Configure Automatic Backups and Retention

How to Configure Automatic Backups and Retention in Muhasib ERP

Overview

This guide will help you configure scheduled backups to a protected location and check retention without risking the only recoverable copy.

Global settings drive the Back Office automatic-backup service. Retention may remove older scheduled files; independent backups remain necessary.

Who can do this

You need access to Backup & Restore, file-system access, and backup-policy authorization.

Before you start

Choose a durable path writable by the Muhasib process, define interval and retention, estimate space, and keep an independent off-site copy.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Essentials Setup → Backup and Restore → Automatic Backup Settings.

Configure Automatic Backups and Retention

Step 1: Select the approved automatic-backup path

Step 2: Set the interval in minutes according to recovery objectives

Step 3: Set how many last good backups to retain

Step 4: Enable Automatic Backup

Step 5: Choose Update and confirm

Step 6: Keep Muhasib running long enough for a scheduled test

Step 7: Verify creation, naming, retention, and restore of a generated backup

Check creation, naming, retention, and restore of a generated backup in isolation.

Check your work

Confirm repeated scheduled backups, retention at the approved count, failure notification/log behavior, and isolated restoration.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- An enabled schedule with an unwritable/full path is not protection.
- Do not rely on a folder inside an easily lost workstation as the only backup.

Related guides

- Create and Verify a Manual Backup
- Restore a Muhasib Database Safely
- Review and Manage Notifications

What to do next

> **Create and Verify a Manual Backup**.

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