

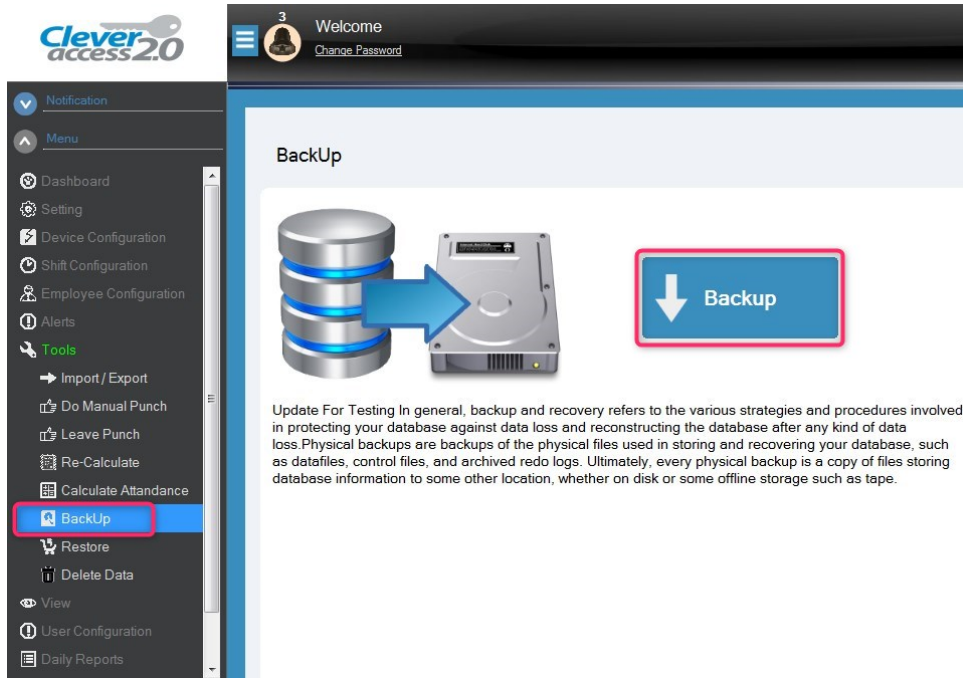
# QUICK GUIDE Clever Access 2.0

In the following guide, the process to back up the Database is detailed.

## Database Backup

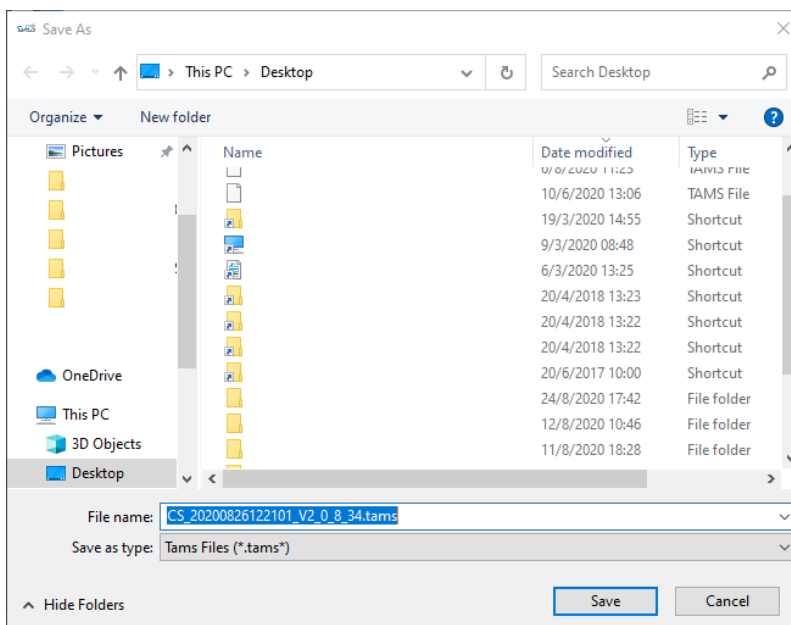
1.- Go to "Tools" / "Backup"

2.- Click on "Backup"



3.- A window opens, in which the name of the backup file is generated by default, indicating the date and version of the software with the extension **.tams**, the name and destination location of the backup file can be changed.

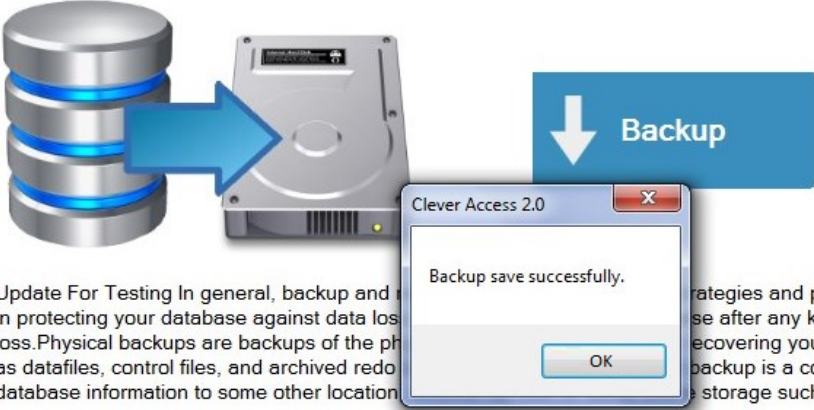
4.- Click on "Save"



5.- A small window opens indicating "**Backup save successfully**"

6.- Click on "**OK**"

BackUp



The diagram illustrates a backup process. On the left, a server icon (three stacked disks) has a blue arrow pointing to a hard drive icon. To the right of the hard drive is a blue button with a white downward arrow and the text "Backup". In the foreground, a dialog box titled "Clever Access 2.0" is open, displaying the message "Backup save successfully." and an "OK" button.

Update For Testing In general, backup and recovery are essential in protecting your database against data loss. Physical backups are backups of the physical files, such as datafiles, control files, and archived redo logs, and are stored in some other location.

Strategies and procedures involved in recovering your database, such as restoring a backup is a copy of files storing database information to some other location such as tape.