



Backup in Version 6

Property Management Solutions for Over 30 Years

Overview

We cannot stress enough how important it is to back up your data files. Backup whenever you have entered more transactions than you want to re-enter. Things happen, and you don't want to spend time trying to recreate weeks, months or years of data. Always make sure that you are doing FULL backups of the files that are important to you. DO NOT USE "MODIFIED FILES ONLY" BACKUPS.

The directory that contains your data should be backed up regularly. Click on Help, About to get the location of the Working and Data folder referenced below.

- In the case of PROMAS Landlord, you need to back up the files in the Working folder (usually RPROMAS) and your Data folder (usually RPROMAS\DATA for Version 6, RPROMAS\DATA\LL12_Database for Version 12). In addition, you may have a folder containing documents (usually RPROMAS\Documents) and the RPROMAS\DATA\Upload folder.
- In the case of PROMAS for Associations, you need to back up the files in the Working folder (usually APROMAS), the Data folder (usually APROMAS\DATA, but if you have multiple databases, there will be more), the common folder (usually APROMAS\COMMON - if you use common vendors instead of local vendors) and the Documents folder (usually APROMAS\Documents).

All of the other subfolders are program and supporting files that can be restored from the program disks.

How you backup is up to you. You can copy the files to a zip drive, burn a CD, use a tape backup, a removable hard drive or a flash drive. If you are on a network you can copy the files to another computer's hard drive. With internet access you can backup to an internet provider site.

RECOMMENDED BACKUP METHOD

The easiest, cleanest way to back up your data files (profiles and transactions) is to use the File, Backup Database function in PROMAS.

In Version 6 it creates a folder inside the DATA folder with today's date. The folder contains the essential data files.

That folder can be copied to a CD or other backup media. Also copy the Documents, Upload or Common folder if appropriate.

Often, the only time you realize that a file is damaged or missing is when the program that created it attempts to read it. The backup program has no way of telling whether the information it is backing up is valid or not, it can only verify that it reads the information correctly from the hard drive. Consider the example of a word processing file that contains a lease that took half a day to type in and a few hours of very careful scrutiny to make sure there were no mistakes (in other words an important file that is time consuming to reproduce). Assume you used this file last on January 25th. If this file became damaged because of an operating system error on March 5 and you didn't need to print the lease again until June 20th, you will not know about the damage until that time. You will need to find a backup that was made before the file was damaged.