### 10 - Backup & Disaster Recovery

\*\*10.1 Shop Local Backups\*\*

- Schedule daily export of:

- Sales Invoices

- Z-Reports

- Inventory Snapshot

- Loyalty Ledger

- Store backups in local encrypted folder with 7-day retention.

\*\*10.2 HQ Cloud Backups\*\*

- Central backup every 6 hours of synced data.

- Stored in S3-compatible storage with auto-lifecycle for 30-day archival.

\*\*10.3 Auto-Restore Scenarios\*\*

- If Shop data is lost:

- Restore base settings from HQ.

- Fetch unsynced invoices from daily export.

- If HQ fails:

- Shop continues in offline mode.

- Data auto-pushed once HQ is restored.

\*\*10.4 Backup Verification\*\*

- Weekly check to verify:

- All Shops have valid backups.

- HQ snapshots match shop totals (sampled).

\*\*10.5 Manual Backup UI\*\*

- Trigger backup from Admin panel for any shop.

- Option to download as ZIP.

\*\*10.6 Disaster Recovery Drill\*\*

- Simulate failure every 6 months.

- Evaluate response time and data integrity.