



# Keystone NEWS

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## **HURRICANES, FLOODS, FIRES, SYSTEM CRASHES....NOW WHERE IS MY DATA?**

It has not been long since we last featured this topic in our newsletter, but national newspaper headlines and our support phone calls seem to bring us back to talking about data security and the importance of having a proven backup procedure in place.

### **BACKING UP YOUR COMPUTER THE COMPLETE GUIDE TO BACKING UP YOUR DATA FILES**

This article has two sections. The first is for people who have their own backup solution in place. Please read each topic to make sure you are not making any common mistakes and to avoid a major problem in the future.

The second section, A BACKUP SOLUTION, is for people looking for a complete backup procedure that will work with our software to protect their data.

### **COMMON BACKUP PROBLEMS**

(For companies who believe they have a working backup solution)

#### **NOT DOING BACKUPS**

Many users fall into this category. They may have been backing up at one time, but got out of the habit. They find out they should still be doing a backup after they have a serious problem. They will learn to work double time for the next 6 months and may still not have their W2's ready on time.

#### **BACKUP ON THE SAME MEDIA**

They have one backup tape, or one memory stick. They call us with a problem explaining that they just backed up....on their only backup media...thereby transferring the problem to their only good copy. Neither the original nor the backup copy are any good. This gives us nothing to work with. They feel good about backing up, but may still lose their job when the computer crashes.

#### **DOING BACKUP TO HARD DISK**

These users have figured out that backup is important, but have not figured out that when the hard disk drive crashes, losing all their data, that their backup is on the same drive, and therefore gone. Almost as bad, is backing up to another hard drive in the same computer, or onto another computer in your office. In the event of a fire, vandalism, or other disaster, both computers would likely suffer the same fate. These people figure this out when they

lose their data, and then are paid overtime or lose their job.

#### **INCREMENTAL BACKUP**

Never do one of these backups. Always choose the option to "Backup all selected files." If you continually do incremental backups, you have to keep each media or backup set that was ever done to your files. Some files never change over several years. We tried to help restore a client's files that were backed up in this way. We never could find some of the files. Half of a set is as good as no set.

#### **NOT BACKING UP FILES CURRENTLY IN USE**

This one is always fun. We need to restore, but we find out all the main files are missing. Their backup process does not back up files if someone is in our program. Bill left work, forgetting to log out, and leaving several files in use by his workstation. Because of this, the backup is incomplete. The operator may even see a message to this effect, but not realize the significance or importance of "skipped files." These people like to play Russian roulette with their backup, sometimes getting a good backup, sometimes not. Depending on the day, they will be a hero for a successful backup, or out of a job. Use a solution that can back up OPEN FILES.

*(See A BACKUP SOLUTION on page 2.)*

## **NEW DRIVER LOG RULES IN EFFECT!**

New log rules take effect October 1, 2005. If you are using Keystone Systems' Log Auditor, you should have received and installed your new update by now. If you did not receive an update CD, please call our support line at 1-888-863-9797.

The new rules imposed by the Federal Motor Carrier Safety Administration (FMCSA) affect sleeper berth drivers and short haul drivers.

#### **SLEEPER BERTH**

If you are using the option to combine two sleeper berth sessions to get ten hours off duty, you are now required to rest for at least 8 CONSECUTIVE hours in the sleeper berth (but less than 10 hours), and take another 2 consecutive hours off duty or in the sleeper berth. This second period can be any combination of off-duty and/or sleeper berth.

The calculation of the driver's 11-hour driving limit and 14-hour duty window will begin from the end of the first period used in the calculation.

You will not count any sleeper berth period of at least eight but less than ten consecutive hours toward the 14-hour limit after coming on duty.

#### **SHORT HAUL PROVISION**

Instead of allowing an extension of the 14-hour rule to 16 hours once a week, FMCSA changed the rule to allow for two such periods in a week. This exception applies to short-haul drivers who are not required to hold a commercial drivers license and work within a 150-mile radius of their start point.

**These new rules will automatically apply to logs with dates of October 1, 2005, or later.**

## A BACKUP SOLUTION FOR COMPANIES THAT WANT A RECOMMENDATION ON HOW TO DO BACKUPS

First, we recommend you get a backup software package. WHY? This will make it easy to solve many problems discussed in this article, such as scheduling and backing up open files.

**GET BackUp MyPC:** Buy this backup software solution. Available for about \$70.00, or less, from <http://www.stomp-soft.com/>, Costco, or your favorite office supply store. Install it.

### FOLLOW THESE STEPS TO CREATE AND SCHEDULE A PROPER BACKUP:

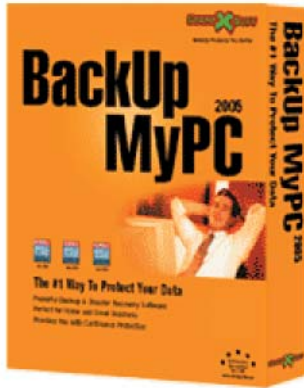
— Run your newly purchased BackUp MyPC software.

On the opening screen select, **BACKUP WIZARD.**

On the next screen select **BACKUP SELECTED FILES,** then **NEXT.**

On the new screen, click the + by the 'C' drive. Click the + by 'Keystone Data.' Left click on the word MainCompany to highlight and open that folder. Check the box to the left of MainCompany so it is selected to backup. That should select all your data files. If you have multiple companies, you will need to select them, too. You might have to unselect the "backset" folders if you do not have room on the backup media. Click **NEXT** to move to the next screen.

Select **ALL SELECTED FILES!** (Please, no incremental backups.) Click the "Next" button to move to the next screen.



*BackUp MyPC: an excellent tool for backing up your data files.*

Select where to backup. This can be a CD-RW drive, DVD-RW drive, memory drive, tape drive, etc.

On the next screen, all the default answers are correct. Yes, you want compression. Yes, you want to Verify. Click the "Next" button to move to the next screen.

Choose the **LATER** option. This will allow you to schedule that backup at night when nobody is around, and it will not bother you during the day. Click the "Next" button.

Schedule your backup to be daily (or weekly and select Monday through Friday) and put in a time of 1:00 AM. Click the "Next" button.

Enter your Windows Login password. Click the "Next" Button.

Give your job a descriptive title, like '1AM DAILY BK ON CD VERIFY'.

You are done. Each day, just make sure you have a blank CD-R, DVD, or memory stick in the drive. In the morning, check your screen to see if you have any errors.

There are probably other acceptable programs to use, but we have experience with this one and we know it works!

**Two important final notes:** If you are using a re-usable media, remember to rotate through several media. Keep at least one recent copy off site, in case of physical damage to your facilities.

## ARE YOU LOOKING FOR A LOWER COST MILEAGE SOLUTION?

Some clients have expressed an interest in being able to pull miles and routing into their Keystone software at a lower cost than the larger commercial mileage packages.

If you are interested in pursuing this, please call or e-mail and let us know.

MapPoint 2004 is a Microsoft product that costs \$299 per user. For more information, you can visit Microsoft at '<http://www.microsoft.com/mappoint/products/2004/default.aspx>'.

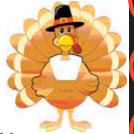
It has some excellent features, such as street level mapping, mileages, routing, and directions. For smaller fleets, this might be a good alternative to some of the more expensive mileage programs.

## TAX FORMS REMINDERS

We always recommend you run the most current version of your Keystone software, but when it comes to printing W2's and 1099's, it can be critical. When the paper forms change, we have to change to fit them. This year, the 1096 form changes slightly.

**Remember: Order tax forms early for the best prices!**

## HOLIDAYS



Keystone will be closed:

October 10, Columbus Day  
November 11, Veterans Day  
November 24, 25 Thanksgiving  
December 26, Christmas

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