

# How to Schedule a Backup of HireSolutions

## On the Hire terminal (or server computer for multi client installs)

1. Note, read the instructions thoroughly to start with. If there are concepts you are not comfortable doing, like creating a new windows user, mapping a network drive or setting up a shared folder, please call your local computer consultant and hand these instructions to them.
2. Go to Start > Control Panel > Scheduled Tasks (you may have to switch to "classic view" to see this)
3. Select "Add Scheduled Task" and click "Next"
4. Click "browse" and navigate to "C:\Program Files\Granite Solutions\HireSolutions\HireBackup.exe"
5. Select "daily" and click "next"
6. Select a time, and select "next". Best is outside trading hours, so an entire day is included in the backup, but required the computer to be left running over night.
7. Enter the Windows username AND password for the windows user that the task will be run under. This is a Windows security requirement that stops Trojans, viruses etc from running a task. You may have to add a new windows user AND password in order to run a scheduled task. Then select "next".
8. Put a tick next to "open advanced properties..." and select "Finish"
9. Edit the "Run" line, add a space after the double quote, then a forward slash and the word "silent" at the end, e.g.  
*"C:\Program Files\Granite Solutions\HireSolutions\HireBackup.exe" /silent*
10. Then click "OK"
11. By default the backup program creates the backup in the "backup" folder under the HireSolutions folder on the PC it is run on. To select another location, for example on another PC, you will need to map a network drive first.
12. To specify an alternate location to store the backup, use Windows Explorer, navigate to "C:\Program Files\Granite Solutions\HireSolutions" and open "HireBackup.exe.config" using notepad.
13. Edit the line "<add key='txtFile.Text' value='C:\HireBackups' />" and point it to the desired FOLDER location, e.g. "H:\HireBackups", where "H:" is a mapped drive letter to a shared folder on another PC on the network, ensure the shared folder allows other users to modify data. The HireBackup program automatically names each backup based on the data run.
14. You can right click a task and select run to verify that the task is working correctly.
15. The next day, verify that the scheduled task ran, check the mapped folder for a new file. If it is not there, open scheduled tasks on the hire pc / server and checks for any status or error messages with clues to why the task failed.