

VAULT BACKUP

(With Auto-Scheduling)

VAULT INSTALLATION / SETUP (Version 6)

Thank you for your purchase of the Backup Vault program. This program is designed to protect each of your entities installed Banyon Data Systems applications with a safe and secure off-site storage system. **The backup files are password protected with AES 256-bit encryption.** Please read the Backup Vault Software License Agreement included in this document (Appendix A) before you install the program. If you have purchased the Vault program for multiple entities, you will, after installation, have a drop-down arrow on the Account Number field that allows you to view backups from each entity.

Remember that you should continue to do your normal backups as you always have. The Backup Vault software is used to give your organization a secure option for off-site backups in the event of system crash or natural disaster. Banyon Data recommends a biweekly or monthly backup.

Along with the CD application and this user manual, you will also be given an Account Number or unique encrypted code that is entered in the Account Number field of the BANYON DATA Backup screen in order to use the program. This code, **printed on the CD sleeve envelope**, is your key to using the system, so keep it safe at your place of business. Banyon Data Systems will also keep a copy of this code in case it is lost. The software, upon installation, will also automatically install the needed Account Number and this number will show in the Account Number field at the top of the Backup screen.

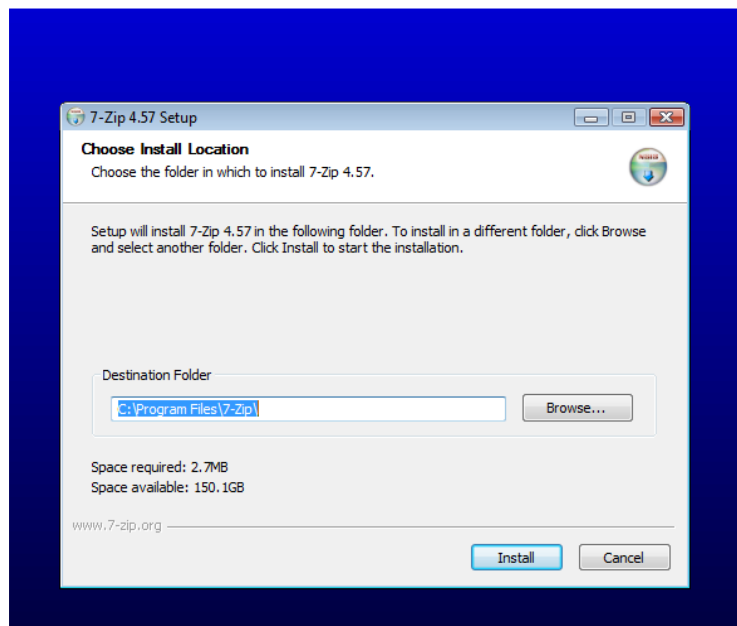
Ok, let's get started.

Step 1:

Installing the CD is fast and simple. Just insert the CD into your computer's CD ROM tray and close the tray. The program installation instructions will start automatically. Follow the instructions as they appear on the screen. Click on Run Setup.exe to start the AutoPlay installation.

Then Click on the Agree button for the License Agreement if you want to use the program.

Then click on the Install button. The path screen will appear. Please install to the path as given on the Destination Folder.

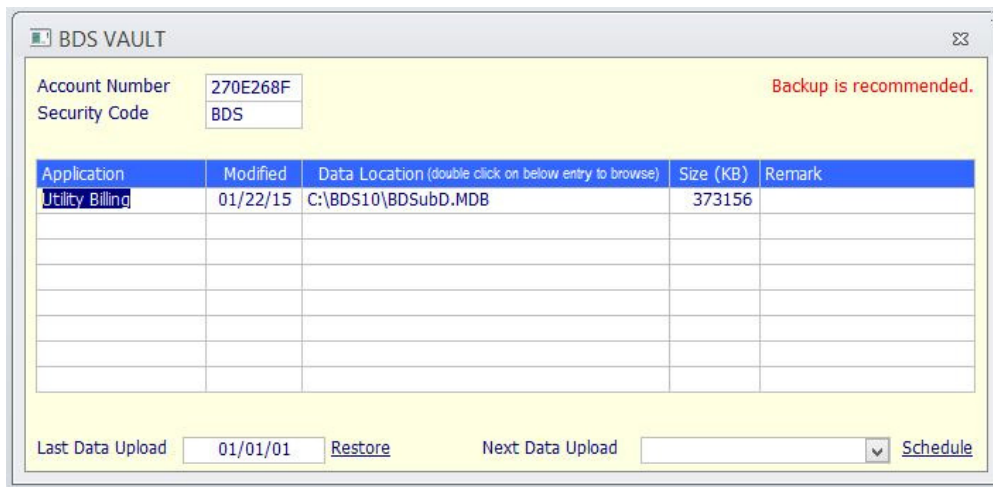


Click the Install button to begin the installation. Click the Finished button when Setup Wizard is complete. Installation Complete message indicated the program has been installed successfully. Click Finish to finalize process.

If the program has been loaded successfully, a shortcut icon (A Safe icon with arrow) on your computer desktop will appear.

Step 2:

To access the program, double click on the BANYON DATA Backup Vault icon on the desktop. The Backup table (sample shown below) will appear on your computer monitor screen.



Step 3:

Now with the main Window displayed, verify your Account Number is displayed. If not, this is provided by Banyon Data on your cd label. In the security code field, choose any code that your organization wants to use (alpha or numeric). You will also see the Applications that are approved for use of the BANYON DATA Backup Vault program. The Data Location column should pick up the location of your BANYON DATA files. If the correct path is not listed do the following:

Double click in the data location field to locate your BANYON DATA application data. These files are named as follows: (If networked, you need to browse to where your data is stored on the network to look for the files. If not networked, then the files are in c:\bdswin)

- Fund Accounting: bdsfundd.mdb
- Utility Billing: bdsupd.mdb
- Payroll: bdsupd.mdb
- Payroll Timecard Interface: bdsexpd.mdb
- POS: bdsposd.mdb
- Property Management: bdssad.mdb
- Inventory: bdsinvd.mdb
- Service Orders: bdssod.mdb

The above samples are file names that can be backed up depending on the Vault option you purchased. They are generally located in the BDSWIN folder of your main computer. If you don't know the location, you can always run the

Banyon program in question and look at the top for the data location path. The Remark column will indicate if the database selected is old data or not appropriate.

Only those applications purchased for the Vault Backup from Banyon Data Systems will be available. If you find that you need additional applications added to this secure off-site backup system, call our office to add that application to your suite of backup programs. The Size column will also show the kilobytes or megabytes of your database to be backed up.

Step 4:

Now, how to do your secure backup!

The Manual Method

Click on the drop down arrow by the NEXT DATA UPLOAD field and select the timeframe for your organizations backup to BANYON DATA Vault. After you choose a timeframe, you can then minimize the BANYON DATA Vault Screen. ***It is very important to not close out of the screen until backup is done. For example, you choose “7:00 PM” tonight. The program must stay open or minimized in order to run the back up later on.***

The screenshot shows the BDS VAULT application window. At the top, there are input fields for Account Number (270E268F) and Security Code (BDS). A red message "Backup is recommended." is displayed. Below this is a table with the following data:

Application	Modified	Data Location (double click on below entry to browse)	Size (KB)	Remark
Utility Billing	01/22/15	C:\BDS10\BDSUBD.MDB	373156	

At the bottom of the window, there are fields for Last Data Upload (01/01/01) with a "Restore" button, and Next Data Upload (empty) with a dropdown arrow and a "Schedule" button. A red arrow icon points down from the dropdown arrow.

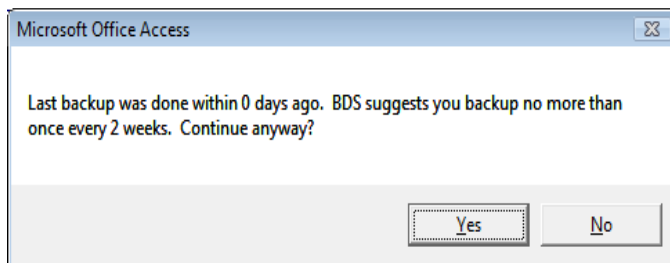
This is a close-up of the Next Data Upload dropdown menu. The "Last Data Upload" field shows "09/05/08" with a "Restore" button. The dropdown menu is open, showing the following options:

- Now
- in 5 min
- in 15 min
- in 30 min
- in 60 min
- at 5pm
- at 6pm
- at 7pm

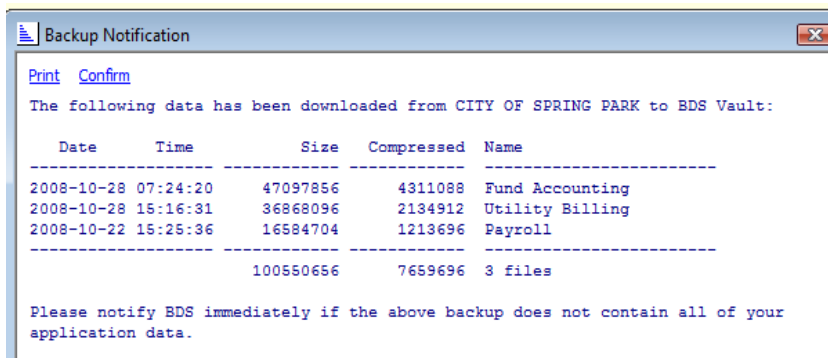
The upload time will vary based on data size.

Alright, good job. Now you can leave the Vault window open on the screen or minimize it. The backup will run at the time specified. This is more of a manual control of the backup routine.

You will be asked to continue if the system already knows a backup is there from a short time ago. You can continue with a YES click or cancel with a NO click.



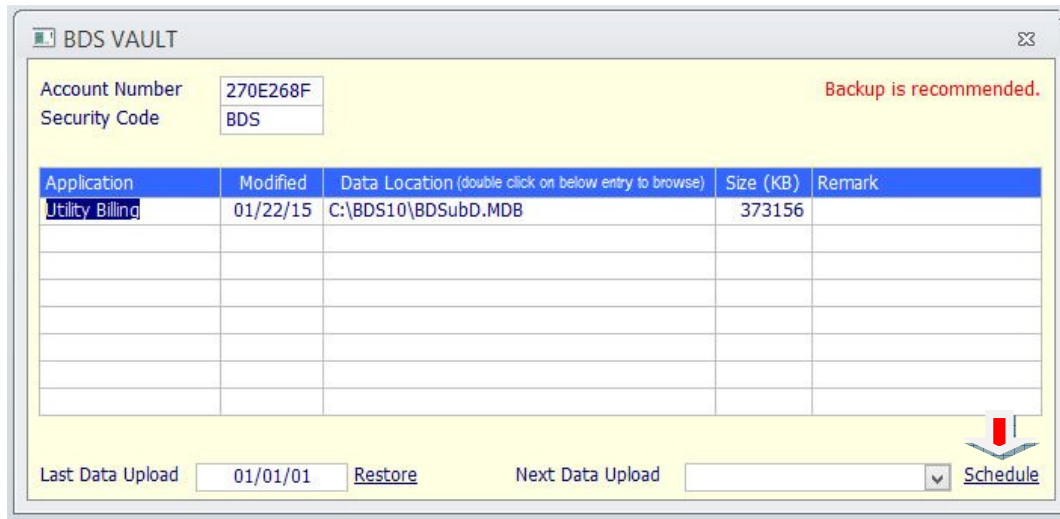
When the transfer is complete the Backup Notification screen will appear. Click print to keep a copy for your records or click confirm to exit.



Auto Schedule Method

The auto-schedule method of doing a backup to our secure sever allows you to plan the date and time when you want a backup performed. Again, the Vault software must be open and in memory for this feature to work. You can minimize the screens if you like.

To setup, click on the Schedule link in the lower right.

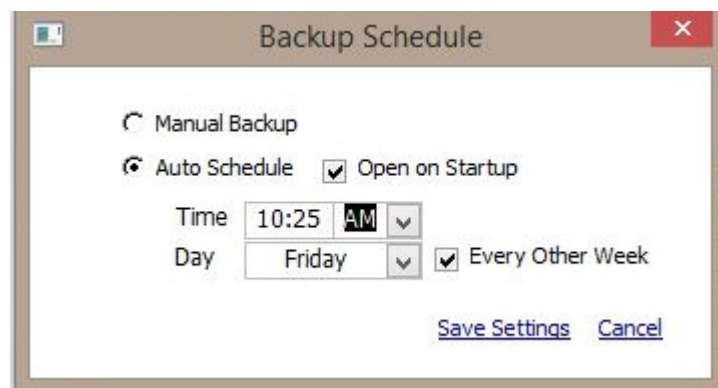


The screenshot shows the BDS VAULT application window. At the top, it displays the Account Number (270E268F) and Security Code (BDS). A red message states "Backup is recommended." Below this is a table with the following data:

Application	Modified	Data Location (double click on below entry to browse)	Size (KB)	Remark
Utility Billing	01/22/15	C:\BDS10\BDSUBD.MDB	373156	

At the bottom of the window, there are fields for "Last Data Upload" (01/01/01) and "Next Data Upload" (empty), along with "Restore" and "Schedule" buttons. A red arrow icon points to the "Schedule" button.

Next, the Backup Schedule screen (box) will appear. This is where you enter if you are going to do a backup manually (SEE MANUAL METHOD SECTION OF THIS DOCUMENT) or use the auto schedule. Choose the option you prefer. Also, choose if you want to have the computer open the Vault Backup program automatically at start up stage. This will avoid having to open the Vault software program from the Desktop.



The screenshot shows the Backup Schedule dialog box. It has two radio buttons: "Manual Backup" and "Auto Schedule". The "Auto Schedule" option is selected. There are two checkboxes: "Open on Startup" (checked) and "Every Other Week" (checked). The "Time" field is set to "10:25 AM" and the "Day" field is set to "Friday". At the bottom, there are "Save Settings" and "Cancel" buttons.

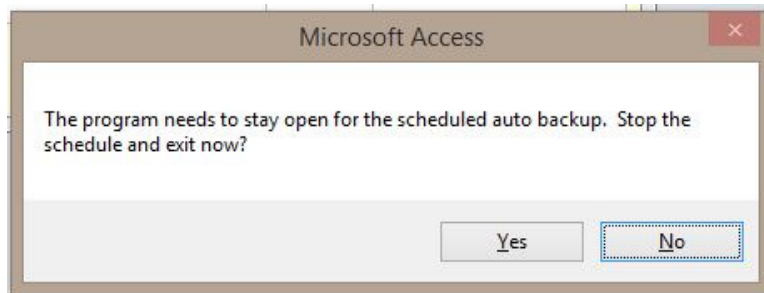
Complete the remaining Time and Day fields on the window and check if you want the auto backup to be completed every other week. Leaving this box blank will mean that the backup will be performed every week.

Finally, click on the Save Settings menu option in the lower right. Clicking on Cancel will remove your user defined schedule.

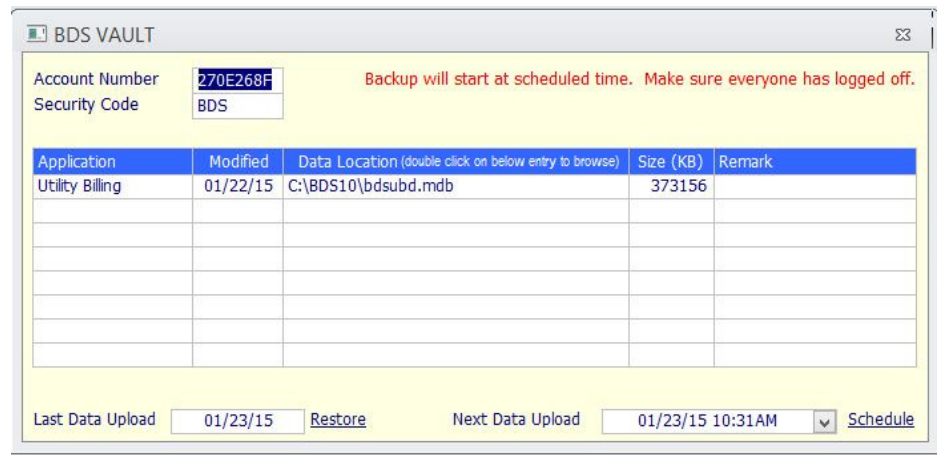
After the fields have been customized for your backup schedule the system will revert back to the main backup screen and will display a message that the Backup will start at scheduled time.

It is important to note that when the backup starts all users using the program to be backed up will be prompted with a message to close the program and click on the “Yes” button to proceed with vault backup. Alternatively, you can have all users exit the scheduled backup application at the appropriate time scheduled.

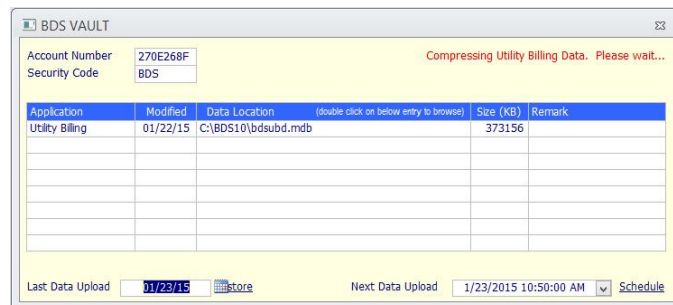
Also, if you attempt to close the program when the auto schedule is set you will get the message below. Click “Yes” to close and “No” to stay open for backup to run at scheduled date and time.



The backup will wait on the main backup screen until such time the backup begins as scheduled. You may minimize the program by clicking on the dash box in the upper right corner of the Window.

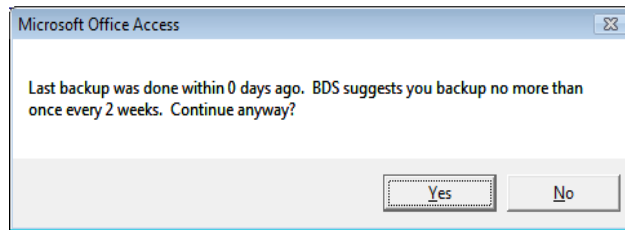


When the backup begins, a message will appear that the Compressing of the program is taking place and to Please Wait. Compression allows for a smaller database to transfer.

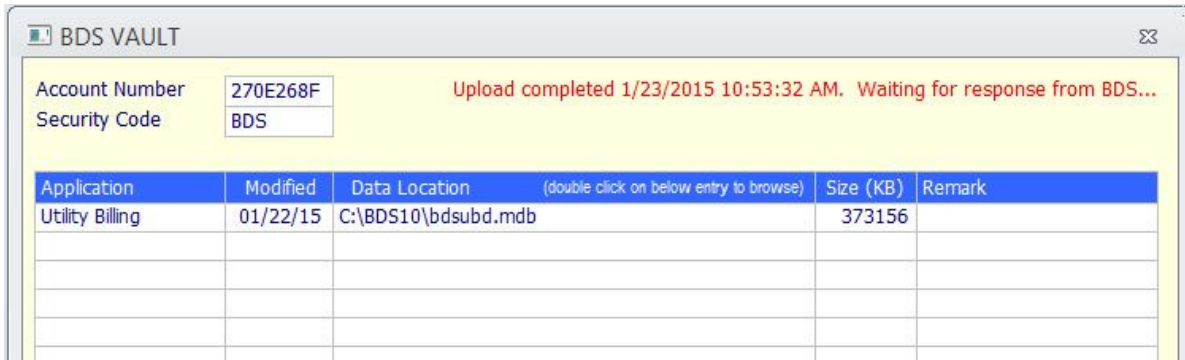


After compression, the red colored message will show Opening FTP server site. If not accessed, a message will appear to have your local IT people check internet connection and security.

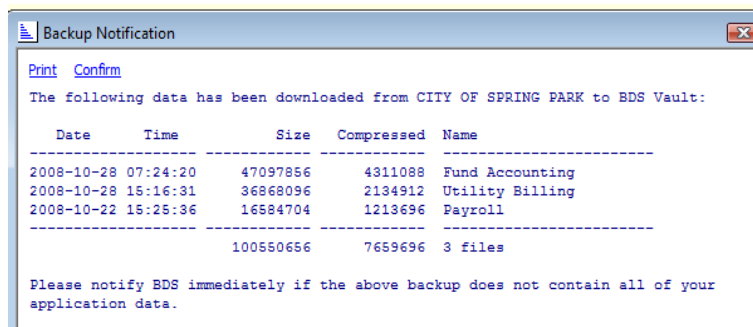
A warning box appears if the previous backup date is assumed to be premature to the backup being performed at the scheduled time.



The backup application will let you know what is going on in the upper right hand corner of the screen. In the example below, the system shows that it has completed the backup and waiting for a response from the Banyon Data server.



When the transfer is complete the Backup Notification screen will appear. Click print to keep a copy for your records or click confirm to exit.



IMPORTANT NOTE:

To RESTORE your BANYON DATA Vault backup(s), contact Banyon Data Systems at (800) 229-1130. Restoring vault backups should only be performed if your entity has urgent circumstances (server crashes, damage computer, data loss, etc).

APPENDIX A

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