CS TIMECLOCK

BACKUP PROCEDURE

Document Date: March 2009

Document Status: Version 1.2

Program Status: Implemented in CS TimeClocks version 1.15 and later.

CONTENTS

INTRODUCTION

This document is aimed at users responsible for making backups of the clock data and also, if needed, to restore backed up data to a clock. Doing a Backup often is a VERY GOOD THING. If you do not make backups then you risk losing all your data, which is a BAD THING.

A backup can be restored on a different clock than which it was made on, which is useful if a faulty clock needs to be replaced with a new one.

BACKUP AND RESTORE PROCEDURE FROM THE CLOCK KEYPAD MENU

DOING A BACKUP

The easiest way to backup your old clock is to use a flash drive (USB drive) – a 1 GB will do fine.

- Place the flash drive into the USB socket of your existing clock.

- Activate the clock menu by pressing the # key
- Select menu option 7 (Device)
- Select menu option 1 (Backup)
- Enter your administrator pin or swipe your administrator's card.
- The clock will now show "USB Backup in progress…"
- When completed it **must show** successful "USB Backup Successful"

RESTORING A BACKUP

If you're restoring a backup on a new clock, please swap your old clock out with the new one and power the new clock up.

- Place the backup flash drive into the USB socket of the clock
- Activate the clock menu by pressing the # key
- Select menu option 9 (it is a secret menu option so it is not showed on the main menu)
- Select menu option 2 ("Restore Database")
- Enter your administrator pin or swipe your administrator's card.
- The clock will ask you to confirm that data will be overwritten and if you sure…
- Select # for Yes
- Now enter your administrator pin or swipe your administrator's card **again**.
- The clock will now confirm that the restore is in progress and that you must not switch it off or interrupt this process.
- At times the clock might show inactive on the display– just be patient.
- When the date and time is displayed on the clock, you may remove the USB flash drive.
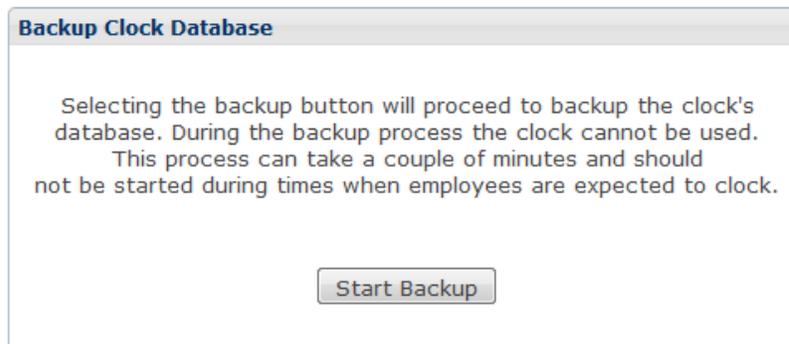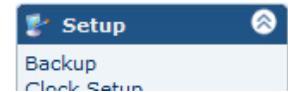
Users may now continue to use the web interface and clock.

BACKUP AND RESTORE PROCEDURE FROM THE WEB INTERFACE

DOING A BACKUP

Log in to the CS TimeClock Web Interface as the administrator.

- View the options in the *Setup Menu* and click on *Backup*.
- The following will be displayed on screen:

- Click on *Start Backup*.
- After a few seconds your browser will ask whether you want to open or save the file. Select to **Save the file** and select the location on your computer or network you wish to write the file to.
- The time taken to download the backup will depend on the size of the database and the speed of your connection to the clock.

RESTORING A BACKUP

The backup can only be restored from a USB Thumb Drive.

- Copy the backup file into the root directory of your USB drive.
- Rename the file to clock.db.
- Follow the procedure on Restoring a Backup on page 4 of this document.