

Clear Backup Files

This function is used to clear backup files stored in the folder.

Backups are done daily and when you are on the system for a long time, there are many files.

As a general rule for clear of backups is as follows:

1	The company will retain full backups for everyday for a three-month period.
2	After this the backups are keep for every month end and beginning of month
3	The backups are backed up into the cloud for storage.
4	Backups are cleared in the folder

The function will search for all backups and based on the retention days, will keep those days and then move all other backups to a separate folder.

This folder will be deleted, and files removed from server.

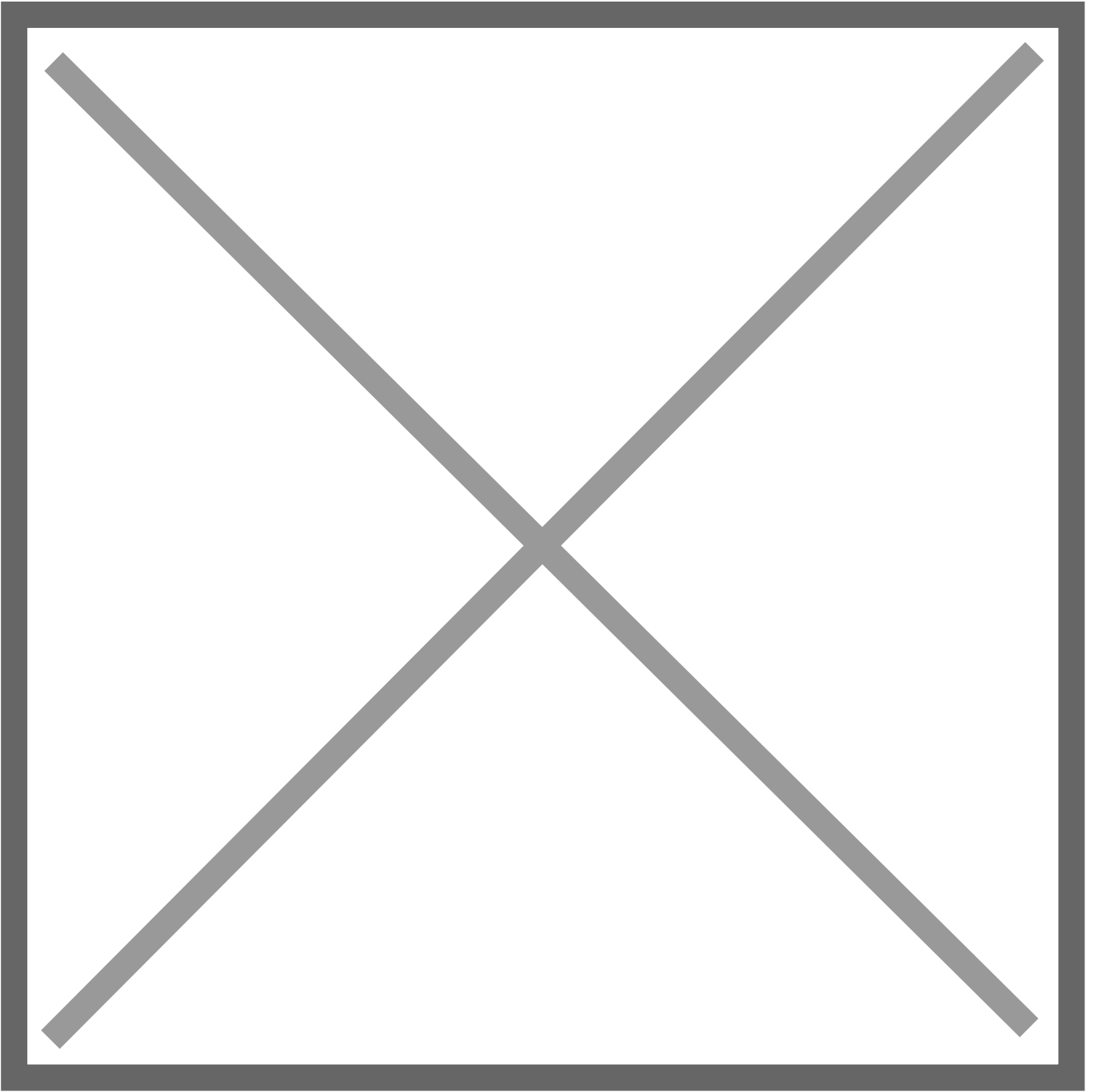
Go to Backups

Select your date range to clear.

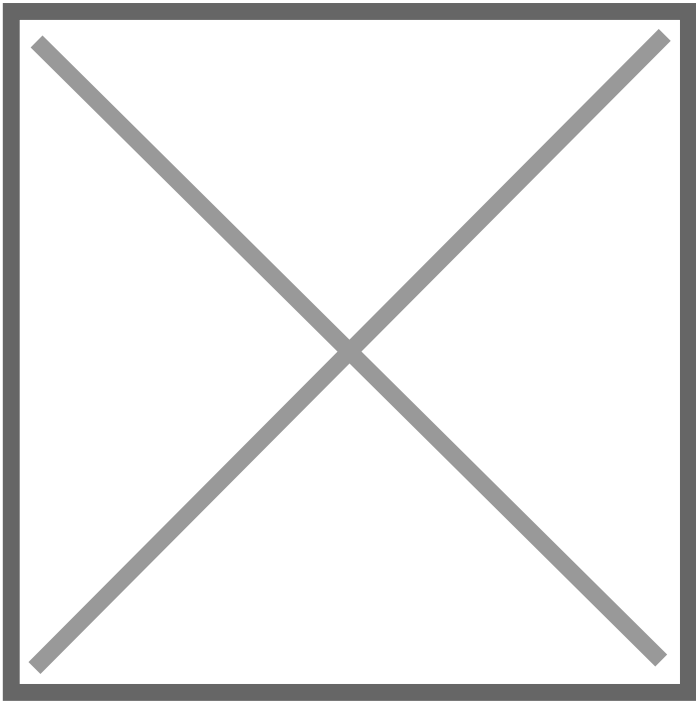
The Date From should be set to the last time you cleared the files (It does not matter if you don't have the correct date)

Date To is important to ensure that you don't remove files after that date. (This is the date we govern to ensure we keep 3 months' worth of everyday backups.

Click on the Restore drop down to find the remove by filter function.



Click on the Remove by Filter



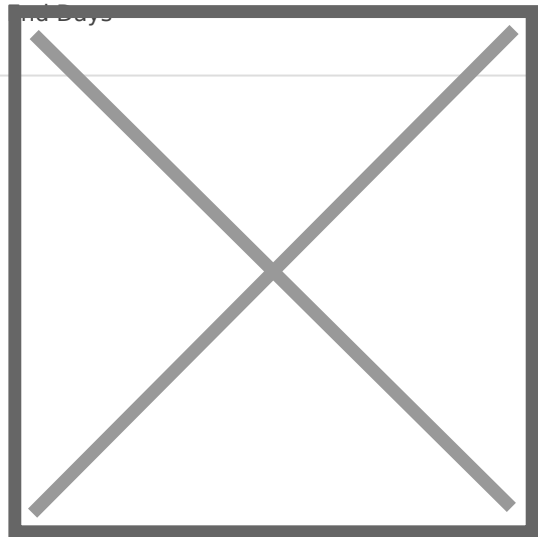
After you click on Remove by Filter

This window will come up to confirm what you want to remove.

Confirm the Date from and Date to

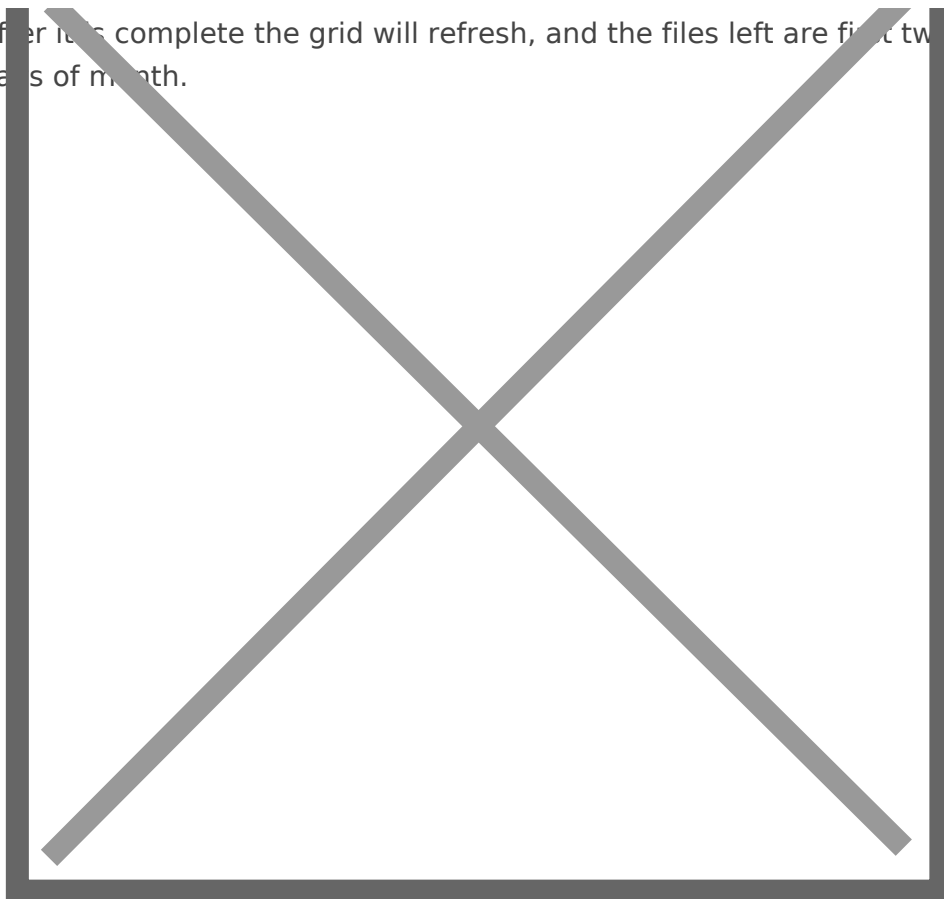
Keep Month days defined.

Start Days	set to 2 by default which means it will keep the 1st and 2nd day of every month.
End Days	set to 2 by default which means it will keep the last 2 days of the month, let's say 30th and 31st.



Wait for function to finished.

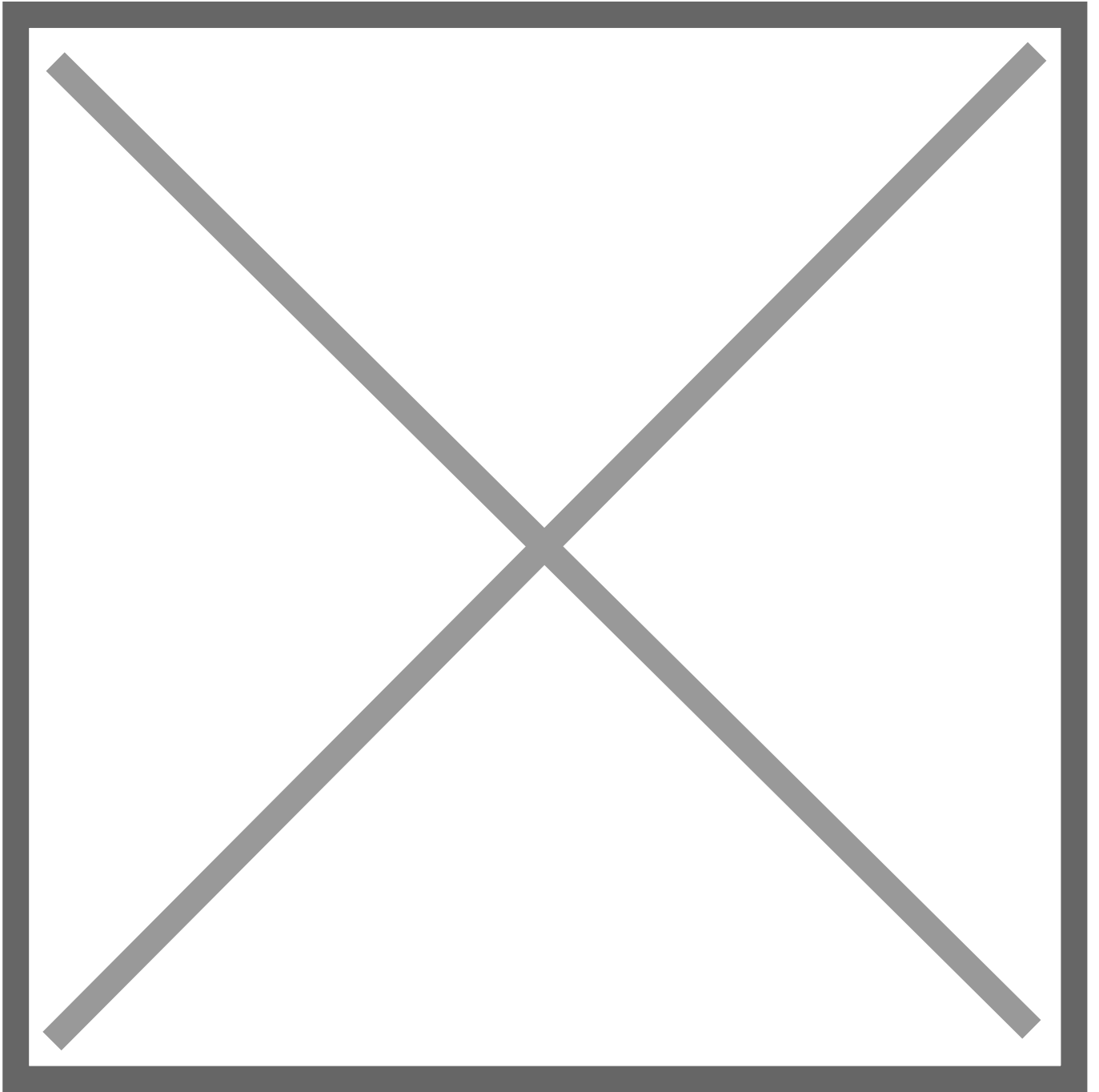
After it's complete the grid will refresh, and the files left are first two days of month and last two days of month.



The data will have moved to a folder under the database in the relevant company database.

If any files were deleted by mistake, you can cut or copy them back to the company.

After the data files have been checked then these will be deleted.



Revision #2

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