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Using NTI Backup

Backup Procedure

1. Double-click **NTI Backup Now!** icon on the desktop.
2. When the screen asks you to choose between **File Backup/Restore** or Drive Image, click the circle beside **File Backup/Restore** and click **OK**.

Drive image is for backing up the ENTIRE hard drive. This will use many CDs and is not necessary in most applications. If your PC were to go down, **Accurate can rebuild** the PC up to the point where all it needs is your sales data. Windows can be reloaded from CDs, sound software, DVD players; all this stuff is recoverable from manufacturers CDs. Your sales figures however, are not. This is why only the program/sales are backed up.

3. On the next screen, click **Job** -> **Open** and pick the **MAIN BACKUP** file we've created. This file is saved in the My Documents folder. In the event your NTI program is looking elsewhere, you can click the box to the right of **Look In:** and browse for the **My Documents folder**. This would show up one below Desktop (the top of the listing)

This software is reminiscent of all the tape drive software you may have used in the past. If this is your first computer (your first store with a PC Backroom) it's very simple to learn. Since the late 80s when tape was very popular, software was always written with a 1-2-3 step idea in mind. You would click either file, folder (or in the old days, Directory) or entire drive, and it would span the tapes. NTI Backup works the same way, spanning CDs if necessary.

4. At this point, all you should have to do is put in a CD and click **START**. If the CD has data on it, it will tell you it needs to overwrite this data. Click continue on this screen. Make sure you've put the Re-Writable CD in the CD-ReWriter drive, if you have 2 CD drives. This can be found by looking at the front of each drive. The CD-Recorder will have the word "**Compact Disc Recordable/Rewritable**" written on the front of it.

If you are using a small program, such as a liquor store with JS Software, which carries a small inventory, it is possible to use the scheduler. You can configure this by selecting **SCHEDULE** where you had clicked **START** in **step 4**. More details on the scheduler are below.

5. The software will wait 30 seconds, displaying a screen which tells you approximately how many CDs it will take to do the job. At this point, you can click the **Start Backup Now! Button**, or wait 30 seconds.

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Erasing CDs

You can only erase CD-RW CDs. You will know which ones are CD-R (CD-Recordable) and which ones are CD-RW (CD ReWritable) by 2 things: The underside (the write area) of a CD-RW is more of a brownish-grey whereas the underside of a CD-R is typically Green or blue. (more expensive ones come in Gold). The other way to tell is that a CD-RW disc is about 3 times the price of a CD-R disc. ☺

1. Start NTI Backup by double-clicking the NTI Backup Now! 2.0 icon on the desktop.
2. Make sure **File Backup/restore** is selected and press **OK**.
3. Put the CD-RW disc with data on it which you wish to erase in the drive.
4. Click Tools -> Erase CD-RW disc
5. Make sure the "Quick (Erase TOC only)" button is selected and click Start.

The difference between Quick Erase and Full Erase are security reasons. There is probably someone out there who can take a CD-RW that has been quick erased and recover bits and pieces of data from it. All a quick erase does, is delete the TOC (Table of Contents) and leaves the data on the disc. This Table of Contents just stores where each and every file on the CD begins and ends. All drives, even hard drives, have had a TOC since storage was invented. A Full erase goes through the whole CD and wipes out all the data along with the TOC. But to the average end user who stores the backup CDs at home or in the store's safe, all this difference means is 2 minutes for a quick erase as opposed to 45-60 minutes for a full erase.

6. The erase should take about 30 seconds to 2 minutes. Most of the Re-Writers Accurate sells, are 4x. Thus, the quick erase should be 1 minute.
7. Once this is done, you can go to step 3 in the backup procedure above.

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Scheduler

NTI Backup supports scheduling. Make sure you have no applications running when the scheduler is scheduled to run the backup. (ie, make sure you aren't trying to run JS's overnight at the same time as the backup) Most Accurate Installs have the Backup jobs set to automatically erase the CD before backing up, therefore requiring no user intervention whatsoever. If this is not the case, and you come in in the morning and it asks you about Overwriting, Appending or Erasing, check the bottom of this document on how to enable automatic erase.

1. Open the backup job we've created for backing up all your important files by following steps 1 to 3 in **Backup Procedure**.
2. Instead of clicking START, this time click **SCHEDULE**. If you have just created a new backup job, it will force you to save it before you can schedule.
3. Next, the scheduler screen pops up and you can pick the time, date and how often it backs up. This screen is very self-explanatory. You will more than likely run it daily or weekly. Pick a **time** and **start date**, and click **OK**.

Automatic Erase

The point of the scheduler is to remove user intervention. So if you have to sit there and wait so you can click the Overwrite button, it defeats the purpose of scheduling. Here is how to enable the Auto-Overwrite feature in the event it isn't turned on right now. This assumes you've done steps 1 through 3 in **Backup Procedure**.

1. Click Job -> Options -> Backup Options
2. Click the **Media** Tab.
3. Click the **middle** option's circle, "**Overwrite the Media with this backup**"
4. Click OK
5. Click File -> Save to save the settings for the next time.

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