End of the Day

Closing the program at the end of the day and doing a backup.

- Shut Down the program
- Backing up your Data
- Closing Down options

Shut Down the program

WARNING: You should always close the program down properly, by following the procedure below. If you just switch the computer off when inTouch is still loaded, you could **lose** or **damage** some of your data.

When you touch the shut down button on the Main Menu the program will display the following message.

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“Finish Processing” just means shut down.

If you touch **No**, this message will disappear and inTouch will return to the Main Menu.

If you want to close down the program, touch **Yes**. What happen next depends on whether or not the program has been set up to produce an **End Of Day Printout** in Management > Occasional Menu > Options > Reports.

If End Of Day Printout is set to “On Screen”, inTouch will now display the End Of Day Printout on the screen. There are two buttons at the bottom of the report. If you touch **Print**, inTouch will print the report on the receipt printer and then display the “Create Backup” message shown on the next page. If you touch **OK**, the program will move straight on to the “Create Backup” message without printing the report.

If End Of Day Printout is set to “On Printer”, inTouch will automatically print the End Of Day report when you touch **Yes** to Finish Processing and the program will move straight on to the “Create Backup” message shown on the next page.

The End Of Day Printout is identical to the report produced in Management > Today’s Takings and is shown and described in that section of this User guide. There are checkboxes available to add additional information to the report in Management > Occasional Menu > Options > Reports.

If End Of Day Printout is set to “No Print-out”, inTouch will move on to the message on the next

page when you touch **Yes** to Finish Processing.

If End Of Day Printout is set to " On A4 Printer" it will print the report to a printer called "report".

If End Of Day Printout is set to "Email" it will email the report to the email address specified in the report tab options.

If End Of Day Printout is set to "Print-out & Email" The program will Print-out to the receipt printer and will also email the report to the email address specified in the report tab options.

Backing up your Data

OK. It’s late, you’re tired, you want to go home. The quickest option is to touch **No** on the message screen below and walk away because the PC will then close down. Attractive as this may be, **it is not a good idea!**

We strongly recommend that you backup your data **at the end of every working day.** The program can be set to upload the data at the end of the day if you are connected with the internet. The option to do this is in the security section of options and is pictured below. Note that this only backups up to the last 7 days of takings.

Backup 2.jpg

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Why take backup copies of your data? If your computer is damaged, destroyed or has disappeared, then you can install inTouch on another computer, restore data from your most recent backup disk and be up and running again. You are minimising possible future disruption.

Taking a backup of your data only takes a couple of minutes and is for your protection. Data backups are like insurance; you don’t need them until you need them, but when you need them you really need them.

So, take the sensible option.

Place a backup disk in the computer’s disk drive and touch **Yes** to make a backup copy of your data.

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This message now disappears and the screen background reads “Closing Down – Please Wait”. There is a short delay while the program copies your data on to the backup disk.

When the program has finished backing up your data on to the disk, the computer will close down.

Remove the disk and store it in a safe place. (Your computer may have been set not to close down when you finish using inTouch, in which case it will return to the Windows desktop.)

If you touch **Yes** on the screen shown above, without having a disk in the computer's drive, the program will prompt you to insert a disk. Place a backup disk in the drive, touch **OK** and continue as described above.

You can specify the drive letter to send the backup too in the security tab in options shown below. The dropdown list will show the letter of the alphabet and choose the one that Windows had decided to give the drive you want to backup to. If you choose the - it won't ask you to do a backup on shut down.

Backup 3.jpg

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If the program is unable to backup your data on to a disk, e.g. if the disk is faulty or unformatted, the warning message "Backup Failed – Retry" will appear on screen. You should replace the disk and touch **Yes** to continue the backup. If you touch **No**, the program will not do a backup.

Closing Down options

In the security tab in options there are settings to do with closing down.

Backup 1.jpg

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If the option "Asks Closing Down for Today" is ticked when you click Shut down it will ask you anoth question on clicking the "Shut Down" button it won't produce the end of day report or do the backup.

If the option "Consecutive Numbers on EOD Report" is ticked it will print consecutive numbers on end of day report.

If the option "Uploads Data to Server" is ticked the data will be backed up if connected to the internet.

If the option "Opens Cash Drawer" is ticked the cash drawer will be opened on shutdown.

If the option "If Close after Midnight Assumes EOD" is ticked the program will assume it is the end of the day.

The Blind Declaration drop down defaults to None but if set to "Yes" will ask the staff for their name and to enter a total. If it is set to " By Denomination" it will ask the staff member for their name and then come up the screen show below. If it is set to " By Denomination & Prints EOD" will ask the staff member for their name and then come up the screen show below before printing the end of day report

Closing down options 1.jpg

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The "Audit Trails to Keep" option allows you to specify how many days audit trails to keep.

The "Audit Trails to Backup" option allows you to specify how many days audit trails to Backup.

The "Drive" is a drop down list that allows you to specify where the backup is done.