SMEPAYROLL – BACKUP PROCEDURE

(Backup Configuration Guide)

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Backup Procedure

SMEPAYROLL is a payroll package including payroll calculations, leave module and other government compliances, most of the information of SMEPAYROLL is stored in to the database.

For backup process the user can use the backup utility **(DBBackupManager.exe)** provided in the bin folder of the application. The general location for the utility is c:\smepayroll\bin. Following is the information regarding backup configuration for SMEPAYROLL database.

STEP 1

Configuration of DB_SETTING File

db_settings.dat file is generally located at c:\smepayroll\bin folder, Right click on the db_settings.dat file and open with notepad. Once opened in notepad the db_settings.dat file would look like the one in image below.

The user will need to define only the parameter for backup_path, as rest of the parameters are pre-defined, Just for the user reference following is the explanation for all the parameters:

SERVER=SERVER   { Here you define the database server name (MS SQL Server) }

DATABASE=SMEPAYROLL   {Here you define the database name, generally it's configured as smepayroll}

UID=sa   {Here you define the database user name}

PWD=abt911711 {Here you define the database user password}

BACKUP_PATH="E:\SMEPAYROLLBACKUP\"   {Here you define the backup path for the database}

GIRO_FILE_LOCATION=C:\SMEPayroll\Girofiles {Here you define the path for the Giro file generation}

STEP 2

Configuration of Schedule Task

To create a new Schedule Task for the backup go to Control Panel.
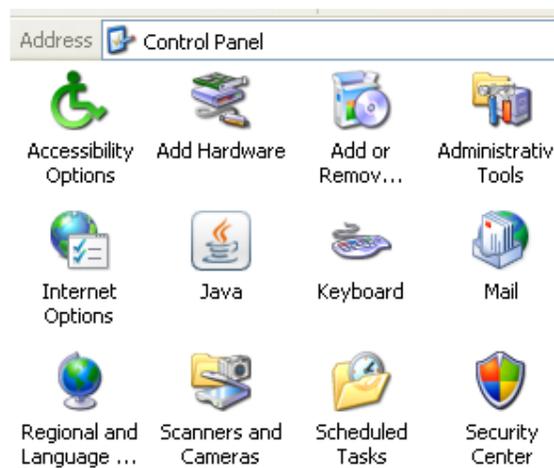
Double click on schedule task

Once the schedule task window is open double click on the Add Schedule task and this will launch a schedule tasker.

Click next on this window.
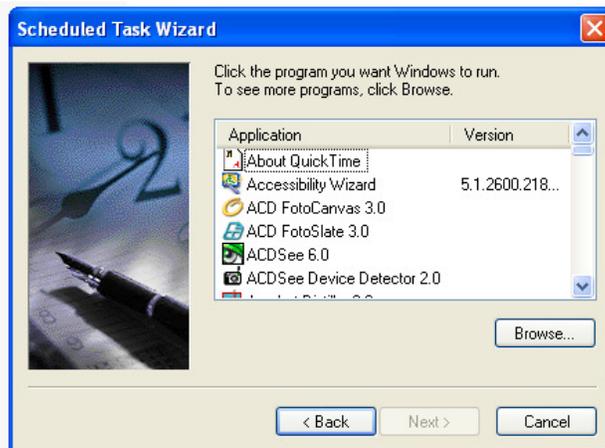
Click browse button on this window and browse to c:\smepayroll\bin folder.
Select the file **DBBackupManager.exe** and click open, then click next on the window

Select the option Daily and click next. (We would recommend configuring the backup to run on a daily bases and if possible on a external backup drive, this will ensure most recent data backup available in case of disaster.)

Set the start time, this will be the time the backup process would start, Perform this task select Every Day and start date by default would be current date. Click next on this window.

On this window enter the system username and password. Ensure the user has administrative rights to run the **DBBackupManager.exe** on the system.

On this window click next to finish the wizard.
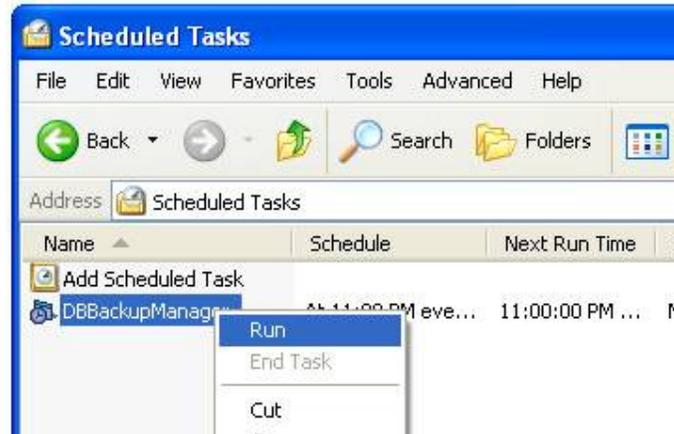
In the schedule task window you would see a new scheduled task called DBBackupManager, Right click in the task and click on run.

{Make sure the task has run successfully and file is backed up in the correct location as defined in the DB_Setting.dat file. It is also recommended to visit the schedule task window once in a while to see that the task is running with out any issues.}

How to Get Support

SMEPAYROLL offers free technical support to our customers under support maintenance contract.

Our technical support team is committed to providing superior support service, and is available Monday to Friday, 9AM - 5PM Singapore Standard Time. We typically answer inquiries within a few hours and within two business days at most.

Contact Information:

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