



HLS Holiday Manager Software Help sheet

Software Backup - Network version

Last Updated: 2nd September 2013

HLS Solutions Limited
The Astrolabe,
Cheddar Business Park,
Cheddar, Somerset BS27 3EB

t: 0845 388 8635
e: info@hls-solutions.com
w: www.hls-solutions.com

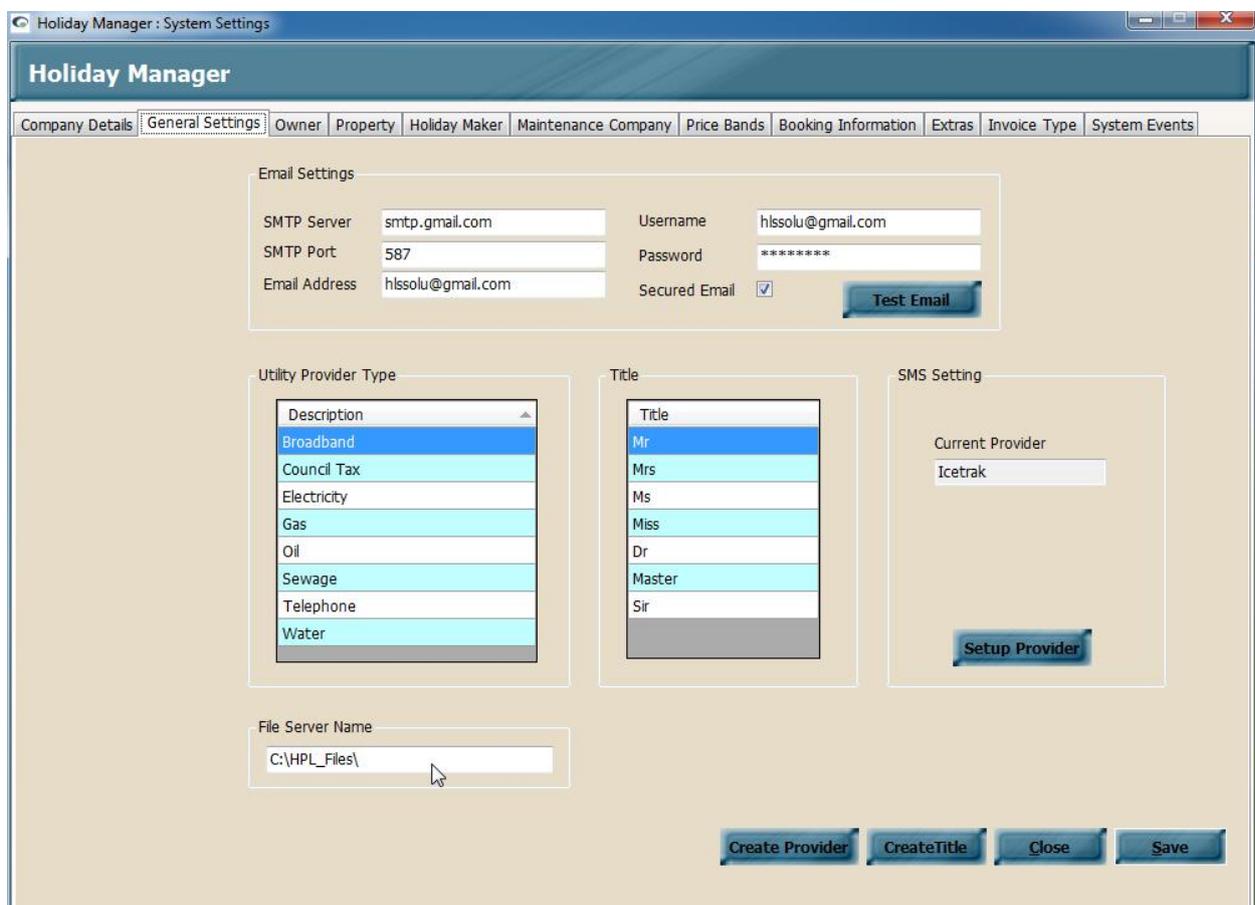
.....
Specialists in software,
website and design solutions
for the holiday letting industry
.....

HLS Solutions Limited
Registered in England and Wales
No. 07104476

Taking a backup of your data

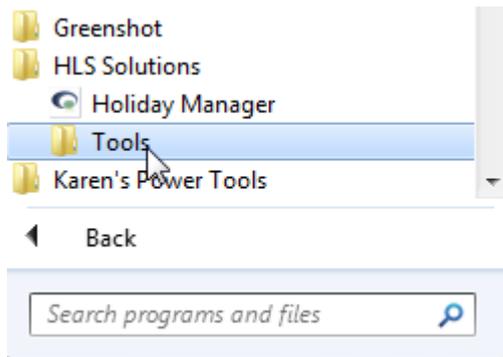
It is crucial that your business critical information is backed up regularly to ensure you are protected against any unforeseen circumstances. Your backup should be onto a removable device, which is then removed from your business/computer location every evening. This will ensure that you have a separate up to date copy of your critical data in the unlikely event that something happens to your office computer.

The system stores data in two locations. For photographs, documents and physical files, the system will default to the location “C:/HPL_Files”, however this can be changed to any accessible location via the software system settings. This is located in the General Settings section, at the bottom of the screen, titled “File Server Name”.

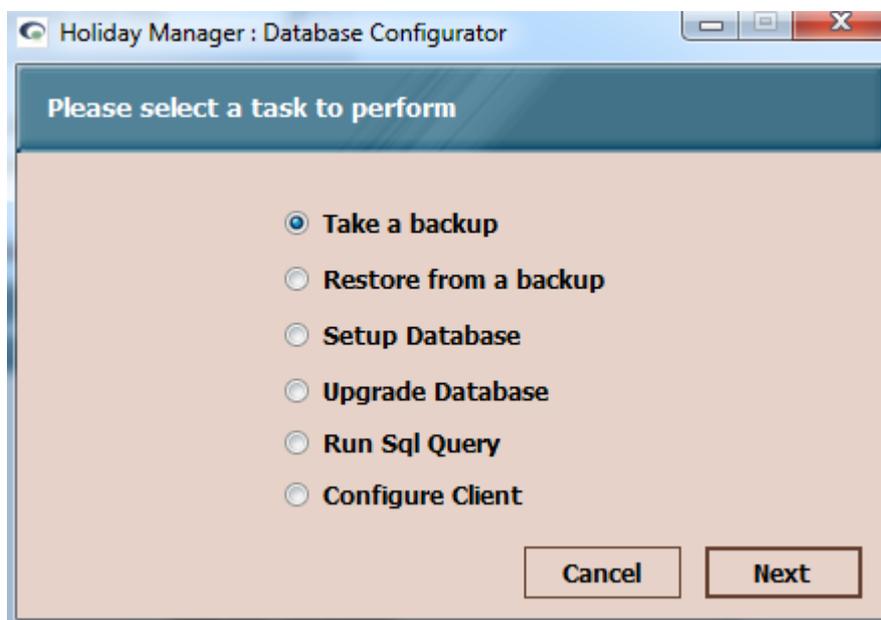


For your entered data and information, the software uses a Microsoft SQL database, which is installed automatically when the software is initially installed. Within the Microsoft SQL Server installation, you have several options to implement a regular backup routine. In addition to this, we have also created a utility, which enables you to take a manual backup at any time.

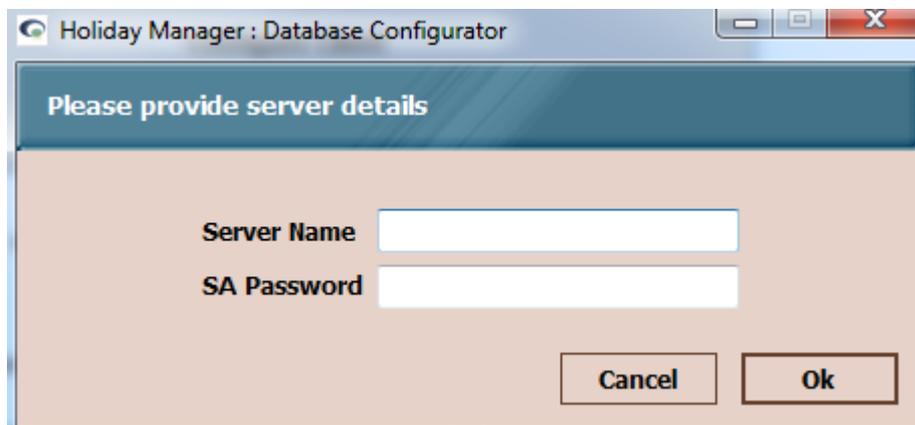
To take a backup, click on the Windows Start button, select “All programs” and locate the HLS Solutions option.



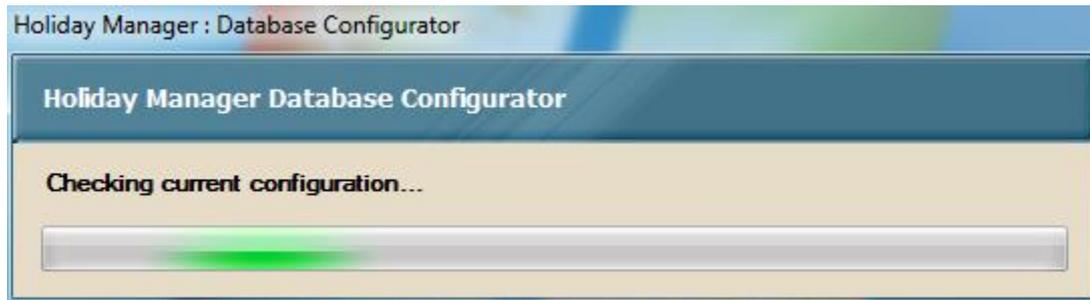
Click on the HLS Solutions folder, followed by Tools. From this folder select the “Holiday Manager Database Configurator” program, which will open a new window:



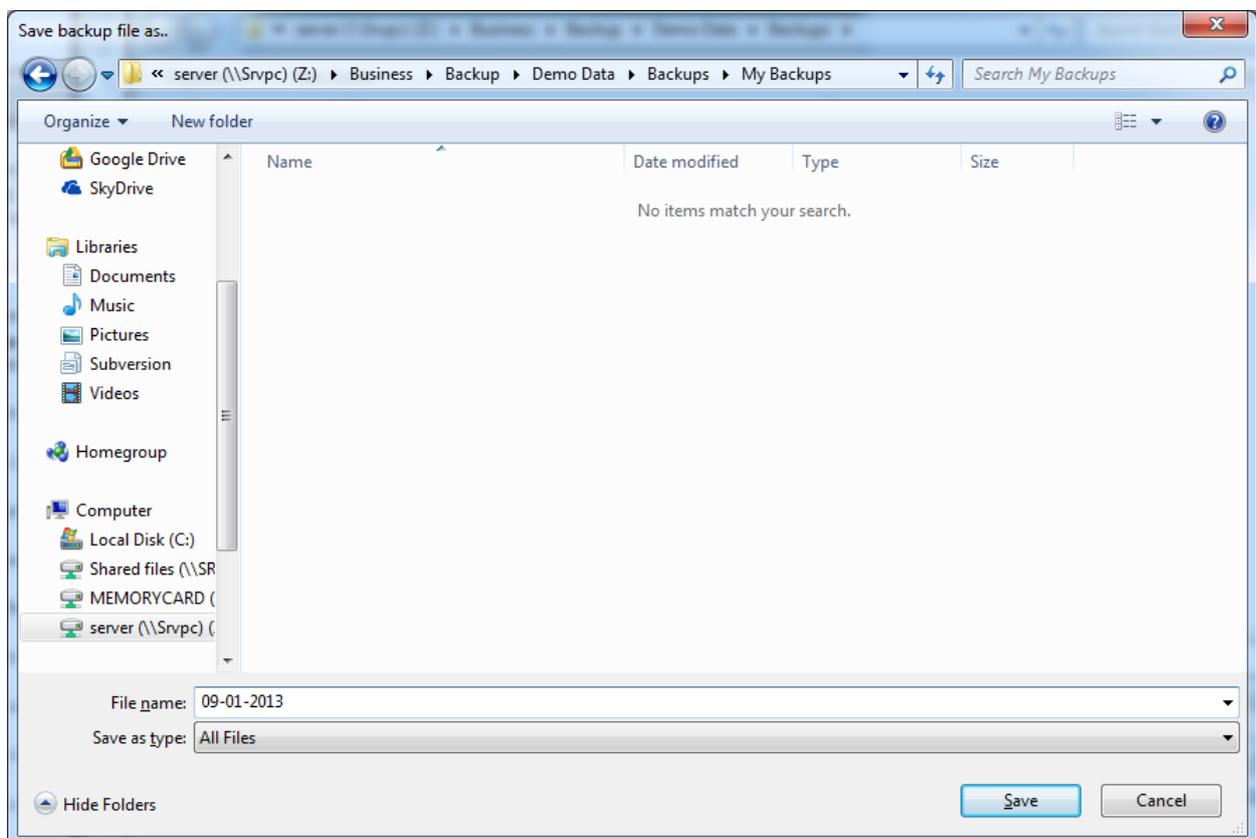
The “Take a backup” is already selected by default, so simply clicking “Next” will start the backup process. You will need to enter the Server name and the SA (system administrator) password. This will have been supplied to you at the time of your installation.



The software will first check your current configuration:

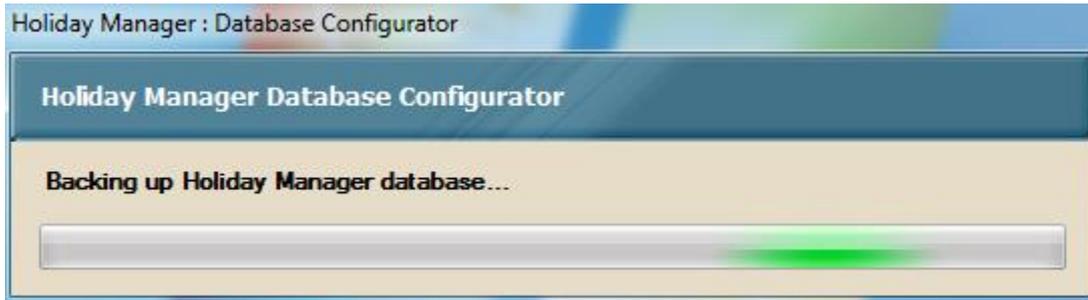


Before asking you to select a location and file name for your backup. By default the system will remember the previous location used to save your backup file:

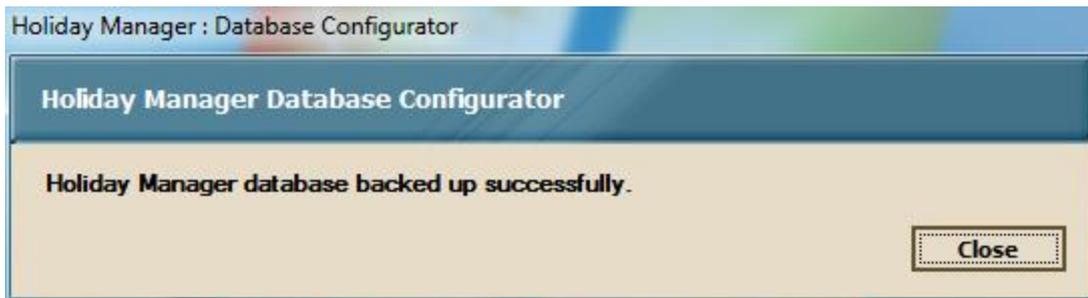


When you are happy with your selections, click on "Save" to continue.

The message box will change to show the backup is proceeding:



Followed by a message to confirm this has completed successfully:



Your data is now safely backed up.