Make a Database Image

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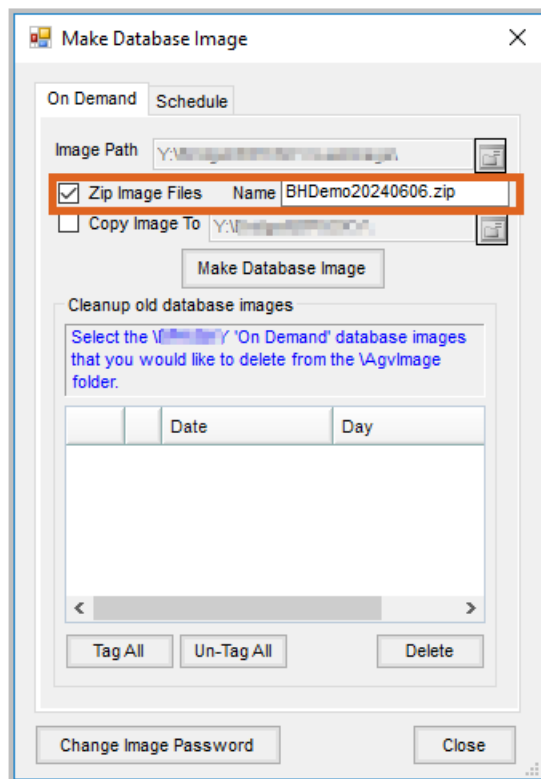
Using the Make a Database Image utility creates a snapshot in time of the system's data. The utility, found at *Hub / Utilities / Make Database Image,* allows users the option to save the Image locally, such as on their PC or network, or the Image can be saved to an external source, such as a USB or external hard drive.
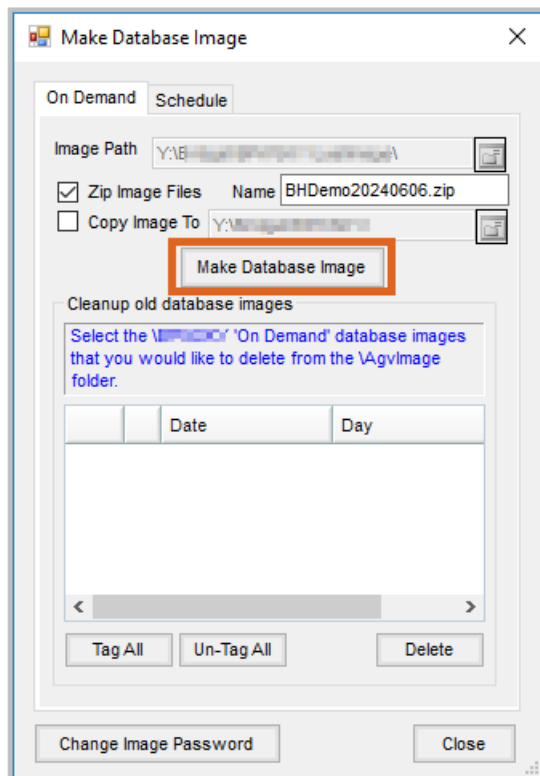
Local Image Storage

The *Image Path* is the location where the file will be stored. The *Name* is the name of the image when saved. Be sure to note both the *Location* and *Name.*

Select the **checkbox** *Zip Image Files.* Enter the *Name* for the Database Image.
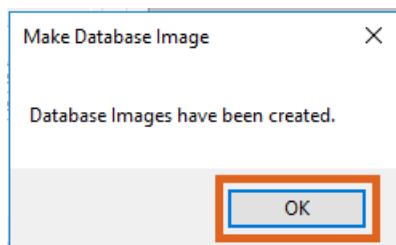
Note: Best practice is to name the file with a unique identifier, such as a date, that will avoid previous Image overwriting and allow for general Image clarification.
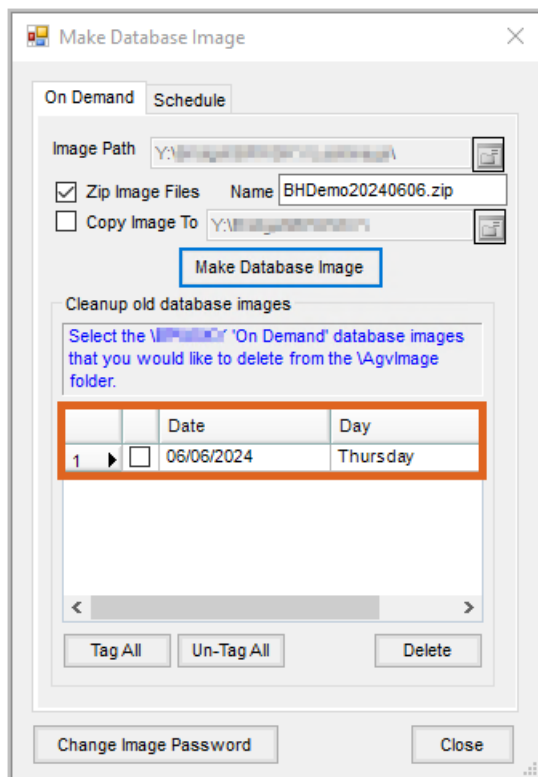

Select the **Make Database Image** button. The Image generation will begin and may take a few moments.

Once complete, a message will appear indicating the *Database Images have been created*. Select **OK**.

The information for the newly created Image will display in the *Cleanup old database images* window.
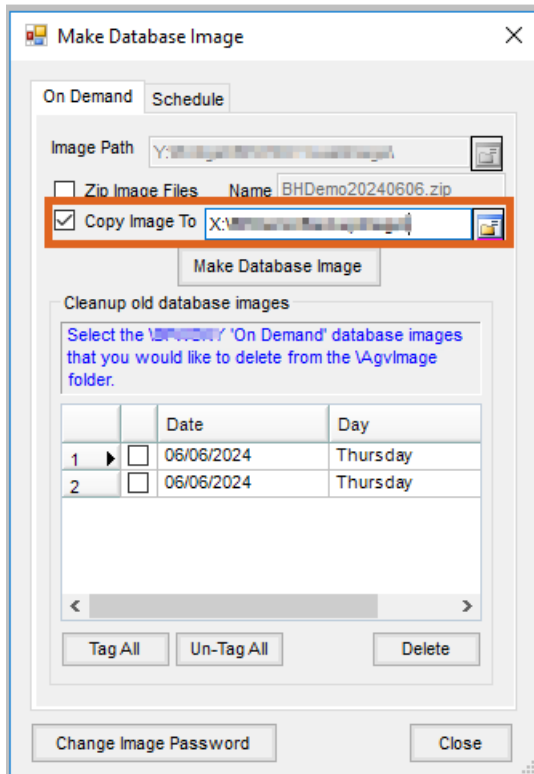
External Image Storage

Be sure to note both the *Location* and *Name* of the Backup Image being created.

Hosted Customers: Although Agvance provides automatic system backups for hosted customers, best practice is to save a Database Image to an external source prior to rolling the month and ending the Fiscal Year.
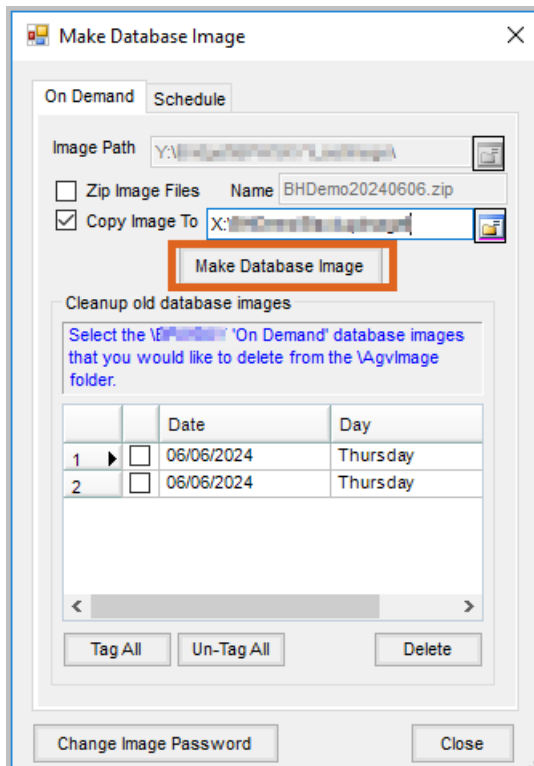
Non-Hosted Customers: Agvance does not create automatic system backups for non-hosted customers. As such, Database Images should be saved on a regular basis, in the event the system needs to be restored to a prior point in time. For more information regarding the recommended frequency of creating Database Images, please reach out to Support.

Note: Whether hosted or non-hosted, it is recommended that when saving Images to an external source, that external source should be securely stored off-site.
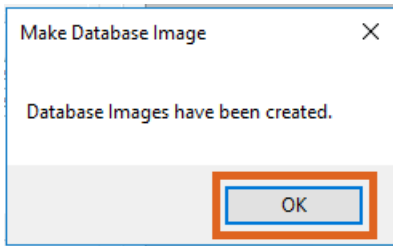
Check the checkbox for *Copy Image to*. Enter the path for the external storage or select the **File Folder** to search for the location.

Select the **Make Database Image** button. The Image generation will begin and may take a few moments.

Once complete, a message will appear indicating the *Database Images have been created*. Select **OK**.

The information for the newly created Image will display at the bottom of the list in the *Cleanup old database images* window.