

Backing up your data in Pegasus Opera 3 is a straightforward process that ensures your company's information is securely saved. Here's a step-by-step guide to performing a backup:

Access the Backup Utility:

Navigate to Administration > System > Utilities > Backup.



Select the Company:

In the backup wizard, choose the company data you wish to back up.

Include Additional Files/Folders (Optional):

You can opt to include additional files in your backup:

- **PDF:** Includes Portable Document Format files.
- **Spool:** Includes spool files.
- **Email:** Includes emails.
- **PDM:** Includes Pegasus Document Management files.
- **SPM:** Includes Sales Pipeline Management related files.
- **Export:** Includes files saved in the 'Company code EXPORT' folder.

Specify Backup Location:

Choose a destination to save your backup file. Ensure this location is secure and has sufficient storage space.

Initiate the Backup:

Confirm your selections and start the backup process.

Important Considerations:

- **User Access:** Ensure no other users are logged into Pegasus Opera 3 or Pegasus XRL during the backup process.
- **File Usage:** If including additional files, verify that no one is using them before starting the backup.
- **Time Requirement:** The duration of the backup will depend on the volume of data and the performance of your system.

Regular backups are essential to safeguard your data against unforeseen events. It's advisable to establish a routine backup schedule and ensure backups are stored in a secure location.