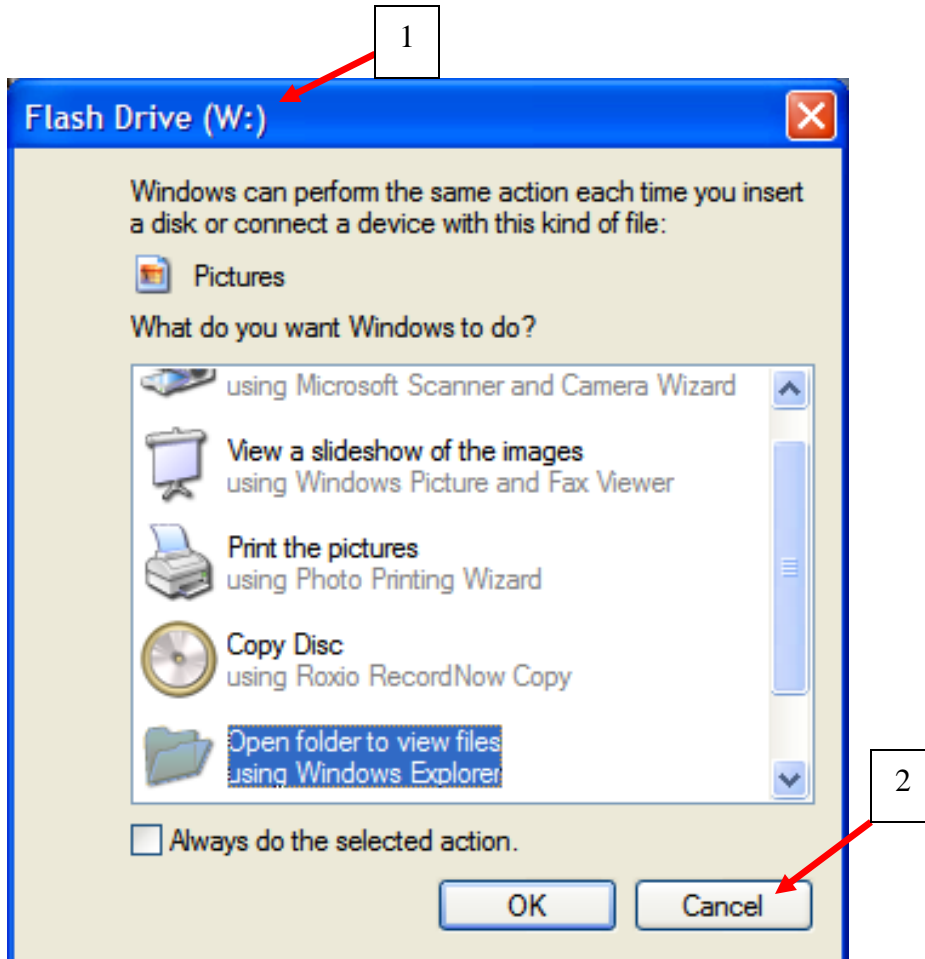


How to Setup Matrix to Backup to a Flash Drive

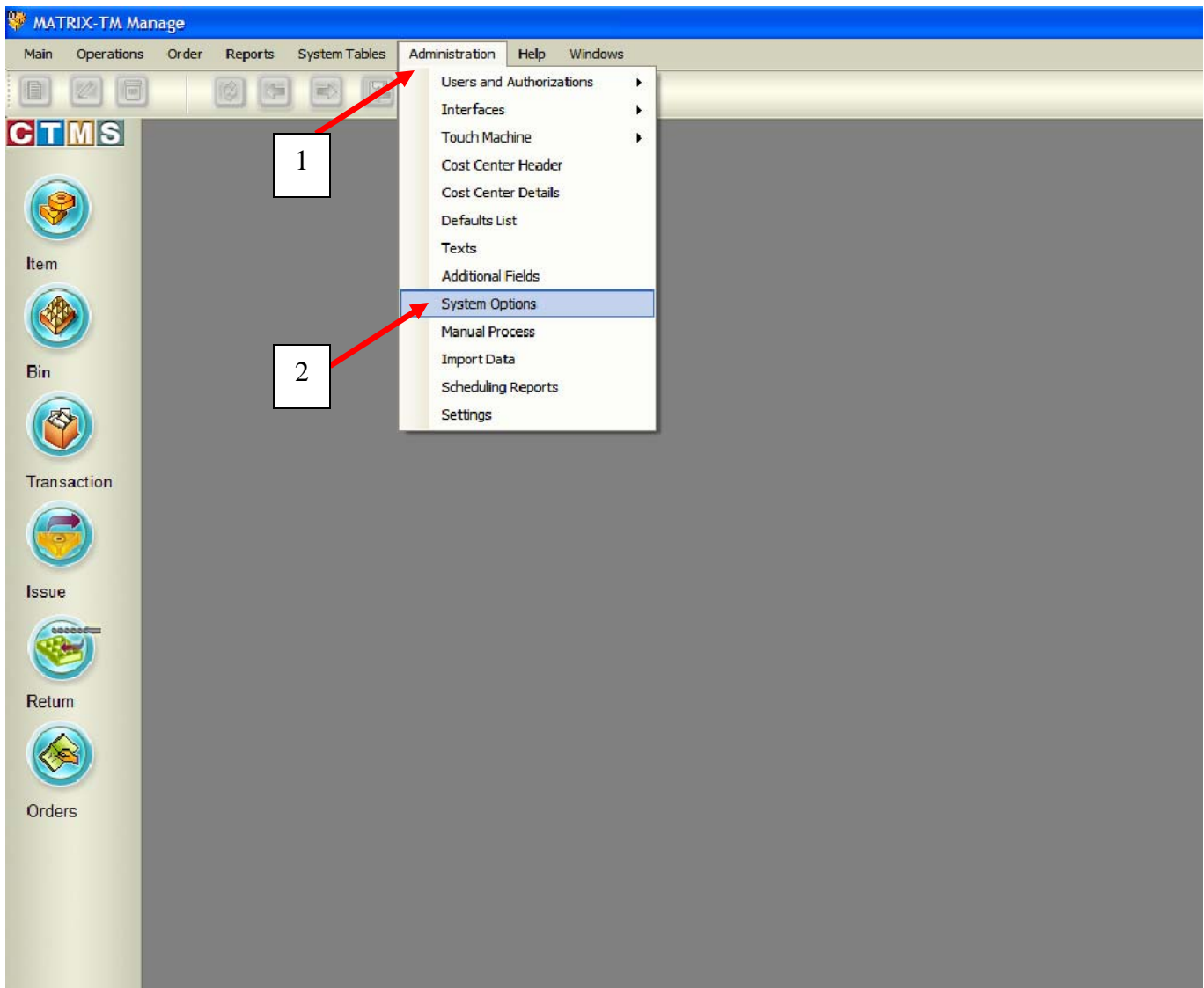
The first thing you want to do is put the flash drive in a USB port on the computer.

1. Make a mental note as to what the drive letter is.
2. Click on Cancel



Now open Manage-TM and login.

1. Click on Administration
2. System Options



1. Click on dropdown box
2. Click on Backup

The screenshot shows the 'MATRIX-TM Manage' application window. The 'Search System Options' dialog is open, displaying a search interface. The 'Group' dropdown menu is expanded, showing options like 'System Parameters', 'Operation', 'General', 'Statistics', 'Path and files', 'Backup', and 'E-mail'. A red arrow labeled '1' points to the dropdown box, and another red arrow labeled '2' points to the 'Backup' option. Below the search fields is a table of system options.

Option Key	Option Name	Option Description	Option Value
0	Database Version	Database Version - Do Not Change!!!	4.2
1	Installation Path	-TM Installation Path - Do Not Ch...	C:\Program Files\MATRIX-TM 4.2
2	Scheduler task com...	Scheduler task computer Name - Do Not C...	
105	Over Receive Perce...	The percentage that determines the Additional ...	10
106	FIFO Bin Selection	Issue in FIFO (First In, First Out) order so that t...	No
107	Activate issue budg...	If the budget is activated, then before allowing i...	Yes
108	Activate issue budg...	If the budget is activated, then before allowing i...	Yes
109	Force to issue old it...	If checked, the TOUCH module will force to issu...	No
110	Display options for p...	Display options to close order line or remain op...	Yes
111	Number of referenc...	Number of reference fields to use on 'Receive' ...	0
112	Type of Reference fi...	Type of Reference fields for Interfaces: Numeri...	txt
201	Font Size	Font Size used for buttons in TOUCH module.	Small
203	System Currency Key	The system currency key.	0
204	Picture File Type	File type for the product pictures.	gif
205	Number of Records ...	Maximal number of records to display in search...	2000
206	Default Unit of Meas...	Default unit of measure for new items.	0

1. Look at the Option Value for Option Key #600
2. This Should say Yes. **Note:** If it says no double click Option #600 and go to page 5. If it says yes you can skip page 5 and go to page 6.

MATRIX-TM Manage

Main Operations Order Reports System Tables Administration Help Windows

CTMS

Search System Options

Group: Backup Option Key: Option Name: Option Description:

Found 5 Records.

Option Key	Option Name	Group	Option Description	Option Value
600	Create Database Au...	Backup	Activate job that automatically creates the Back...	Yes
602	Database Auto-Bac...	Backup	Path for Auto-Backup copy of the Database.	C:\Program Files\Microsoft SQL ...
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1

2

1. Click the blank check box to place a check in it.
2. Click the Save and Close Icon.

The screenshot shows the 'System Option Maintenance' window in the MATRIX-TM Manage application. The window has a menu bar (Main, Operations, Order, Reports, System Tables, Administration, Help, Windows) and a toolbar with various icons. A sidebar on the left contains icons for Item, Bin, Transaction, Issue, Return, and Orders. The main area contains a form for editing option 600, 'Create Database Auto-Backup'. The 'Option Value' checkbox is currently unchecked. A red arrow points to this checkbox, labeled with a '1'. Another red arrow points to the 'Save and Close' icon in the toolbar, labeled with a '2'. Below the form is a table of system options.

Option	Option Name	Option Description	Option Value
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.
605	Database Auto-Bac...	Backup	Database Auto-Backup Time

1. Now double click on Option #602

MATRIX-TM Manage

Main Operations Order Reports System Tables Administration Help Windows

CTMS Search System Options

Group: [Backup] Option Key: []

Option Name: [] Option Description: []

Found 5 Records.

Option Key	Option Name	Group	Option Description	Option Value
600	Create Database Au...	Backup	Activate job that automatically creates the Back...	Yes
602	Database Auto-Bac...	Backup	Path for Auto-Backup copy of the Database.	C:\Program Files\Microsoft SQL ...
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1

1. Here is where you put the drive letter of your flash drive. **Example:** *The drive letter for my flash drive was W so this is what I will type W:*
2. Now click the Save and Close Icon

The screenshot shows the 'System Option Maintenance' window in the MATRIX-TM Manage application. The window has a menu bar (Main, Operations, Order, Reports, System Tables, Administration, Help, Windows) and a toolbar with various icons. The main area contains a form for editing system options. The form fields are:

- Option Key: 602 (highlighted with a red box labeled '2')
- Option Name: Database Auto-Backup folder
- Option Description: Path for Auto-Backup copy of the Database.
- Option Value: W:\ (highlighted with a red box labeled '1')

Below the form is a table of system options. A red arrow points from the 'Option Value' field to the 'Save and Close' icon in the toolbar.

Option Key	Option Name	Option Type	Option Description	Option Value
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1. Now double click Option #603

The screenshot shows the MATRIX-TM Manage application interface. The main window is titled "Search System Options" and contains search filters for Group (Backup), Option Key, Option Name, and Option Description. Below the filters, it states "Found 5 Records." A table lists the search results, with the row for Option #603 highlighted in red. A red arrow points from the "Transaction" icon in the left sidebar to the highlighted row in the table.

Option Key	Option Name	Group	Option Description	Option Value
600	Create Database Au...	Backup	Activate job that automatically creates the Back...	Yes
602	Database Auto-Bac...	Backup	Path for Auto-Backup copy of the Database.	C:\Program Files\Microsoft SQL ...
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1. Click the dropdown box
2. Select Daily for the best protection
3. Click Save and Close Icon

MATRIX-TM Manage

Main Operations Order Reports System Tables Administration Help Windows

CTMS

System Option Maintenance

Option 3 603

Option Name: Database Auto-Backup Day

Option Description: Day to create Auto-Backup of the Database.

Option Value: Daily

Every Thursday

Every Friday

Every Saturday

Daily

Daily Except Weekends

First day of The Month

Last day of The Month

Monday, Wednesday, Friday

Option	Option Name	Option Value
603	Database Auto-Backup Day	Daily
604	No. of days	7
605	Database Auto-Backup Time	24:00

1. Now double click Option #604

MATRIX-TM Manage

Main Operations Order Reports System Tables Administration Help Windows

CTMS

Search System Options

Group: [Backup] Option Key: []

Option Name: [] Option Description: []

Found 5 Records.

Option Key	Option Name	Group	Option Description	Option Value
600	Create Database Au...	Backup	Activate job that automatically creates the Back...	Yes
602	Database Auto-Bac...	Backup	Path for Auto-Backup copy of the Database.	C:\Program Files\Microsoft SQL ...
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1

1. Type in 7
2. Click Save and Close Icon

The screenshot shows the 'System Option Maintenance' window in the MATRIX-TM Manage application. The window has a menu bar (Main, Operations, Order, Reports, System Tables, Administration, Help, Windows) and a toolbar with various icons. A sidebar on the left contains icons for Item, Bin, Transaction, Issue, Return, and Orders. The main area contains a form with the following fields:

- Option Key: 604
- Option Value: 7
- Option Description: Number of days to keep Database Backup.

Below the form is a table with the following data:

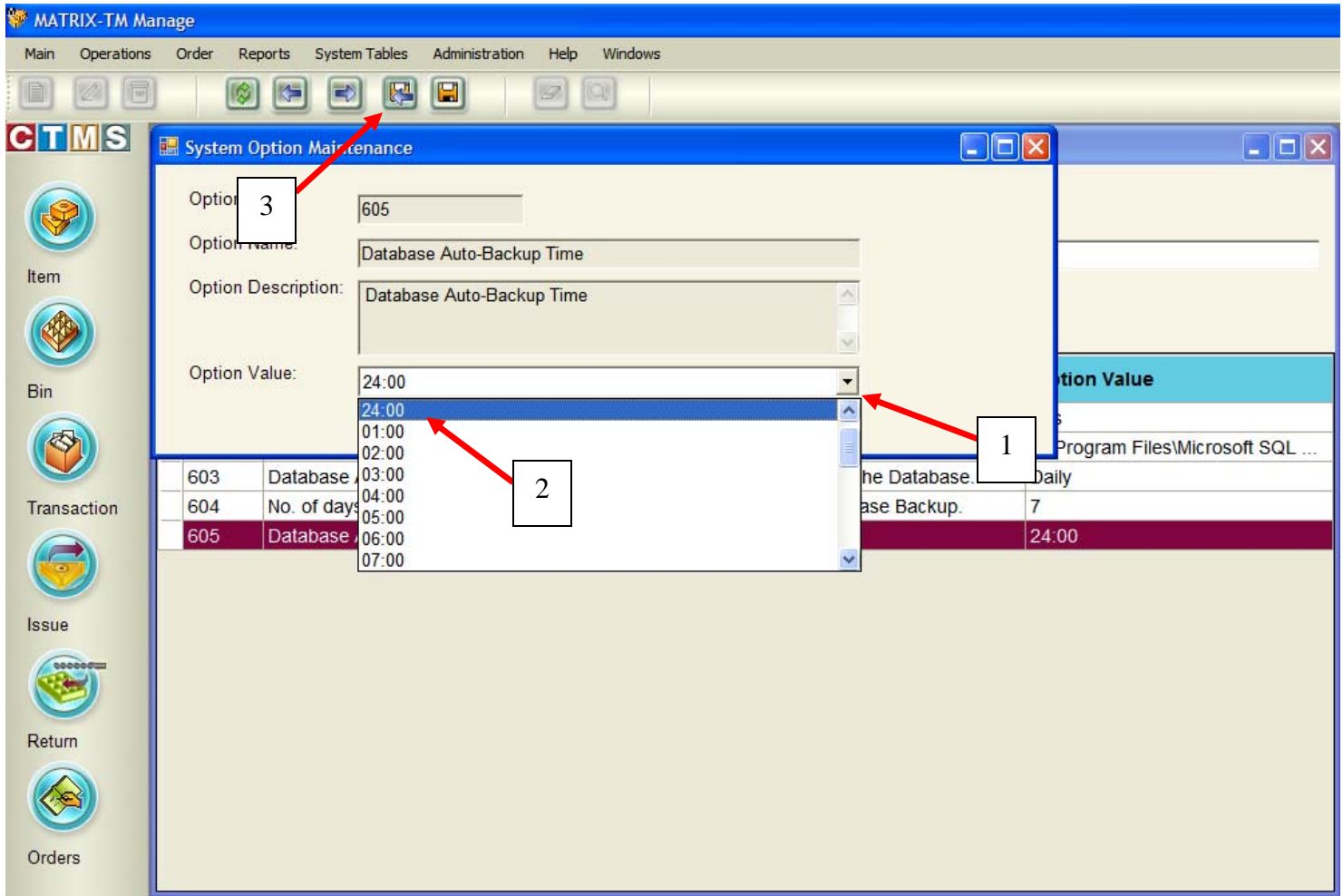
Option Key	Option Name	Option Type	Option Description	Option Value
604	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1. Now double click Option #605

The screenshot shows the MATRIX-TM Manage application interface. The main window is titled "Search System Options" and displays a table of system options. The table has five columns: Option Key, Option Name, Group, Option Description, and Option Value. Five records are listed, with the record for Option Key 605 highlighted in a dark purple row. A red arrow points from the "Transaction" icon in the left sidebar to the highlighted row in the table.

Option Key	Option Name	Group	Option Description	Option Value
600	Create Database Au...	Backup	Activate job that automatically creates the Back...	Yes
602	Database Auto-Bac...	Backup	Path for Auto-Backup copy of the Database.	C:\Program Files\Microsoft SQL ...
603	Database Auto-Bac...	Backup	Day to create Auto-Backup of the Database.	Daily
604	No. of days to keep ...	Backup	Number of days to keep Database Backup.	7
605	Database Auto-Bac...	Backup	Database Auto-Backup Time	24:00

1. Click the dropdown box and
2. Select a time for the backup to occur. **Example: 2400**
3. Click Save and Close Icon.



Now you are done.