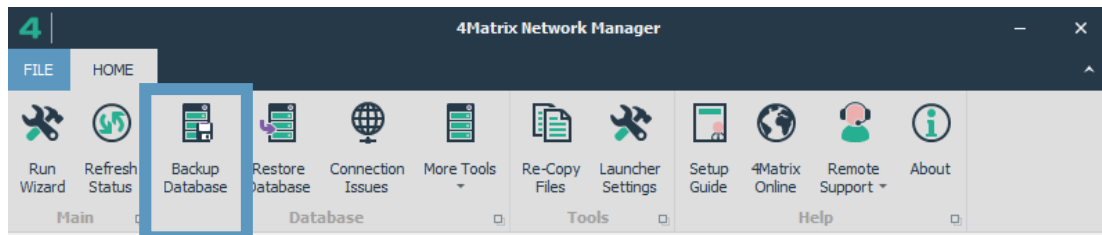


Manual Backup

You can make a backup of your 4Matrix database at any time using the **Backup** function:

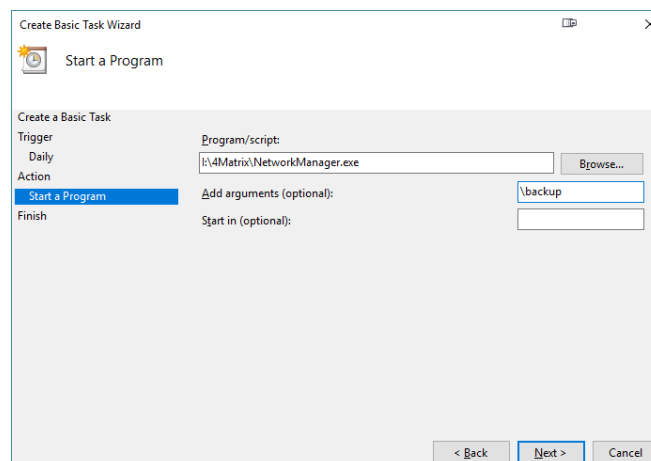


Note: If you receive an error when making a backup, choose **More Tools > Make Current User Admin** and then try again. If this fails, try the **More Tools > Backup Database (oSQL)** option. Contact us if it continues to fail.

Scheduled Backups (Recommended)

- Using **Windows Task Scheduler**, create a new **Basic Task**
- Set the **Trigger** accordingly (i.e. the time and frequency of the process)
- Set the **Action** to **Start a Program**
- In the **Program/Script** field, select 4Matrix **NetworkManager.exe** (most likely in *C:\4Matrix*)
- Set the **Argument** to `\backup`

As an example, the 'Start a Program' settings will look something like this:



The default location for the backup file to be saved to is **(Drive):\4Matrix\Databases\Backups**

This can be changed by adding a text file to this folder called **REDIRECT.txt** - open this file and type the folder path that you wish to use instead e.g. *I:\New folder*

It is also possible to specify a maximum number of databases to keep at any one time in order to preserve disk space. In **(Drive):\4Matrix\Databases\Backups** create a text file called **AUTO-DELETE.txt** - open this file and type a number, which will refer to the number of days.

So, if you type 30, a backup will be created every day for 30 days. On the 31st day, a new backup will be created but the very first backup will be deleted.