A Successful Backup May Be Just A Phone Call Away!

If your data files are important to you, then a good backup of these files is critical to your daily business operation. A good and full backup will ensure that you'll never lose an important file; never have to rebuild your system and reinstall all your software from scratch; never have to re-type or recreate old data; never have that awful "Oh, no!" moment when you realize you need a file you deleted several weeks - or perhaps a few months ago.

Having a full backup also means that should something very, very bad happen to your server or workstation (e.g. hard drive failure, lightning strike, motherboard failure, outright theft of the system - whatever) you'll be able to get back up and running in a fraction of the time it might otherwise take. You can even use backups to assist in moving files to a new PC letting you get the new box set up and in use in a flash.

It's not only important to do backups on a daily basis, but you should also check your backups from time to time to be sure that you are backing up your software correctly and getting a complete backup.

If you are uncertain whether you are getting a good backup, or need assistance in this area, give us a call. We can send someone out to test your backups and make sure your backup software is working properly.

When you do your backups, please notice any error log. This log informs you of problems that need your attention like dirty tape drives, worn out tapes, more data than can fit on the tape or outdated tape drive procedures. It is important that you contact ContrAcct Systems hardware department if you encounter any problems.

Remember it's much more difficult to replace lost data than to do a regular backup or replace broken equipment.

How Often Should You Do A Backup?

The following is a suggested procedure for backing up your tapes on a daily/monthly basis from ContrAcct Systems Corporation (tech/sales) department.

You should rotate 10 tapes as follows:

Week 1 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-A tape

Week 2 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-B tape

Week 3 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-C tape

Week 4 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Monthly-A tape

Week 5 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-A tape

Week 6 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-B tape

Week 7 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-C tape

Week 8 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Monthly-B tape

Week 9 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-A tape

Week 10 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-B tape

Week 11 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Weekly-C tape

Week 12 - Mon. tape, Tues. tape, Wed. tape, Thurs. tape, Fri-Monthly-C tape

Follow the above pattern until you have used Fri-Monthly-C tape and then start the rotation all over again.

Note: you are using the same tape labeled Monday for every Monday, the same tape labeled Tuesday for every Tuesday, the same tape labeled Wednesday for every Wednesday, and the same tape labeled Thursday for every Thursday.

If you need more than 1 tape per backup, you should purchase an additional tape for each Daily, Weekly, or Monthly backup to be rotated as 2nd tapes, in case the system requests it.

You should ALWAYS CLEARLY MARK THE DATE AND TAPE NUMBER EACH NIGHT AFTER A SUCCESSFUL BACKUP!

The tape drive should be cleaned after every 20 hours of use and before and after a new tape is used. A good rule of thumb is to replace tapes once a year.

To learn more about Job Cost, Inc.'s hardware consulting services, click on link below.

Consulting Services