



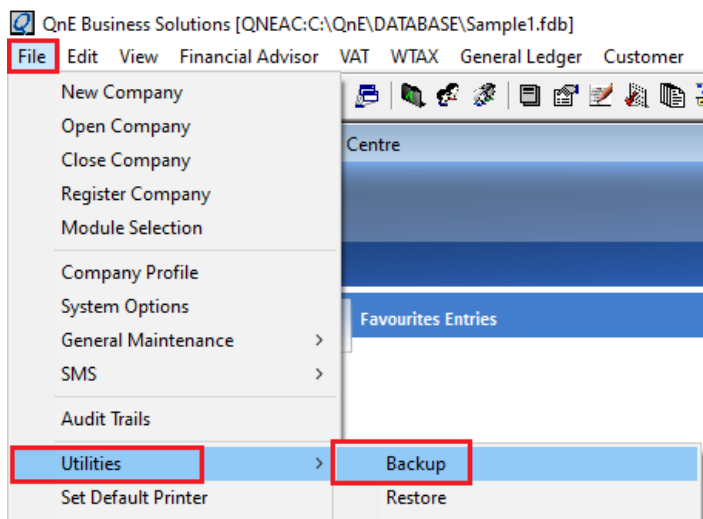
How to Perform Manual Backup of Delphi Database

Overview:

Database backup is one of the preventive measures that most of the enterprises and business do in case of a sudden system failure, data corruptions due to virus attacks and loss of data due to power interruptions. Once done can be saved in external storage device or cloud storages.

Procedure:

1. Log in the Database to Backup using an Account with Admin Role
2. Once Log in Go to **File > Utilities > Backup**



3. In Backup Window

Database File: Database to backup and Database location

Backup Type: Select **QnE Zipped Backup**

Backup File to: (Select one option only)

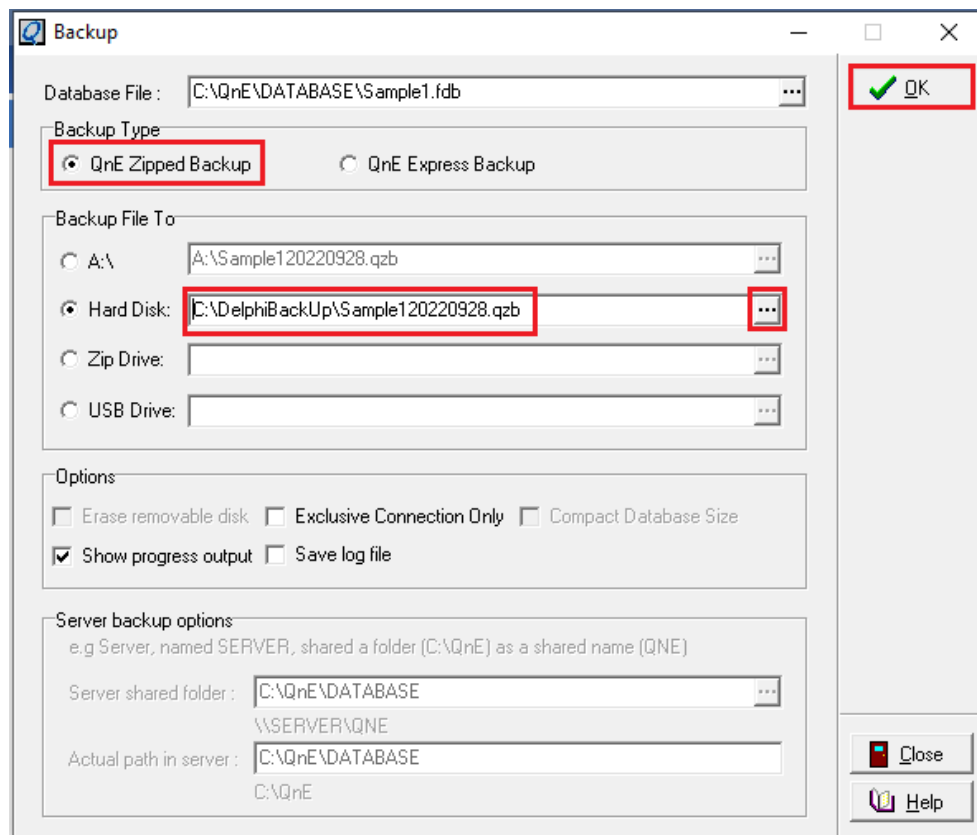
A: A diskette drive is a term used to describe a floppy disk drive.(NO USED)

Hard Disk: Normally point to Computer hard disk drive.

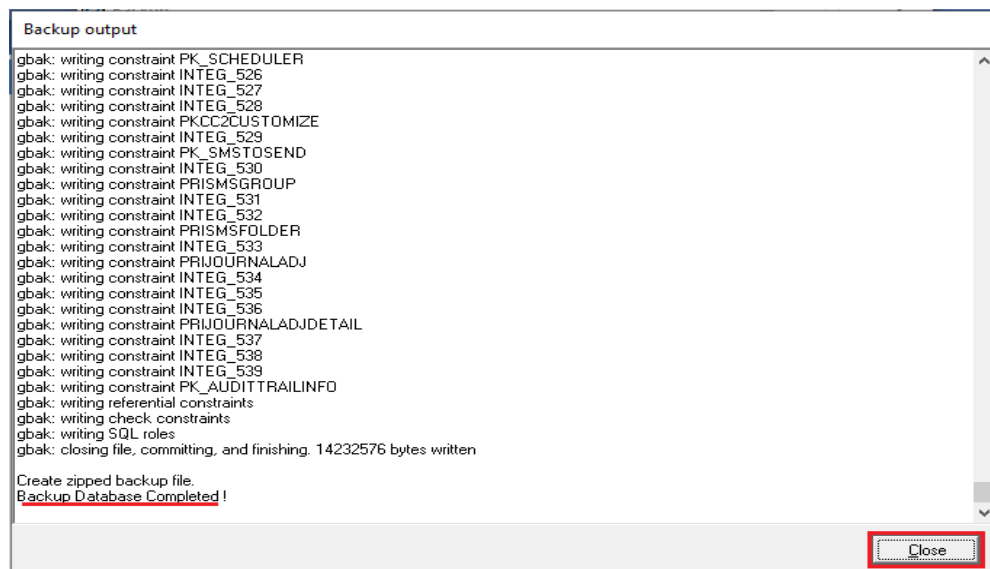
Zip Drive: Extra memory backup location of hard disk drive.

USB Drive: Extra memory backup location of hard disk drive.

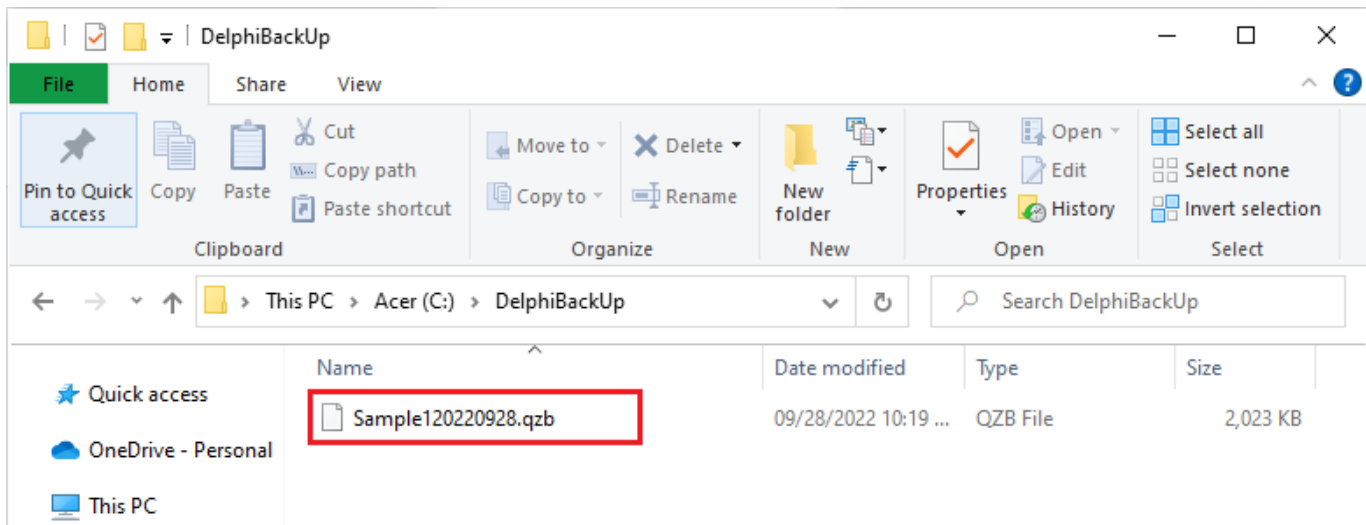
But most commonly used is Hard Disk you may click the (...) to choose the folder path location then Click **OK** to backup



4. Wait till the Backup completed then click **Close**.



5. Check the Folder Location of Backup. File name follows DatabaseName_DateOfBackup.qzb



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>