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**.

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