

## How to Check your ACT! backups!

NB you can only do this on the machine (PC or server) where the database is actually hosted.

Automated backups are available in (Sage) ACT! Premium or ACT! Pro 2009 or later.

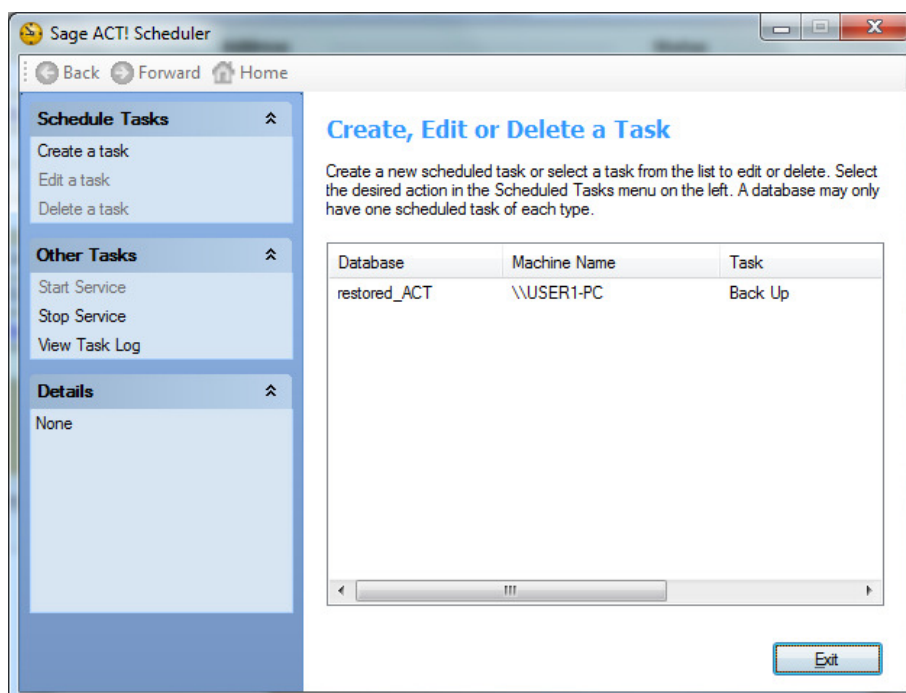
From the Start menu find Sage ACT! Pro/Premium 20xx and then Sage ACT! Scheduler

or

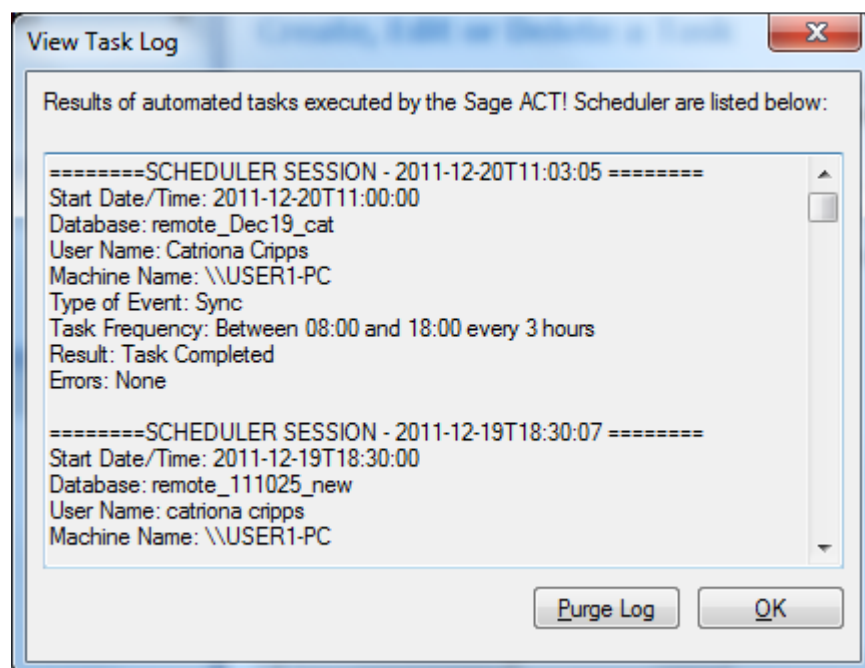
You may also find the scheduler running in your system tray (bottom right hand corner of your screen)



Open the scheduler

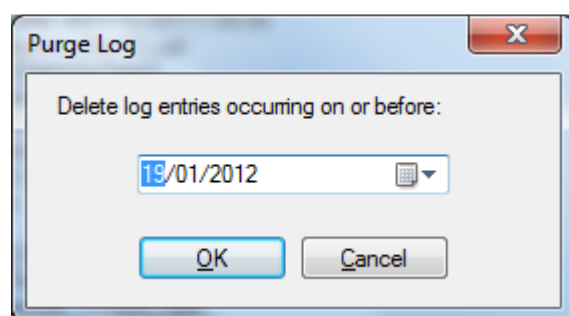


Click on View Task Log



Check the dates, and then check that it says Task Completed, Errors: None. Also check that the correct database is being backed up!

From time to time, click on Purge Log to make sure this file does not become too large.



Choose a date, perhaps preserving the last week's log and click on OK

Ensure that the service is running – Start Service should be greyed out (as it is already running). If the service is not running then there will be a red cross over the icon in the system tray.