Scheduled Operations and Automatic Conversion

Manage automatic backups, background work, and scheduled temporary-sale conversion.

- Configure Automatic Database Backups
- Monitor Automatic Backups and Retention
- Understand Back Office Background Operations

Configure Automatic Database Backups

How to Configure Automatic Database Backups in Muhasib ERP

Overview

This guide will help you enable automatic backups with an approved location, interval, and retained-file count.

Muhasib uses aut_bkp_en, aut_bkp_loc, aut_bkp_intr, and aut_bkp_cnt; the service creates the directory and prunes older backups beyond retention.

Who can do this

You need access to Software Backup settings administration and SQL/filesystem backup rights.

Before you start

Choose a secure SQL Server-visible location, approved interval, retention count, free-space monitor, off-host copy, and restore-test schedule.

> 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.

Configure Automatic Database Backups

Step 1: Confirm the Automatic Backup tab is available

Step 2: Enable automatic backup

Step 3: Select an approved backup location; source validation requires one when

Select an approved backup location; source check requires one when enabled.

Step 4: Enter interval and retained quantity according to policy

Step 5: Save once and confirm the success message

Step 6: Observe the first scheduled backup

Check your work

Confirm a new `.bak`, plausible size/time, instance last-run state, retention behavior, and an isolated restore test.

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

If something goes wrong

- The source defaults observed were interval 300 and retention 20; check units and policy rather than accepting blindly.
- Keep an off-host backup because local retention is not disaster recovery.

Related guides

- Monitor Automatic Backups and Retention

- Create and Verify a Manual Database Backup
- Understand Back Office Background Operations

What to do next

> **Monitor Automatic Backups and Retention**.

Monitor Automatic Backups and Retention

Monitor Automatic Backups and Retention

Overview

This guide will help you confirm backups run on schedule, retained files are healthy, and pruning does not remove required recovery points.

Backup health and recovery readiness are evidenced rather than inferred from settings.

Who can do this

You need access to Backup settings/status and authorized filesystem.

Before you start

Know expected interval, location, retention count, last successful run, database size, storage alert threshold, and off-host copy policy.

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

Where to find it

Automatic Backup settings, set up backup folder, notifications/logs, and instance status.

Monitor Automatic Backups and Retention

Step 1: Confirm automatic backup remains enabled

Step 2: Compare last backup timestamp to the expected schedule

Step 3: Check newest file name, size, and database identity

Step 4: Confirm file count follows retention without removing protected recovery points

Step 5: Review errors and disk space

Step 6: Periodically restore a selected file in isolation

Check your work

Scheduled files appear, retention matches policy, off-host copies exist, and restore tests succeed.

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

If something goes wrong

- A set up path with no recent file is a failed control.
- Stop pruning/cleanup investigation before manually deleting backup evidence.

Related guides

- Configure Automatic Database Backups
- Restore a Database Backup Safely
- Diagnose an External Integration Failure

What to do next

> **Configure Automatic Database Backups**.

Understand Back Office Background Operations

Understand Back Office Background Operations

Overview

This guide will help you identify which background services may run while Back Office is open and monitor them without starting duplicates.

Background work has visible ownership, evidence, and safe manual-intervention rules.

Who can do this

You need access to Relevant settings/status access; operational permissions vary by service.

Before you start

Know active company, enabled schedules, last runs, external endpoints, backup path, offline/e-commerce state, and maintenance window.

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

Where to find it

Back Office workspace, notifications, service-specific settings/inquiries, and authorized logs.

Understand Back Office Background Operations

Step 1: Inventory enabled background features and their owners

Step 2: Record configured schedules and last successful results

Step 3: Avoid overlapping manual work with an active background run

Step 4: Monitor notifications, logs, external IDs, files, and transaction counts

Step 5: Classify partial or unknown outcomes before retry

Step 6: Disable only through approved settings when maintenance requires it

Check your work

Each enabled operation has a known cadence, one active execution path, a last-success record, and reconciled output.

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

If something goes wrong

- Do not assume closing one child form stops all Back Office services.
- Preserve evidence before restarting after an unknown outcome.

Related guides

- Monitor Automatic Backups and Retention
- Synchronize E-Commerce Orders
- Monitor Automatic Offline POS Synchronization

What to do next

> **Monitor Automatic Backups and Retention**.