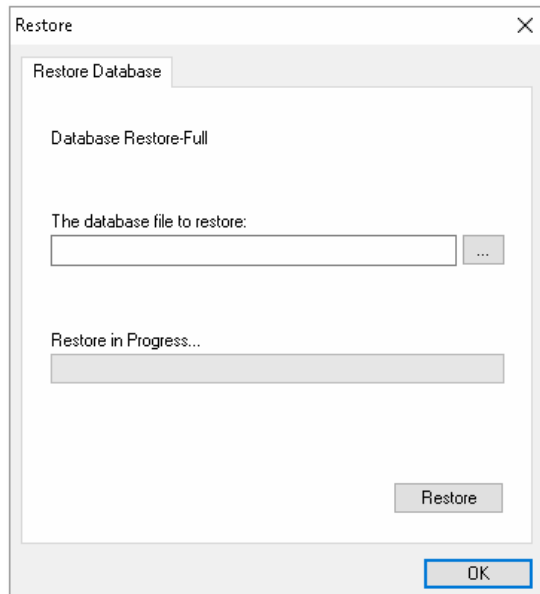
Time – setup the time and days when you want the backup to happen.

Folder for backup file – select the path where you want the database to be saved.

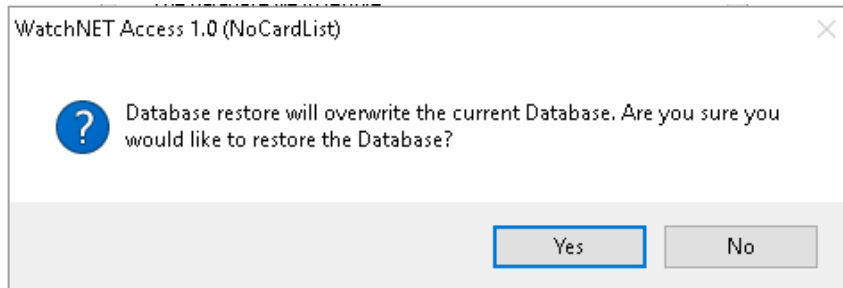
Restore Database

To restore the database to a previous backup go to **Maintenance – Restore Database**.

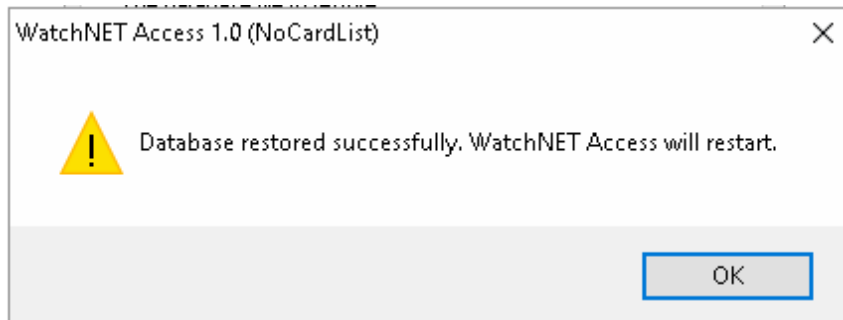
Open the database file and click **Restore**



Click **Yes** to continue



The software will restart, click **OK** to continue.



Note: *If restoring the database into a new server, when the software restarts it will ask to change the server name, make sure to input the correct PC name of the new server.*