

## KEY POINTS!

- **BACKUPS** require ALL users to be logged out of Spectra.
- Back up your **IMAGES** separately! Database backups do not include your images.
- DataSafe is not a substitute for **LOCAL BACKUPS!**

## FAQS

- **What is the Control Center?** This tool allows you to automate some of the more mundane – but important! – maintenance tasks in StudioPlus Spectra, such as:
  - Backups
  - Compact/Repair
  - Software Updates
  - Uploads
  - SMS Text Messages
  - Google Sync
  - Triggers
- **How many backups will be saved with DataSafe?** StudioPlus will retain 14 of your most recent backups – 2 annual, 5 weekly, and 7 daily.
- **How do I get a copy of my DataSafe backup?** Contact StudioPlus Tech Support to receive a copy of a decrypted DataSafe backup.

## DATASAFE SETUP CHECKLIST

- SUBSCRIBE TO THE STUDIOPLUS DATASAFE SERVICE.** Visit our website at [www.StudioPlusSoftware.com](http://www.StudioPlusSoftware.com).
- VERIFY YOU ARE RUNNING SPECTRA 2013 VOLUME 1 RELEASE 3 (OR NEWER).** To check your version, go to **Help > About** in Spectra. *Note: There were major changes made to the Control Center in Spectra 2013. If you are using an earlier version of StudioPlus Spectra these instructions won't work for you. Click [here](#) for instructions on using DataSafe with your software.*
- SET UP THE CONTROL CENTER.** If the Control Center hasn't been set up, follow these steps to set it up on the server:
  - 1) Open the **Control Center**. In Spectra, go to **Utilities > Control Center**.
  - 2) Click **Modify General Settings**.
  - 3) Enter your Spectra **User Initials** and **Password**.
- SET UP THE DATASAFE JOB IN THE CONTROL CENTER.**
  - 1) Open the **Control Center**. In Spectra, go to **Utilities > Control Center**.
  - 2) In the **Job Listing**, double-click **Backup Database Offsite (DataSafe)**.
  - 3) **Enable** the job by checking the "Job Enabled" box in the top section.
  - 4) Select the job **Start Time**. (Between 12:00 AM and 7:00 AM is recommended.) *Note: If you have also enabled the "Backup" and/or "Compact & Repair" jobs in the Control Center, schedule your DataSafe job to run AFTER those have run.*
  - 5) Check which **Days** you want the DataSafe job to run. (Every night is recommended.)
  - 6) Select the **Computer** the job should run on.
  - 7) Set up **Notifications**. To receive email notifications of successes and/or failures, select the checkbox(es) and fill in the recipient's email address. *NOTE: In order for the Control Center to generate these emails, the computer selected to run this job must have outgoing email settings completed in **Workstation Preferences**.*
  - 8) Set up the **Local Database Backup** job. Run the local backup *before* the DataSafe job. DataSafe is your off-site security – it should *not* be used to replace your local backups! For more information, see the "**Control Center**" chapter in the Spectra user guide.
  - 9) Click **OK** to save the job settings.
  - 10) Restart your computer to update Spectra with your Control Center changes.

## WHAT TO WATCH FOR

- **Control Center logs.** Sort the list by job.
- **Daily email notifications.** Watch for your confirmation emails! You should receive two types of email notification:
  - **From your Control Center:** This email simply tells you if the Control Center ran the job or not. It does not tell you if the backup was successfully received by our DataSafe server.
  - **From the StudioPlus DataSafe server:** This email will let you know if your backup was received successfully. It will also contain a listing of your backup files being stored on our DataSafe server. The message will contain an ALERT if a new file has not been received in the last 24 hours.
- **Email message contains an ALERT or ERROR!** If the **Control Center** job fails, the email should give you a reason why. Most commonly, the job will fail if everyone was not logged out of Spectra when the job ran. If you receive a message from the **DataSafe server** with an ALERT or ERROR, contact StudioPlus Tech Support right away.
- **The backup seemed to be working, but then it stopped.** Check to make sure no other jobs are running at the same time.