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## Introduction

As with any computer data, it is essential to back up your LightSpeed data regularly, so you can rest easy, knowing that you have another copy of your database that you can restore if necessary. Luckily, LightSpeed 3.0 makes it easy to perform frequent backups.

## Manual Backup

To manually back up your database, go to **Tools > Utilities > Backup Database**. A window will appear asking you to confirm you want to backup database. Click *Backup Database*. This will save a copy in **Macintosh HD > Users > Shared > LightSpeed > Backups**, named *server1-yyyy-mm-dd-manual-(randomized ID code).lightspeedBackup*.

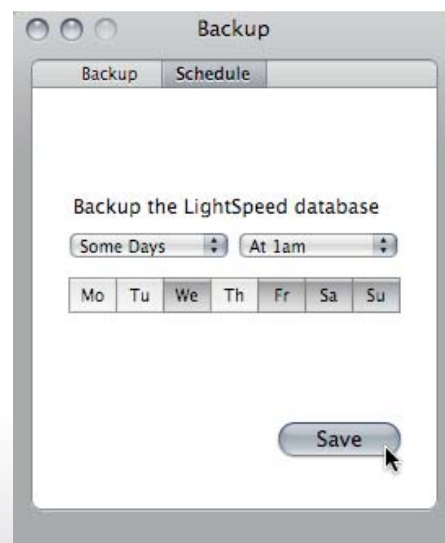
## Scheduled Backup

### To schedule a regular backup:

1. Go to **Tools > Utilities > Backup Database**.
2. Click the *Schedule* tab.
3. Configure whether you want the backup to be performed every day, or on particular days, and at what time. Backups usually do not last more than a few seconds, depending on the size of your database, but it is recommended to set your backups for after business hours. Remember to keep your server running overnight in order for backups to be completed. You do not need to keep LightSpeed running for the backup to occur.



Manual Backup



Scheduled Backup

## External Backup

Your backed up database should then be backed up to a volume different than the original. Burning the backed up database to CD, or copying it to an external hard drive or USB drive, will insure that in the event of a hard drive failure on your server, your LightSpeed database will remain intact as of the last backed up copy.

**IMPORTANT: Do not attempt to back up your *live* database externally, only the *backup*.**

Please contact Xsilva Support for instructions on restoring your database from a backup.