Backup Procedure in Motamacs

Running the [month-end] and/or [year-end] options within Motamacs forces the user to take a backup, although a manual backup can be taken at any time – go to [utilities] [backup]


The backup folder selected within [utilities] [settings] will be displayed, as above, but an alternative folder can be chosen via the 'browse' button

The backup will always backup each site within the company and produce a single backup file for each site, so if there are three sites within a company there will be three backup files

There are, however, a couple of settings that affect the way the backup works

Go to [utilities] [settings] to see the options for backing up Motamacs
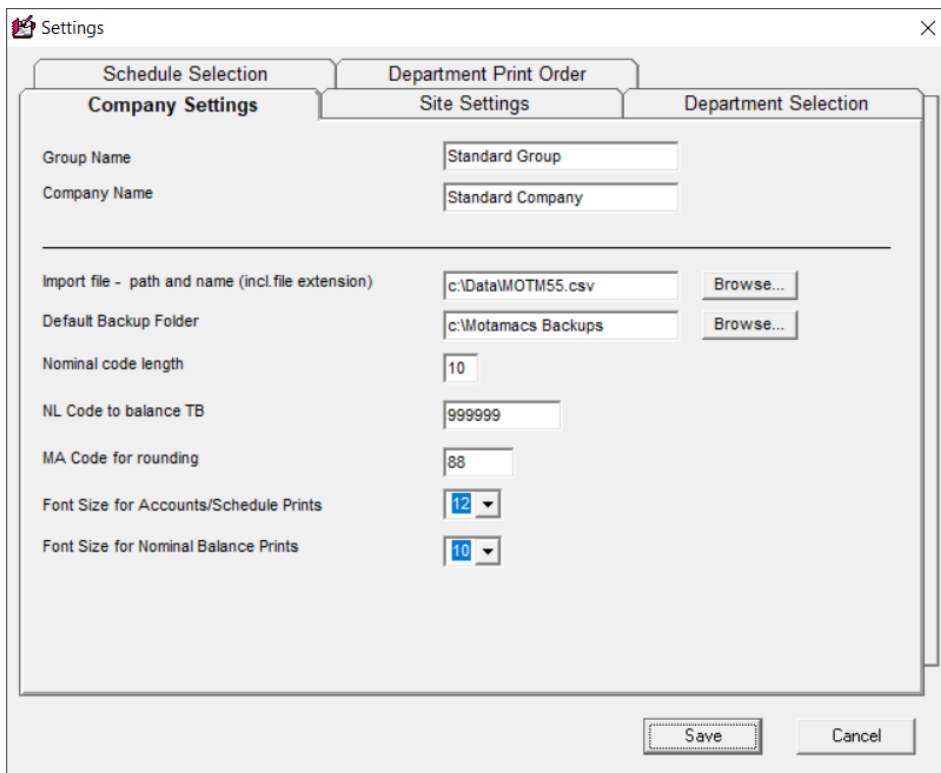
Under the 'Company Settings' tab is the option to set the 'Default Backup Folder' – this allows the user to select a relevant folder for all site backups within this company to be saved to – this includes month-end, year-end and manual backups

> **Note – The folder you select here must already exist – you cannot create a folder when 'Browsing' If there is a shared drive that is backed up daily and is available for backups then this can be selected here**
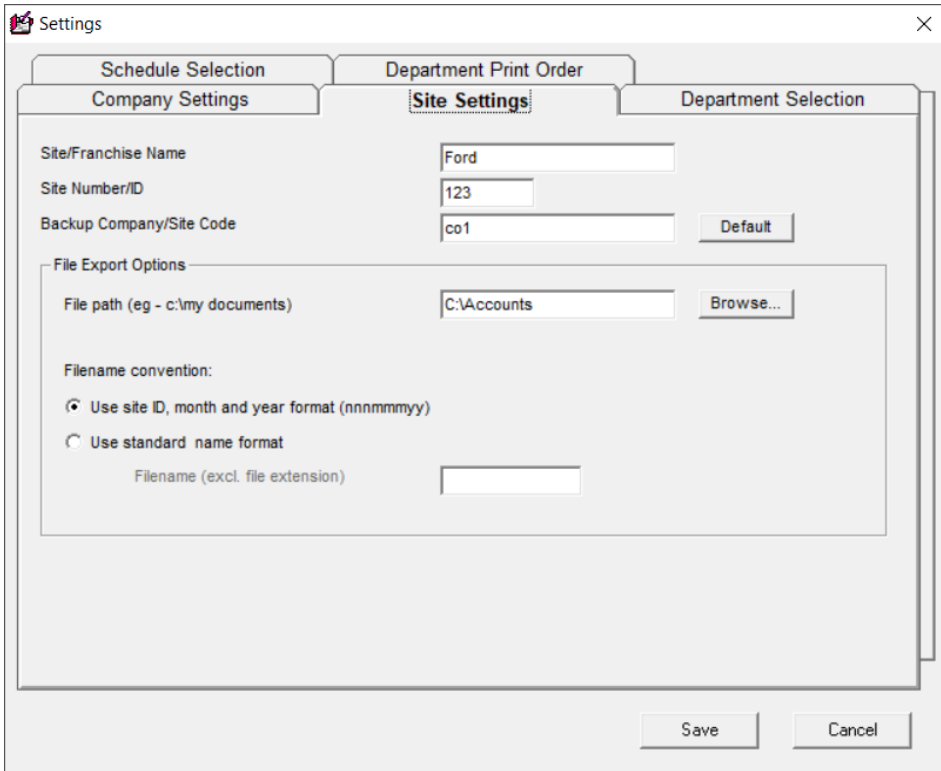
Under the 'Site Settings' tab is the option to set the 'Backup Company/Site Code'

When creating the backup file for each site Motamacs will, by default, use this code to identify the company e.g., 'macs co1 site1 jul23.zip', 'macs co1 site2 jul23.zip', etc.

It can be seen that under this convention the code for all sites must be the same

However, the site name can be used here instead of the default co1, co2 convention e.g., 'macs ford site1 jul23.zip', 'macs vauxhall site2 jul23.zip' – note that Motamacs still identifies the site numerically.

Note – The backup filename can in fact be re-named, outside of Motamacs, to any name provided the name starts with 'macs' e.g., 'macs new york sep25.zip'

Restoring a Backup from Another Company

When restoring a backup supplied from another company it is important to check the 'Backup Company/Site Code' in [utilities] [settings] after the backup has been restored

There may be 3 companies already within the Motamacs application with these codes set to 'co1', 'co2' and 'co3' respectively – if the backup supplied has the code 'co1' then there may be two companies with the same code and when running a backup the first company backup file will be overwritten by the second company backup file meaning there is **no backup for the original company (co1)**

Note – The Motamacs application will not warn the user that this situation has arisen

Further Backup Considerations

The Motamacs backups are not **'safe'** on the user PC and should be copied to an external device – USB stick or a shared drive

To this end it is recommended that a backup folder is created outside of the Motamacs folder (c:\motamacs rev3) such as c:\Motamacs Backups as this then allows that folder to be copied straight to an external device without all the associated Motamacs files. Also, if the c:\motamacs rev3 folder gets deleted for any reason then the backups will not suffer the same fate

Motamacs creates a backup folder as a sub-folder of all 'site' folders to keep copies of a number of files after certain procedures – these files should not be used and are provided purely for support purposes and as with the c:\motamacs rev3 folder these backup folders should not be used for Motamacs backups