Scrap Metal Manager
Computer Replacement
Backup & Restorations

Planning: At any given time you can always refresh your SMM programs from our website getting the latest versions of SMM. However, your database and captured images are irreplaceable, so great effort must be made backing up your data.   A good backup plan is regular and complete.   Making copies on the same computer is not enough. A computer failure destroys all of the data. Make backup copies on removable disk drives and keep the drives in a secure off-site location incase of a fire or flood.

Compacting Database: Databases occasionally need compacting which will remove deleted records and reorganize the indexes. This can often reduce the size of the database by 25% or more and speed up your processing times. The command is located in the **Control** menu. Always back-up your database before executing this command.

Archiving Transactions Over 90 Days Old: Under the **Control** menu is command to move transactions older than 90 days to a history file. This will speed up your transaction add times while still providing full access to all records for queries and reports. Always back-up your database before executing this command.

Backup: Scrap Metal Manager can be configured to work on a single PC. This is called the Personal Version application of SMM. The database files and image file folders are normally located in the ScrapMetalManager folder on the C:\ drive.

If you have a network installation you must make sure Scrap Metal Manager is not being used or left open on any of the workstations. Windows will not allow you to copy any files that are in use.

Using Explorer you can **COPY not MOVE** the file **ScrapMetalManager.mdb** and the two folders **SellerID** and **TicketID** to an external drive, then unplug the drive and move it to a secure location offsite.   I keep mine on my keychain (64 gig). We suggest that the process be completed at least once a week, no less than once a month.   Having two Flash drives will make the process easier.   SMM has a database backup command in the Control Menu. That feature makes a copy of the database and leaves it in the same folder as the database. This backup has the **MDB** filename extension replaced with the date in the format **20130930** Periodically, you should delete the older files as they take up valuable disk space.

Restoration (same or new computer): The first step to restoring a system is to reinstall the software. You can go to our web site and install SMM the same way as you did originally. See our **SMMNetworkInstallation** document to refresh you memory on single PC and network installation

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procedures.   The next step is to copy the **ScrapMetalManager.mdb** file and the two folders **SellerID** and **TicketID** into the ScrapMetalManager folder replacing the files and folders that were created by the installation program.   **Note:** You will need new registrations codes.

If you have a network installation you must make sure Scrap Metal Manager is not being used or left open on any of the workstations. Windows will not allow you to copy over any files that are in use.

Important: If you cannot see your file extensions use the **Control Panel** and select **Folder Options** and find the **Hide File Extensions of Known File Types** and uncheck it.