Topic:   **DATA BACKUP AND MAINTENANCE**

All of the information you use in SharpLynx Lite is stored in a database file. This file (with the extension .LNX) is what you open every time you start SharpLynx Lite. The name of the data file that you currently have open can be seen in the shortcut bar on the left hand side screen.

FAQ:     How often should I back up my data file?

- *In most cases, it is recommended that you perform a data backup every day after you Collect Sales from your ECR/POS terminal*
- *If you are making major changes to your data, it is recommended that you perform a data backup **before and after** your work*
- *Additionally, if you intend to perform any database maintenance functions, you should always back up your data prior to doing so*
- *If you are performing a software update, it is also strongly recommended that you back up your data prior to doing so*

FAQ:     Where can I back up my data to?

- *You can backup your data to any number of places – an external Hard Disk Drive, a networked drive on a different computer, USB stick, an online or cloud-based backup location*
- *If you only backup to the same local drive that your main database is generally stored on, you risk losing everything if you have an unrecoverable hard disk failure of that drive*

FAQ:     Does the SharpLynx Lite database have a limited size?

- *Yes, SharpLynx Lite uses a Microsoft Access database which has a maximum size 2Gb*
  ***Important**: The software will provide warnings as your database approaches the maximum size. Do not ignore these warnings as doing so may result in a loss of data!*
- *The current size of your database can be seen in the shortcut bar on the left hand side screen*

FAQ:     What does **Optimise Data File** do, and how often should I do it?

- *This function compacts and repairs any minor errors in the database*
- *You can perform this function on a semi-regular (eg. monthly) basis*
- *Larger databases may take some time to optimise*
  ***Note**: A power failure, or turning the computer off, while optimising would most likely cause corruption in your database, making it necessary to restore your most recent backup.*

FAQ:     What does the Archive Data function do?

- *A copy of your existing database is created, that includes all transactional data dated before the Archive date*
- *All transactional data from before the Archive date will be removed from the current database*
- *An Archive Data could be performed each new financial year, removing data that is older than the previous financial year*
- *Archived databases can be re-opened in the software for reporting purposes at any time*

FAQ:     What does the Purge Data function do?

- *Purge Data completely removes certain types of data from your database*
- *Options include:*
  - *ALL Transactional Data and Totals*
  - *Electronic Journal up to… (specified date)*
  - *Barcodes that have not been used since… (specified date)*
- *This function cannot be undone, so it is strongly recommended that you back up your data file before performing this task*