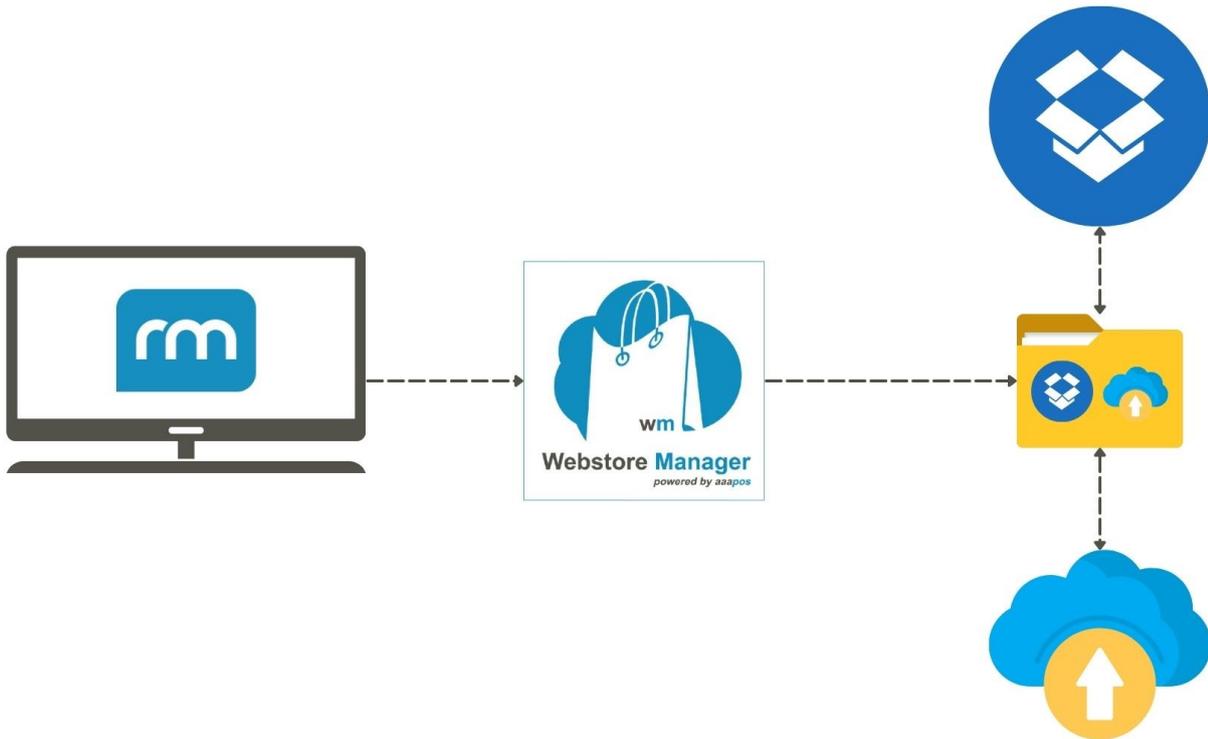




RetailManagerTM

How to setup an Automatic Backup for RetailManager using Webstore Manager



Introduction

Welcome to this tutorial on setting up automatic backups for your RetailManager data using Webstore Manager. We've added a new feature that allows you to automatically back up your RetailManager data to cloud-based storage services like OneDrive, Dropbox, or any location of your choice. This ensures that even if your PC crashes unexpectedly, your data remains safe and accessible.

This feature is available to all RetailManager Support customers. If you are not currently using Webstore Manager to integrate your website with RetailManager, don't worry – we'll walk you through the setup process. If you want to learn more about integrating RetailManager with your website, feel free to contact us.

Let's dive into the simple, three-step setup process.



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Step 1: Install Webstore Manager

1. Download and Install Webstore Manager

Start by downloading and installing Webstore Manager on your computer. You can find the download link in the description below. Follow the on-screen instructions to complete the installation process.

<https://www.aaapos.com/aaapos-webstore-manager/>

2. How to run Webstore Manager at Start for all users

Once the installation is complete, Open File explorer and in the address bar type "**shell:common startup**" and press enter

3. Create a Shortcut to Webstore Manager in the Startup Folder

Locate the Webstore Manager icon on your desktop. Copy the icon and paste it into the Startup folder you opened. This step will ensure that Webstore Manager starts automatically every time you turn on your computer.

4. Open Webstore Manager

Once the shortcut is in place, double-click the Webstore Manager icon to open the application.

Step 2: Configure RetailManager Shopfront

1. Select RetailManager Shopfront

In Webstore Manager, click on the **File** menu located in the top left corner. From the dropdown, select **RetailManager Shopfront**.

2. Add Your RetailManager Shopfront Location

You need to specify the location of your RetailManager shopfront. To find the path:

- Open **RetailManager**.
- Go to the **File** menu and select **Configuration**.
- When prompted, click **Yes** to close your shopfront.
- Copy the path shown in the configuration window and paste it into Webstore Manager.

3. Enter Your Database Password (if required)

If your RetailManager database is secured with a password, enter it here. If you don't have a password or have forgotten it, leave the field blank or reach out to support for assistance.

4. Save Your Configuration

Once the shopfront location and password (if needed) are entered, click **Save** to store your configuration.



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Step 3: Set Up Cloud Backup

1. Activate Backup Option

Go to [Settings](#) in Webstore Manager, select [Setup](#), and choose [Backup Cloud Storage Folder](#).

Check the box to [Activate backup offline to synchronized cloud folders](#). This enables backups to a local folder, which will automatically sync to a cloud storage provider like Dropbox.

2. Select the Data Source to Back Up

Choose whether you want to back up the [Webstore Manager database](#), the [RetailManager Shopfront database](#), and a [Daily Folder](#) from RetailManager if required.

3. Set the Backup Frequency

Choose how often you want the backups to occur. You can choose between [Daily](#) or [Weekly](#) backups. In this example, we'll set it to [Weekly](#) and select [Monday](#) as the backup day.

4. Select the Synchronized Cloud Folder

Use the search field to locate the cloud folder (e.g., Dropbox) where you want the backups to be saved. Choose the folder that syncs with your cloud provider.

5. Configure the Retention Policy

To manage older backups, set a retention policy. This ensures that there are always enough backups available, no matter how old.

For example, set it to keep backups that are no older than [15 days](#) and always maintain a minimum of [10 backups](#).

6. Save Your Settings

After configuring everything, click [Save](#) to apply the changes.

7. Start the Backup

You can wait for the next scheduled backup or manually trigger a backup by clicking [Backup Now](#).

Conclusion

Congratulations! You've successfully set up automatic backups for your RetailManager data using Webstore Manager. Your data will now be backed up to the cloud storage folder you selected, ensuring it's always safe and accessible.

If you're not currently using Webstore Manager to integrate with RetailManager, follow the steps outlined in this tutorial to get started.

If you have any questions or need support, feel free to contact us on [1300 555 115](#) or [+61 3 8400 3083](#).