

SOFTWARE BACKUP/RESTORE INSTRUCTION SHEET (VERSION 10.9.10)

This document will outline the steps necessary to take configure the Backup software that comes with the BSDI suite of programs.

It is critically important that you protect your database through a program of regular database backups. We have made it extremely easy to implement a robust backup system to safeguard your data. However, an effective backup program **requires your active involvement.** If you don't perform the backups, then you will have no protection from the inevitable computer crash or other problem.

PLEASE BACKUP YOUR DATA! BSDI assumes no responsibility for the data that you create and store with the program nor for its persistence on a permanent medium (hard disk). Loss of data is a common occurrence when using computer software and it is solely the customer's responsibility to make archive or "backup" copies of his or her data at regular intervals. If data is lost, BSDI can assume no responsibility nor obligation to assist in the recovery of said data nor for any incidental damages that may arise from said loss. Your use of this software implies your acknowledgment of the possibility of such loss and the acknowledgment that BSDI. has no responsibility, nor obligation with respect to such loss or for any related damages.

Note for Network Installations of the BSDI Software: The BSDI Backup software will only be available on the PC that is acting as the Server PC, i.e. the PC on which the database is installed.

Backup Procedure

Please ensure that you have your BSDI software installation CD inserted the first time you access the backup software.

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.
- 4. Select "Data Utilities"
- 5. Click on the "Database Backup" option. The window below will be displayed:

BSDI Backup and Restore	×
Backup Your Database	6/9/2005 re info)
Restore Your Database	
Finished	? <u>H</u> elp

6. Click on the "Backup Database Now" button.

BSDI Backup and Restore	×
Backup Your Database	
Backup Database Now Backing up databaseplease be patient!	
Truncate Log First? (see Help for more info)	
Restore Your Database	
Restore Database Now	
Finished ? <u>H</u> elp	

- 7. The database backup will begin. You will see a message "Backing up database...please be patient!"
- 8. When completed a window will appear that will tell you that the backup has completed.



- 9. Click "OK".
- 10. Click the "Finished" button to close the "BSDI Backup and Restore" window.
- 11. By default database backups are stored in the following file location:
 - "C:\Program Files\BSDI\Database\Backup".

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Restore Procedure

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.
- 4. Select "Data Utilities"
- 5. Click on the "Database Backup" option. The window below will be displayed:

BSDI Backup and Restore	
Backup Your Database	
Restore Your Database	
Finished	? <u>H</u> elp

6. Click on the "Restore Database Now" button.

Select Backup To Restore	N 1997
Select a Backup to Restore:	
BSDIBackup050608.bak	
BSD1Backup050609.bak	
1	
	V OK X Cancel

7. Highlight the backup file with the latest date.

6 KELLIE CT • CALIFON, NJ • 07830 PHONE: (908) 832-2949 • FAX: (908) 212-1946 EMAIL: <u>SUPPORT@BSDL.CC</u> 8. Click OK.

9.

	🔳 Backup Database Now	Í.
ī	Truncate Log First? (see Help for r	 nore info)
Resto	re Your Database	_
	Restore Database Now	Restoring databaseplease be patient!

- 10. The program will start to restore the backup you selected. You will see a message that says "Restoring Database...please be patient!"
- 11. When the restore has completed you will see a message advising you that the restore is complete, and that you will need to run the Data Initialization utility.

Inform	nation
(į)	Restore Complete. Note: if restoring to a new or rebuilt server, you must run the Data Initialization utility to associate the BSDI user with the newly restored database.
	OK

- 12. Click OK, to close the "Information" window.
- 13. Click the "Finished" button to close the "BSDI Backup and Restore" window.

Data Initialization Utility

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.

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- 4. Select "Data Utilities"
- 5. Click on the "Initialize or Test BSDI Database on Server" option. The window below will be displayed:

Automatic Database Configuration and Testing	
Press the Start Button When Ready	Run this utility ONLY on the computer that has your database (the server).
Error Messages & Results	
	<u>^</u>
	×
Start	? <u>H</u> elp

- 6. Click on the "Start" button.
- 7. You will see a number of messages displayed in the Error Message Results window, when this completes successfully an information message will be displayed that will tell you that your database server is fully configured, and it will also display the Server Name (this being the name of the PC that has the database installed).



8. Click on OK to close the Information window.

I Automatic Database Configuration and Testing	
Done.	Run this utility ONLY on the computer that has your database (the server).
Error Messages & Results Connecting to database Previously attached database found. Existing BSDI login found. Connected to BSDI. Login Cleanup. Granting Login Access. Login now associated with database. Done.	
變資 <u>S</u> tart	<u>? H</u> elp

9. Click on the "Close" button to close the window.

Scheduling Backups to run automatically with the Windows Scheduler.

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "Accessories" from the displayed list.
- 4. Select "System Tools" from the displayed list.
- 5. Select "Scheduled Tasks" from the displayed list.

🙆 Scheduled Tasks						
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	Tools	Adva <u>n</u> ced <u>H</u> elp				- #
🜀 Back - 🌍 - 🧊	۶ مر	earch 😥 Folders 🛄 🗸				
Address 🏼 Scheduled Tasks						💌 🄁 Go
		Name 🔺	Schedule	Next Run Time	Last Run Time	Status
Other Places	۲	Add Scheduled Task	At 4:50 PM every d	4:50:00 PM	4:50:00 PM	The scheduled task :
Control Panel						
My Documents My Network Places						
3	_					
Details	۲					
		2.0				
		<	Ш			>
2 objects						

- 6. Click on the "Add Scheduled Task Icon"
- 7. The Scheduled Task Wizard will open.
- 8. Click on "Next"

Scheduled Task Wiza	rd	×
	Click the program you want Windo To see more programs, click Brow	
	Application	Version 🔼
X	Accessibility Wizard Acrobat Distiller 6.0	5.1.2600.218
	🮯 Ad-Aware SE Personal	6.2.0.206
1	Add HP JetDirect Printer	1, 0, 0, 1
	🔍 Address Book	6.00.2900.21
	Adobe Acrobat 6.0 Standard	~
		Browse
	< <u>B</u> ack <u>N</u> ex	t > Cancel

6 KELLIE CT • CALIFON, NJ • 07830 PHONE: (908) 832-2949 • FAX: (908) 212-1946 EMAIL: <u>SUPPORT@BSDI.CC</u> 9. Click the "Browse" button, and navigate to C:\Program Files\BSDI\Database.

Select Program	to Schedule					? 🗙
Look <u>i</u> n:	🚞 Database		· () 😰	• 🖽 🥙	
Recent Desktop		łf				
My Documents	DataInit.hlp DBBackup.hlp File <u>name:</u>				v	<u>Open</u>
My Network	Files of type:	Programs			~	Cancel

10. Click on the "Backup.exe" file.

Select Program	to Schedule					? 🛛
Look <u>i</u> n:	🚞 Database		~	3 🦻	بي 🥙	
Recent Desktop My Documents My Computer	Backup DBBackups Backup.bak Backup.ini BBDI.mdf BBDI_dg.ldf BBDIData.mdf BBDIData.mdf BBDIData.log.l DataInit.bak DataInit.cxe ObtaInit.hlp DBBackup.hlp	df				
	File <u>n</u> ame:	Backup.exe			*	<u>O</u> pen
My Network	Files of type:	Programs			~	Cancel

11. Click on the "Open" button.

Scheduled Task Wizar	d	×
	Type a name for this task. The task name can be the same name as the program name. Backup Perform this task: Daily Weekly Monthly One time only When my computer starts When I log on	
	< <u>B</u> ack <u>N</u> ext > Cancel	

12. In this window you can select how often you would like to take a backup. The frequency will depend on the amount of data you are entering, the more data you enter on a daily basis; the more frequent the backups should be made. We would suggest taking Daily, or Weekly Backups. (The example below is based on a weekly backup).

Scheduled Task Wizar	d 🛛
R	Select the time and day you want this task to start. Start time: 21 PM Every 1 weeks Select the day(s) of the week below: Monday Thursday Tuesday Eriday Wednesday Saturday Sunday
	< <u>B</u> ack <u>N</u> ext > Cancel

13. Select the start time, frequency, and days you require a backup to be taken.

Scheduled Task Wiza	rd	×	
2	Select the time and day you want this task to start. Start time: Start time: Start time: Start time: Start time: Every 1 weeks Select the day(s) of the week below: Monday Thursday Tuesday Dhursday Startday Startday Startday Startday Startday		
< <u>B</u> ack <u>N</u> ext > Cancel			

14. Click "Next".

Scheduled Task Wiza	rd		X
	Enter the name and pas run as if it were started b	sword of a user. The task will by that user.	
1	Enter the user n <u>a</u> me:	andy	
-1-	Enter the <u>p</u> assword:		
6	<u>C</u> onfirm password:		
	If a password is not entered, scheduled tasks might not run.		
	< <u>B</u> ack	Next > Cancel	

- 15. Enter the username & password for running the task. (Note, if you do not enter the password, the task might not run).
- 16. Click "Next".



- 17. Check the "Open advanced properties..." checkbox.
- 18. Click Finish.
- 19. The "Backup" task window will open.

Backup 🤗 🔀				
Task Schedule Settings Security				
C:\WINDOWS\Tasks\Backup.job				
Run: "C:\Program Files\BSDI\Database\Backup.exe"				
Browse				
Start in: "C:\Program Files\BSDI\Database"				
Comments:				
R <u>u</u> n as: bsdi\andy <u>S</u> et password				
Run only if logged on Enabled (scheduled task runs at specified time)				
OK Cancel Apply				

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- 20. Click on the "Run:" command, and highlight the entry.
- 21. Edit the command as follows (add "**-a**" to the existing command): "C:\Program Files\BSDI\Database\Backup.exe" **-a**

Backup		? 🗙
Task Scheduk	le Settings Security	
🧩 C:\WI	INDOWS\Tasks\Backup.job	
<u>R</u> un:	"C:\Program Files\BSDI\Database\Back	up.exe" -a
		<u>B</u> rowse
Start in:	"C:\Program Files\BSDI\Database"	
<u>C</u> omments:		
R <u>u</u> n as:	bsdi\andy Set	password
 Run only if logged on Enabled (scheduled task runs at specified time) 		
	OK Cancel	Apply

22. Click on "OK" to close the task window.