



AutoClerk Backup Options

Hard Disk Backups

The AutoClerk program will perform backups of AutoClerk data, storing a copy on the internal hard disk of the AutoClerk server (v:\backup), and will also place a copy of that backup on the internal hard disk of Station #1 (C:\Documents and Settings\All Users\Application Data\autoclerk\backup). These backups are performed at each shift change and during the night audit.

Removable Media Backups

The AutoClerk night audit can send an additional copy of the backup to removable media attached to Station #1. AutoClerk's long-standing reliance on zip disk media for nightly backups is drawing to a close. In its place, the hotel's network administrator is now free to use any backup device of hotel management's choice, **excluding optical drives**. The hotel's network administrator, and **not** AutoClerk, is responsible for supporting removable media backups. Removable backup is disabled by default.

Extra Backup

New versions of AutoClerk have an option to place a data backup on a **extra** directory or drive on the hotel's dedicated server or Station #1. This **extra** location may be an internal or external device, but **must be referenced as a drive letter or path (no UNC) from Station #1**. The default location will be v:\backup\extra. The 'extra' backup is in lieu of the removable backup, and takes place during the night audit. We strongly suggest the contents of this **extra** directory/drive then be copied by any third party backup software product of hotel management's choice and stored offsite. Extra backup is disabled by default.

Online Backup

While there are many different third-party backup software solutions, AutoClerk provides a proven IP Backup solution. AutoClerk IP backup is available as an additional service. Please contact AutoClerk for more information.

Backup Location and Maintenance

The AutoClerk PMS automatically performs rolling purges of the AutoClerk backup files on a nightly basis after a backup file has aged beyond a certain set point, as determined by hotel management. The number of backups kept on the drive is configurable, and when enabled has the following defaults:

Dedicated Server:	minimum of 6 copies spanning 5 hotel days*
Location:	v:\backup
Station #1:	minimum of 4 copies spanning 3 hotel days
Location:	C:\Documents and Settings\All Users\Application Data\autoclerk\backup
Removable:	minimum of 1 copy spanning 2 hotel days
Location:	determined by network administrator
Extra:	minimum of 1 copy spanning 1 hotel day
Location:	determined by network administrator

* When there is a Station #1 and no dedicated server, the server values apply.

Warning: If hotel management chooses to have no zip disk backup AND also chooses to have no other external backup service or removable media, the hotel is at risk of catastrophic data loss in the event of a hard disk crash (on the server and/or station #1).

Please discuss your desired backup settings with your AutoClerk installation technician and your Network Administrator.



AutoClerk Backup Options

I have read and understand the AutoClerk data backup process. After discussing the options with my AutoClerk technician and my network administrator, I wish to enable the following (Please circle your desired options. Options 2 and 3 cannot both be selected):

Option 1 No additional AutoClerk backup is desired ('Extra Backup' and 'Removable Backup' set to FALSE).

Option 2 Please enable the Removable Backup to the following location: _____
(the default location will be used if nothing is specified)

or

Option 3 Please enable the Extra Backup to the following location: _____
(the default location will be used if nothing is specified)

Option 4 Please send me information on AutoClerk ipVault.

Hotel Name

General Manager/ Owner

Hardware/ Network Vendor

Vendor Name