

## SOFTWARE BACKUP/RESTORE INSTRUCTION SHEET

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.

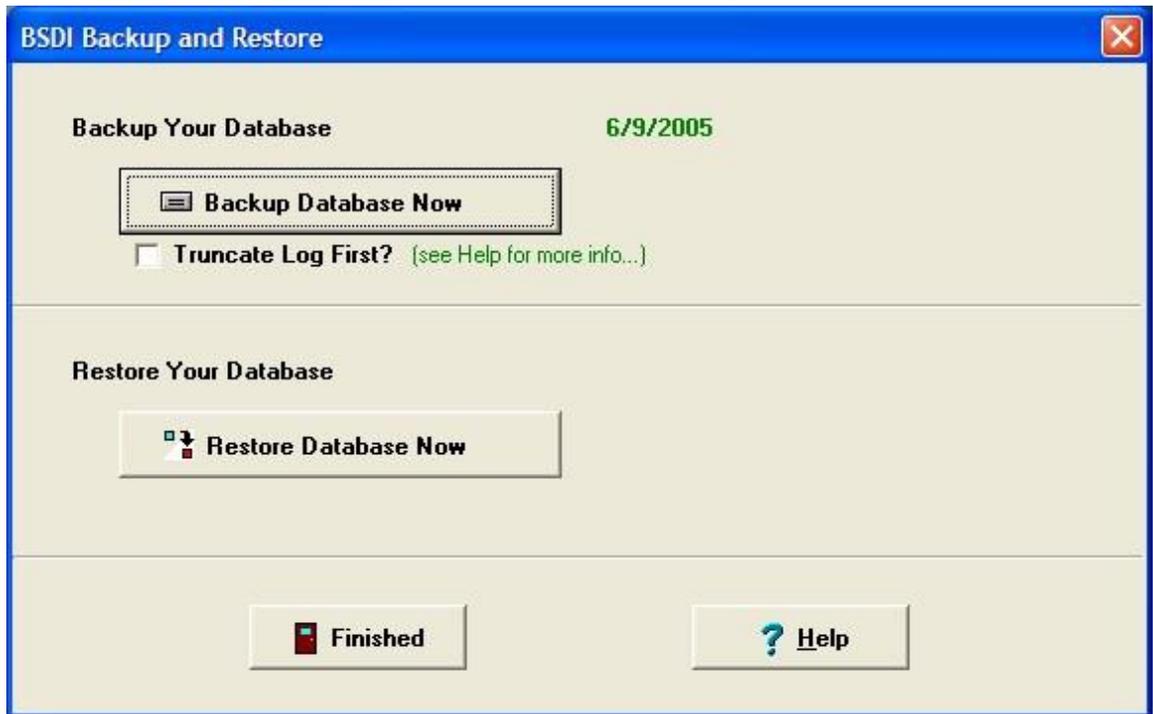
**Note for Network Installations of the BSDI Software:** The BSDI Backup software will only be available on the PC that is acting as the Server PC, i.e. the PC on which the database is installed.

**Note for users of SQL Server Express Database:** Users that have SQL Server Express installed (this includes all Windows Vista users) will need to change the permissions on the "C:\Program Files\BSDI\Database\Backup" directory/folder. This directory/folder requires that the "Users" group has "Write" access to be able to backup successfully. Please see the section titled "Changing the User permissions on the 'C:\Program Files\BSDI\Database\Backup' directory /folder" beginning on page 23 of this document.

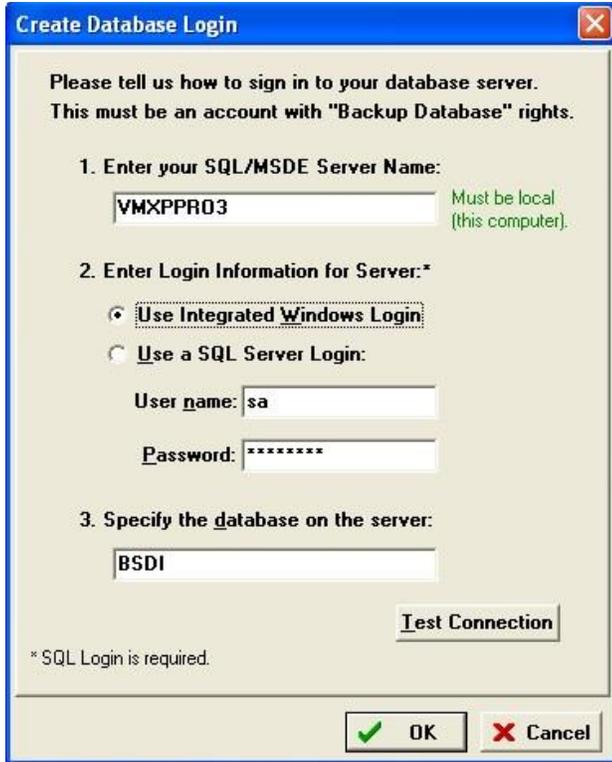
## Backup Procedure

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. Click on the “Database Backup” option. The window below will be displayed:



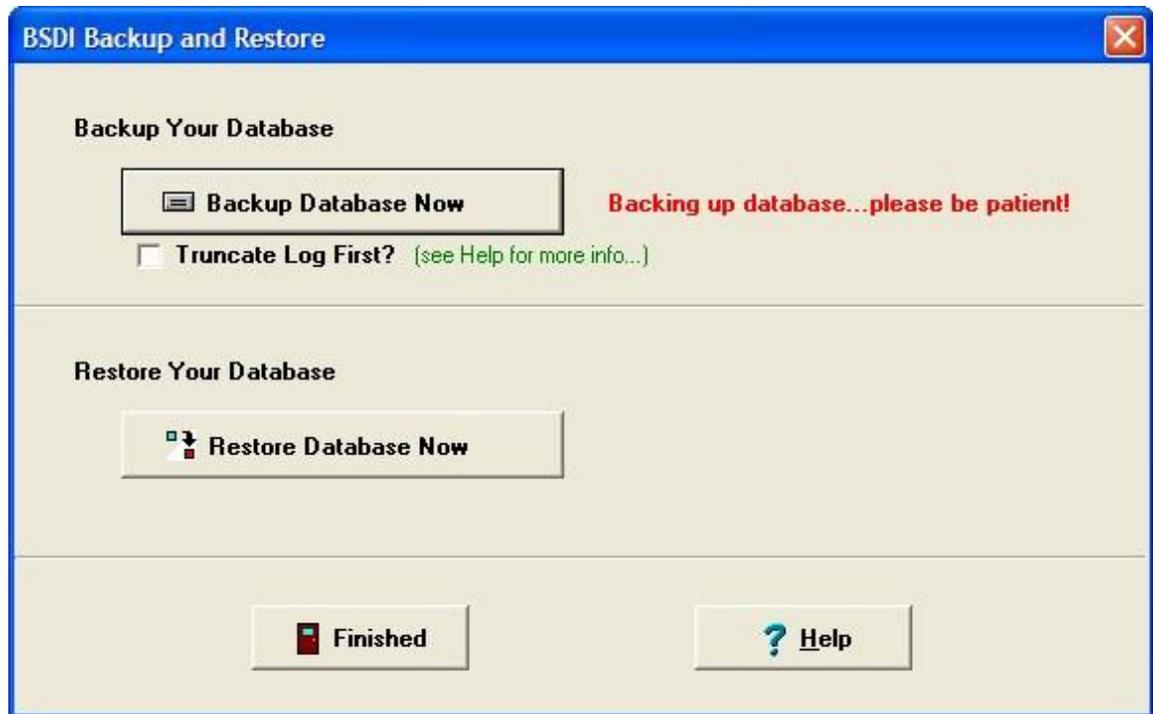
5. Click on the “Backup Database Now” button.
6. If you are presented with a ‘Create Database Login’ window, click the radio button next to “Use Integrated Windows Login” (Otherwise skip ahead to point 9 below).



7. Click the "Test Connection" button



8. Click OK twice. Once to close the 'Information' window & a second time to close the 'Create Database Login' dialog window.
9. The database backup will begin. You will see a message "Backing up database...please be patient!"



10. When completed a window will appear that will tell you that the backup has completed.



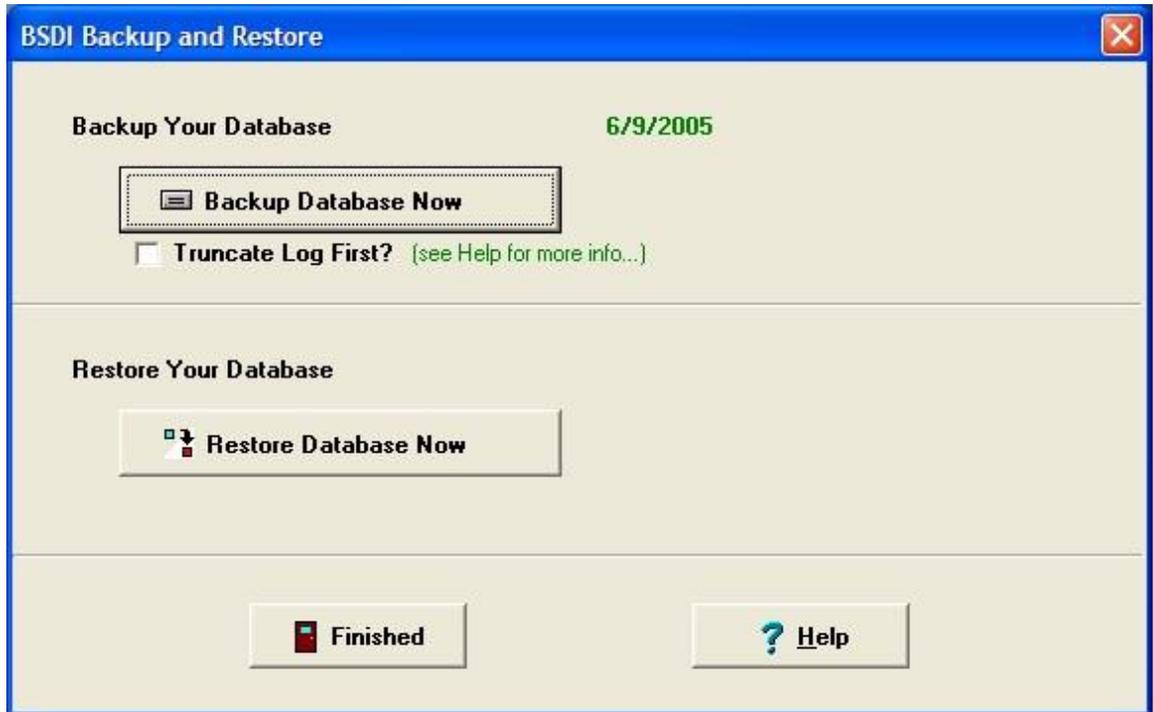
11. Click "OK".

12. Click the "Finished" button to close the "BSDI Backup and Restore" window.

13. By default database backups are stored in the following file location: © "C:\Program Files\BSDI\Database\Backup".

## Restore Procedure

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

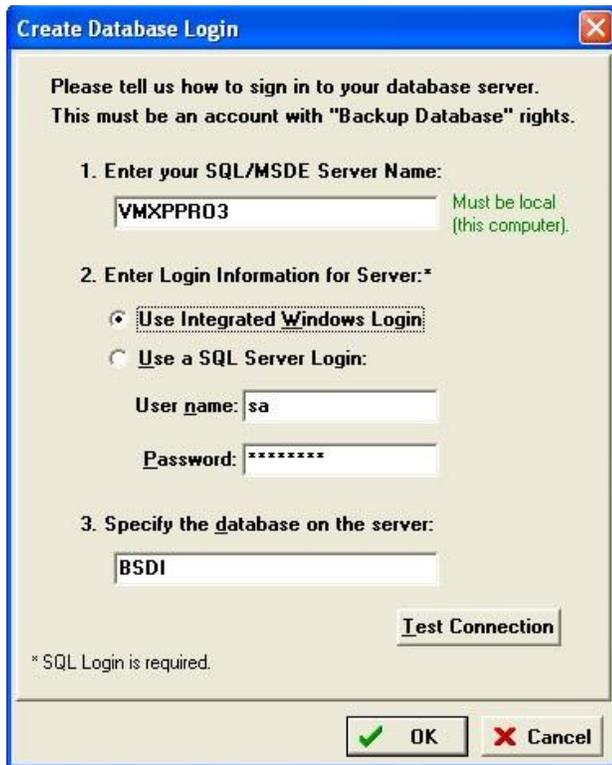


5. Click on the "Restore Database Now" button.



6. Highlight the backup file with the latest date.
7. Click OK.

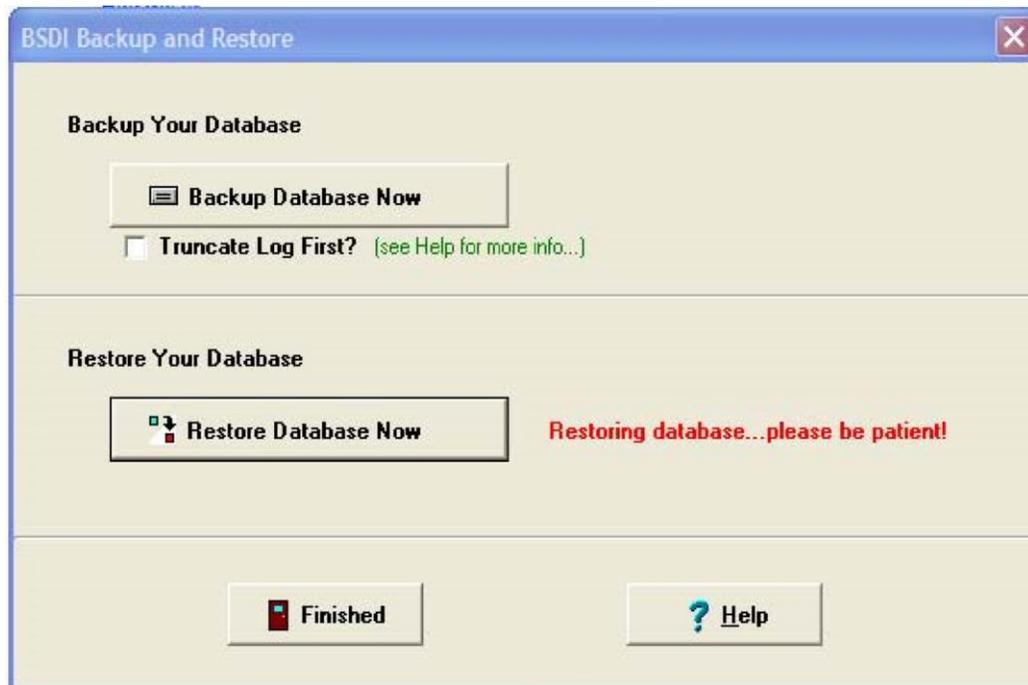
8. If you are presented with a 'Create Database Login' window, click the radio button next to "Use Integrated Windows Login" (Otherwise skip ahead to point 11 below).



9. Click the "Test Connection" button



10. Click OK twice. Once to close the 'Information' window & a second time to close the 'Create Database Login' dialog window.
11. The program will start to restore the backup you selected. You will see a message that says "Restoring Database...please be patient!"



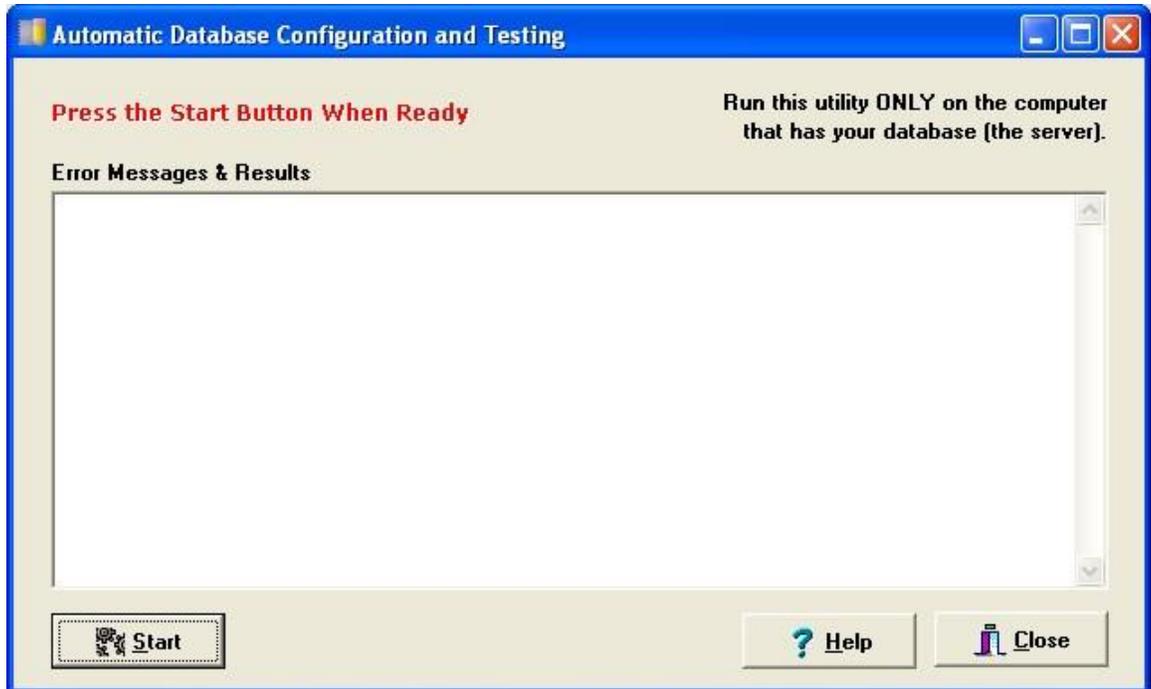
12. When the restore has completed you will see a message advising you that the restore is complete, and that you will need to run the Data Initialization utility.



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

### Data Initialization Utility

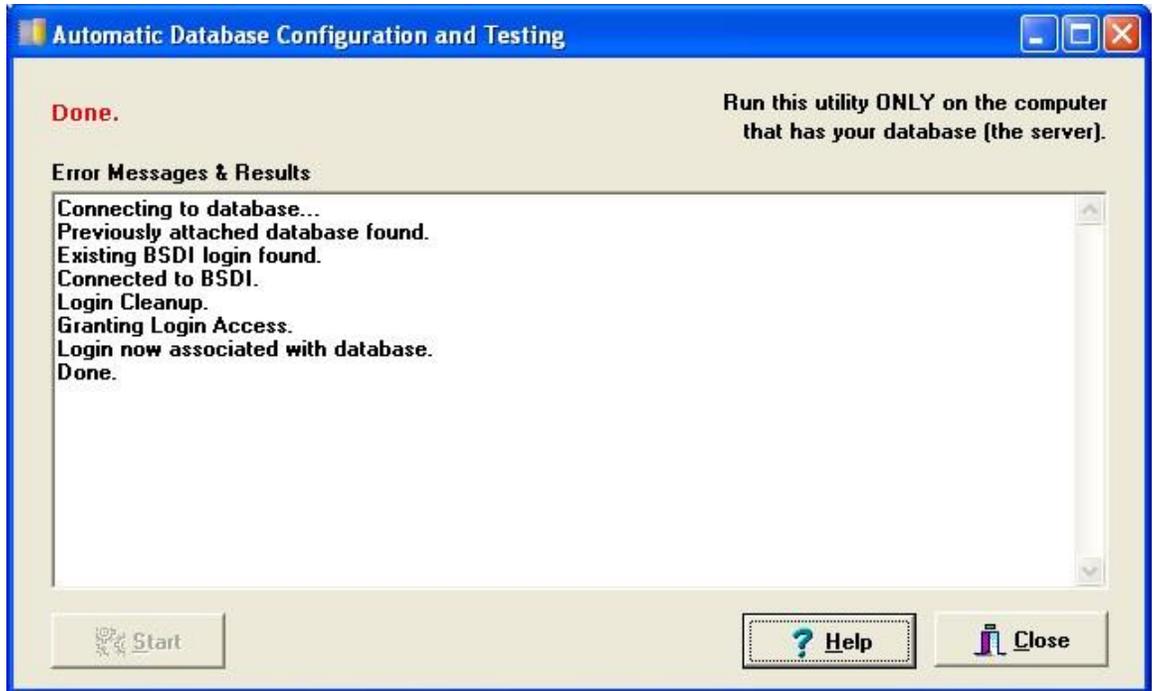
1. Click on the Windows "Start" button.
2. Select "Programs", or "All Programs"
3. Select "BSDI" from the displayed list.
4. Click on the "Initialize or Test BSDI Database on Server" option. The window below will be displayed:



5. Click on the "Start" button.
6. 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).



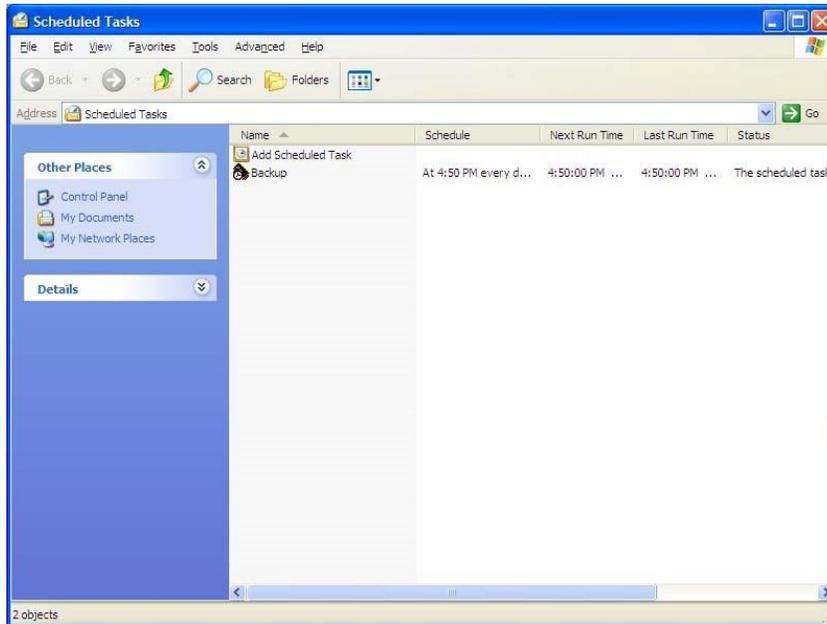
7. Click on OK to close the Information window.



8. Click on the “Close” button to close the window.

## Windows XP: Scheduling Backups to run automatically with the Windows Scheduler.

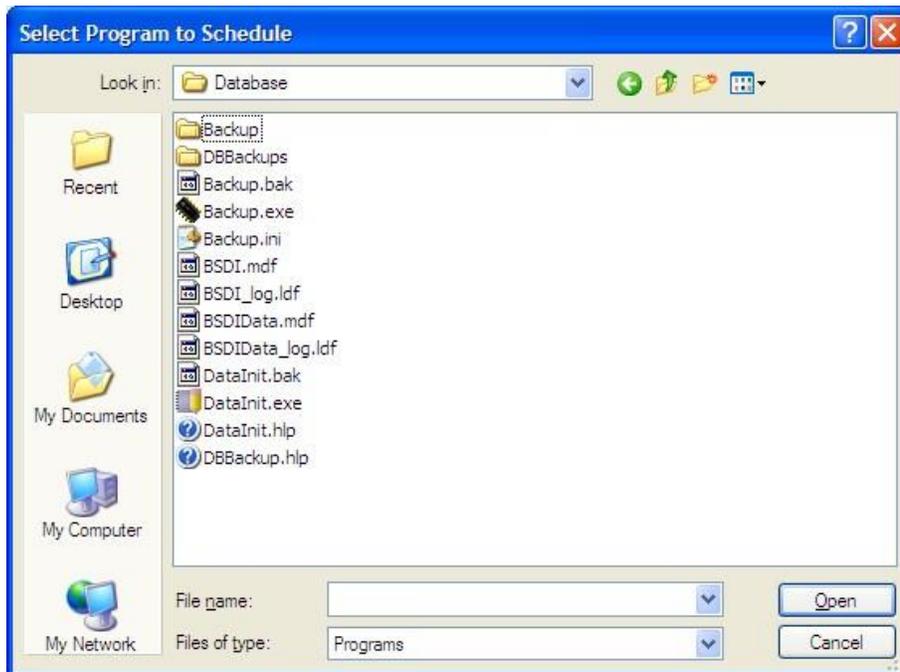
1. Click on the Windows “Start” button.
2. Select “Programs”, or “All Programs”
3. Select “Accessories” from the displayed list.
4. Select “System Tools” from the displayed list.
5. Select “Scheduled Tasks” from the displayed list.



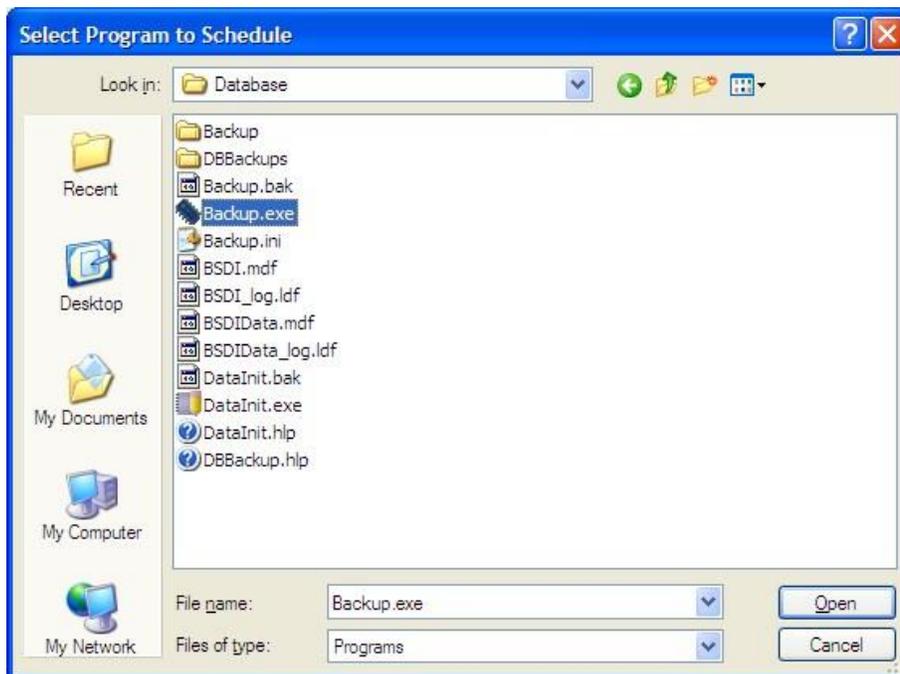
6. Click on the “Add Scheduled Task Icon”
7. The Scheduled Task Wizard will open.
8. Click on “Next”



9. Click the "Browse" button, and navigate to C:\Program Files\BSDI\Database.



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



11. Click on the "Open" button.



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).



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



14. Click "Next".

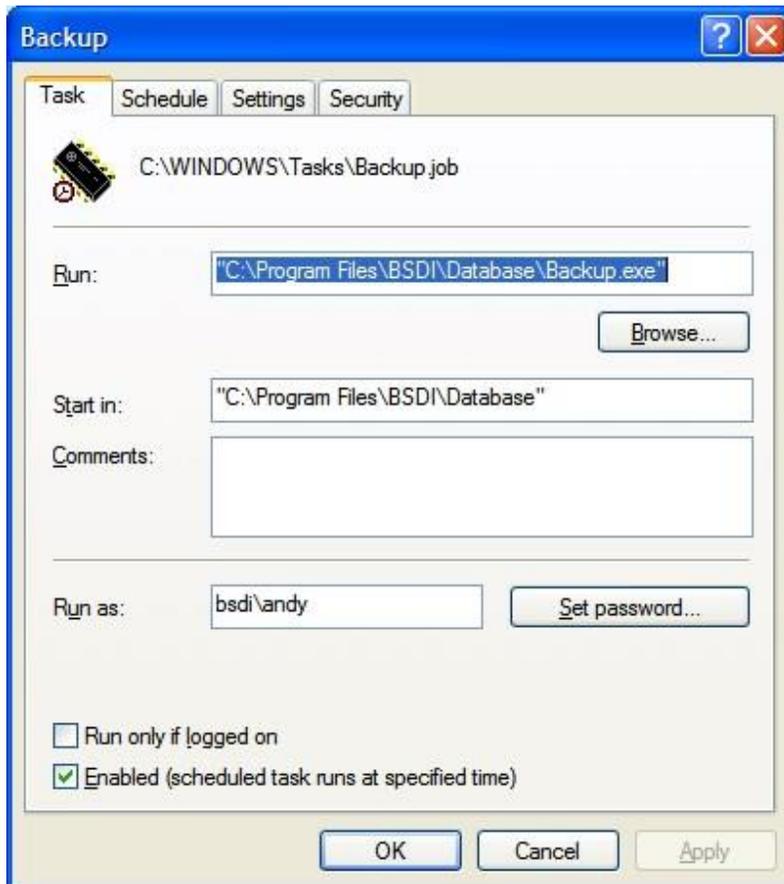


15. Enter the username & password for running the task. (Note, if you do not enter the password, the task might not run).

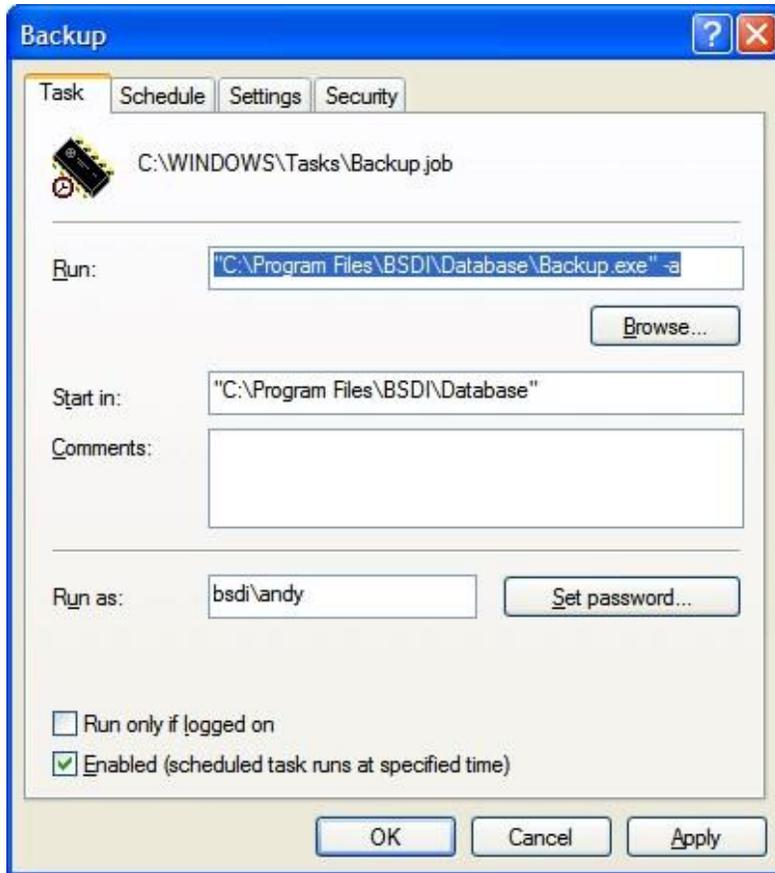
16. Click "Next".



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



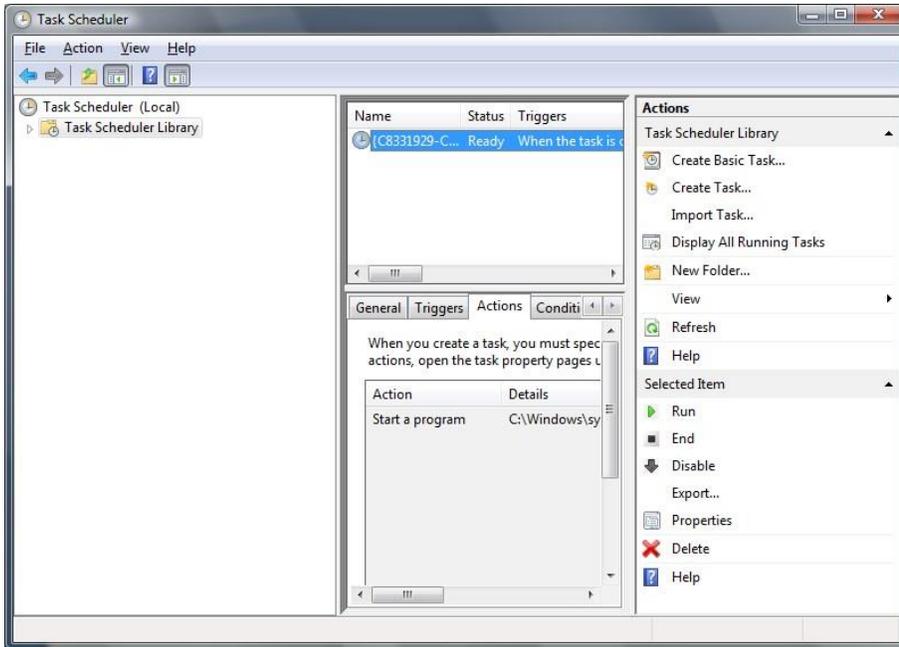
20. Click on the "Run:" command, and highlight the entry.
21. Edit the command as follows (add "-a" to the existing command):  
"C:\Program Files\BSDI\Database\Backup.exe" -a



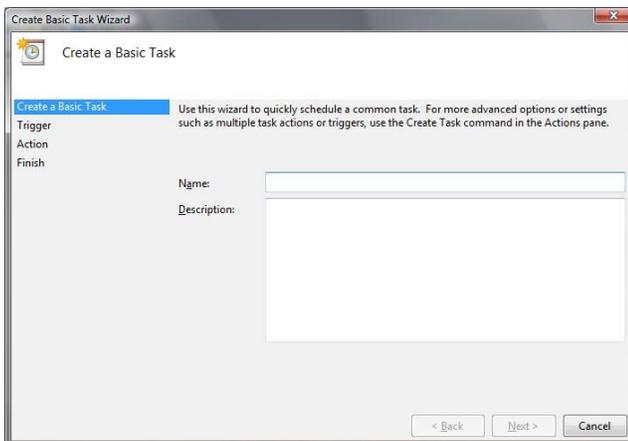
22. Click on "OK" to close the task window.

**Windows Vista: Scheduling Backups to run automatically with the Windows Scheduler.**

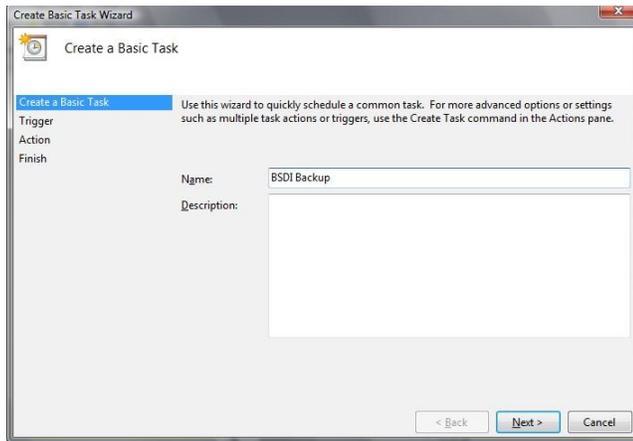
1. Click on the Windows “Start” button.
2. Select “Programs”, or “All Programs”
3. Select “Accessories” from the displayed list.
4. Select “System Tools” from the displayed list.
5. Select “Scheduled Tasks” from the displayed list.



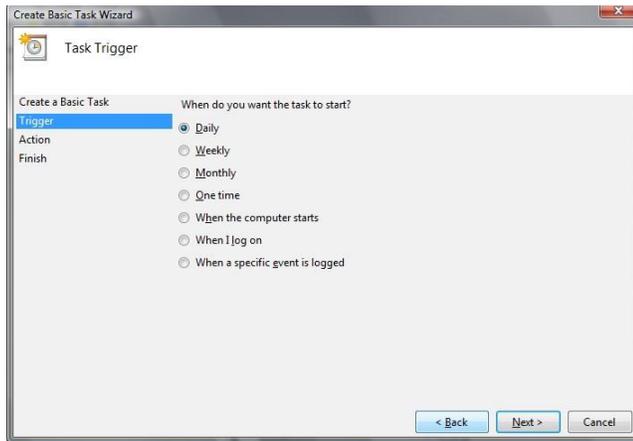
6. Click on the “Task Scheduler Library” icon in the first column.
7. Click on the “Create Basic Task...” option in the Actions column (third column).



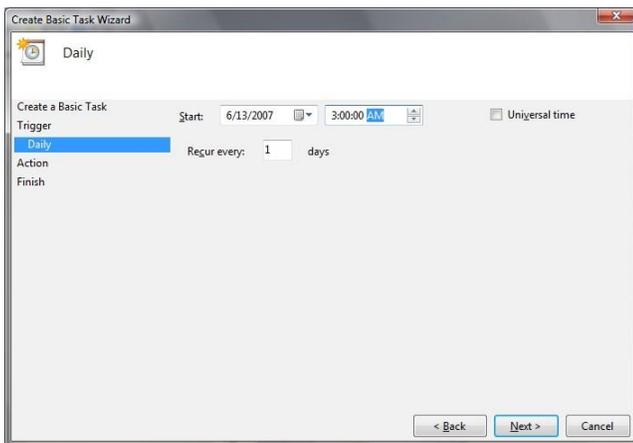
8. Enter a name for the task, e.g. "BSDI Backup", and then click "Next".



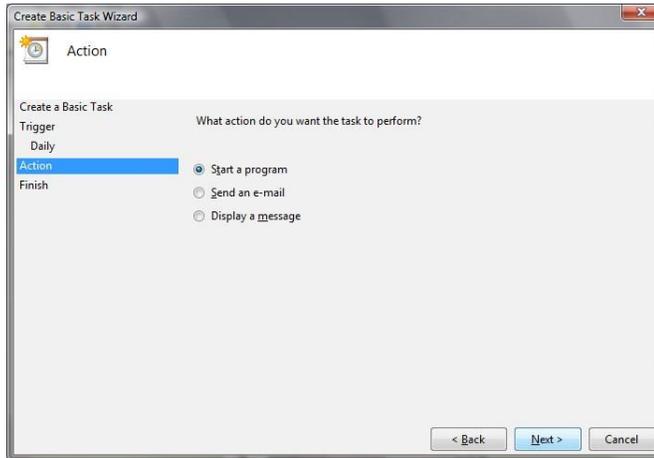
9. Select the Task Trigger. This is how often the backup will run, for the purpose of this document we are going to have the task run on a daily basis. Then click "Next".



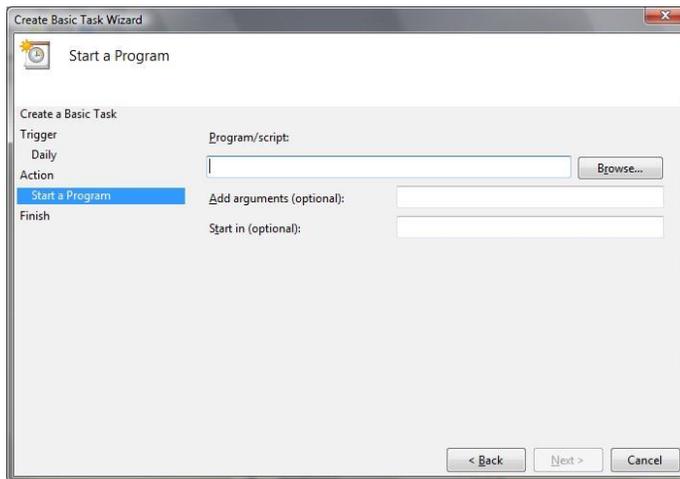
10. Select the start date & time for the task to run. Then click "Next".



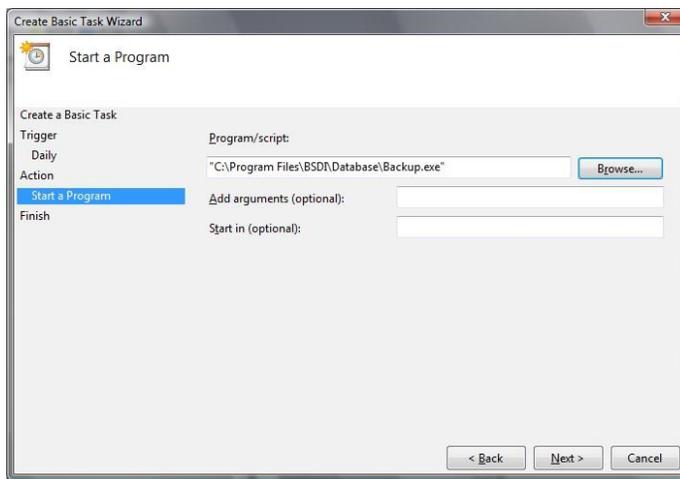
11. On the Action screen, select “Start a program”. Then click “Next”.



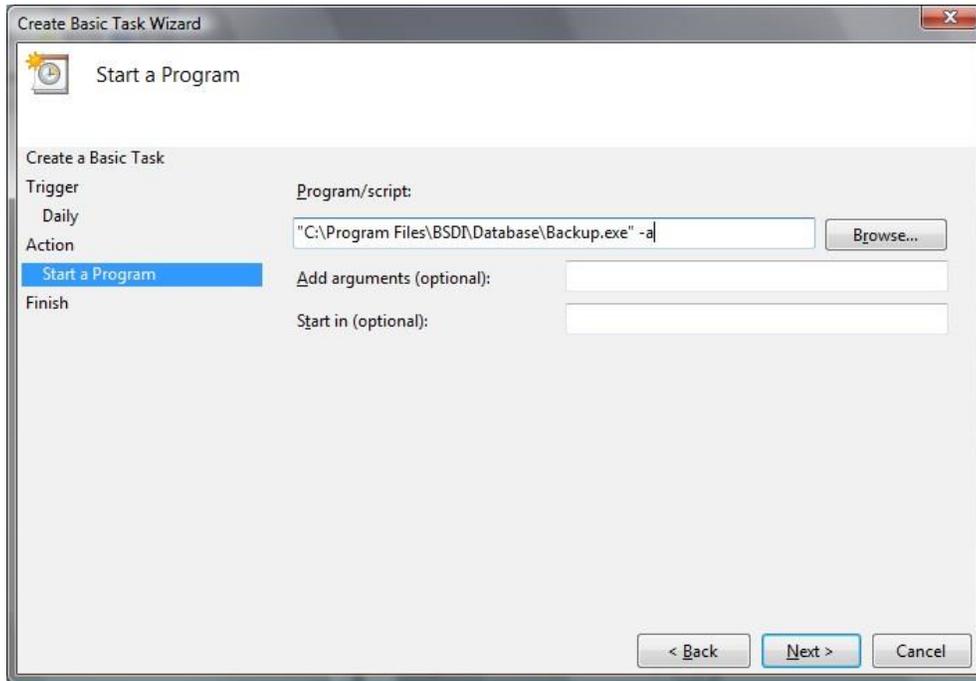
12. Click the “Browse” button.



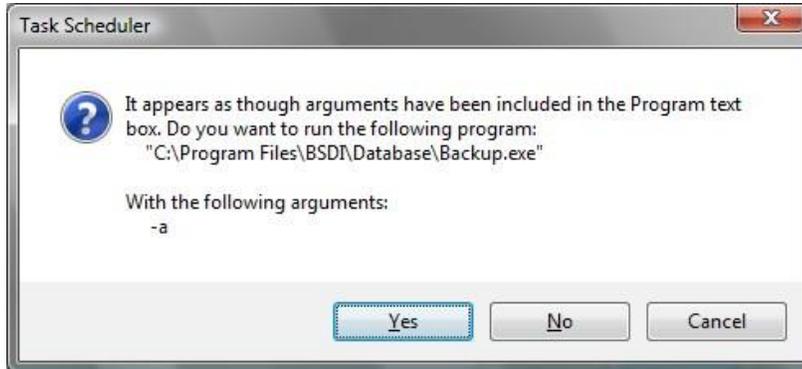
13. Navigate to “C:\Program Files\BSDI\Database\Backup.exe”.



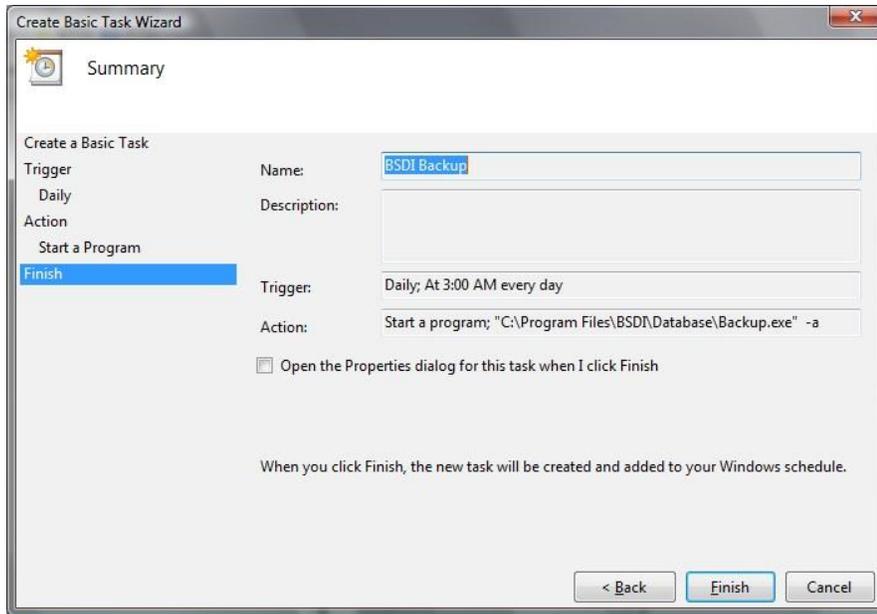
14. Enter "-a" after the file name: **"C:\Program Files\BSDI\Database\Backup.exe" -a**



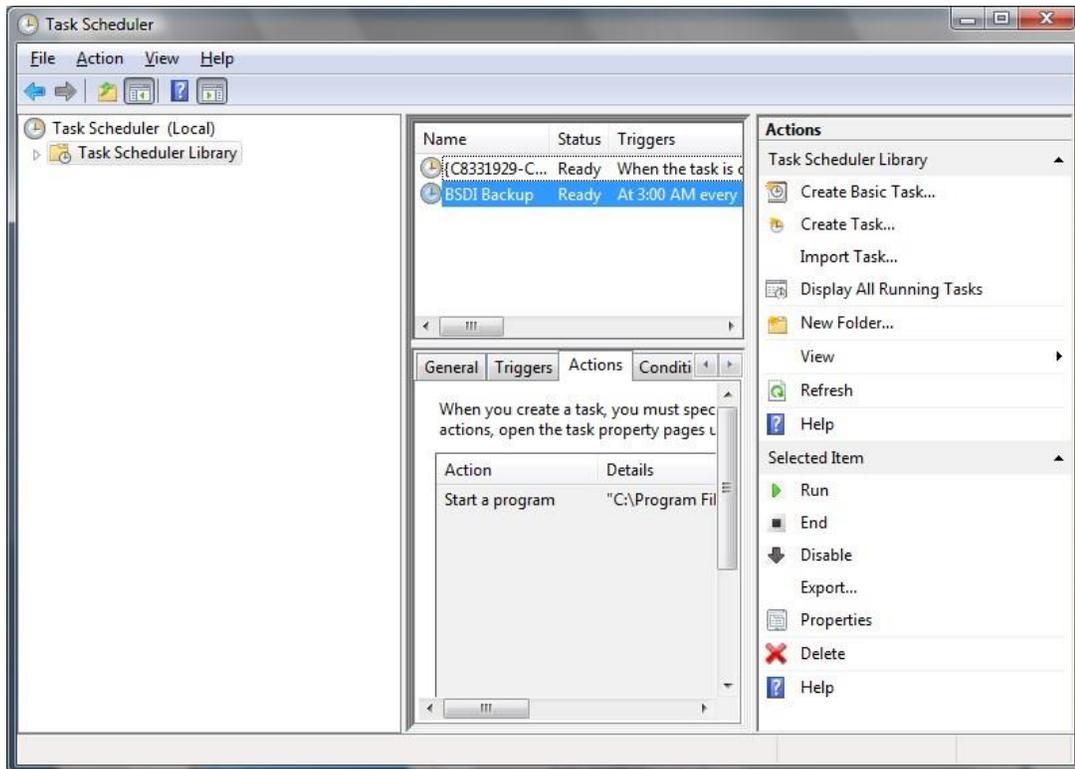
15. Click the "Next" button.



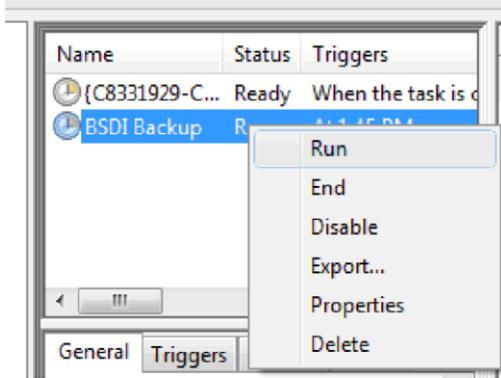
16. You will see a Task Scheduler warning message. Click the "Yes" button.



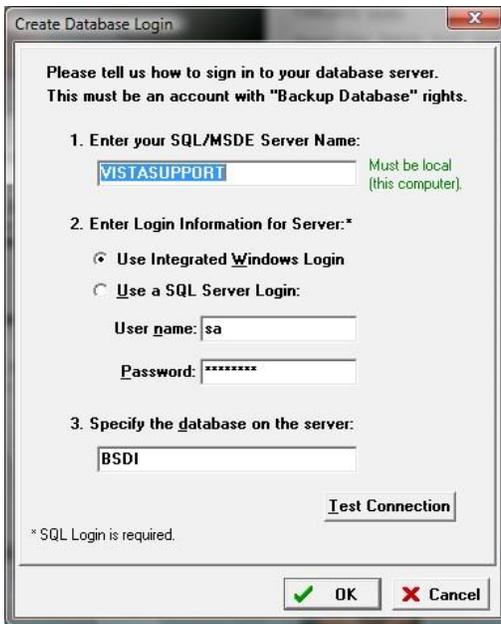
17. The Task Scheduler will display a Summary screen of the task you have just created. Click “Finish” to create the Task.



18. To test that the backup will run, right click on the “BSDI Backup” task and select “Run” from the dropdown menu.



19. A “Create Database Login” screen may, or may not appear. If you do not see this screen jump to item 24 below.



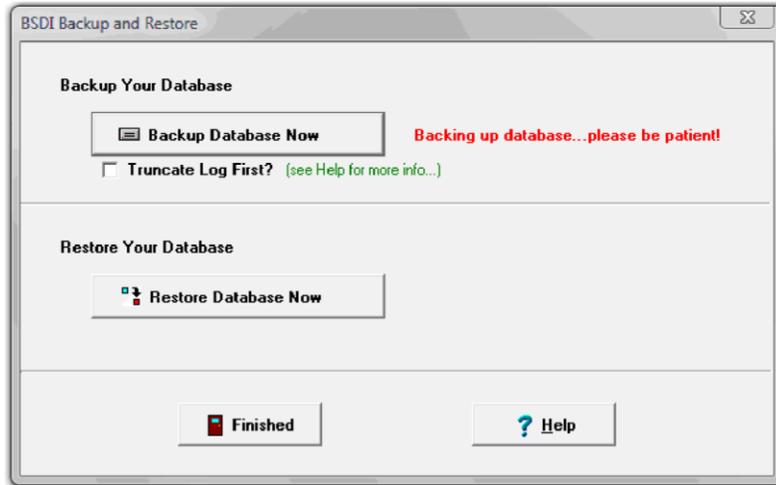
20. In the section “2. Enter Login Information for server:” check the “Use Integrated Windows Login” radio button.



21. Then click the “Test Connection” button. An Information window will appear stating that “Connection successfully opened.”



22. Click the “OK” button to close the “Information” window.
23. Click the “OK” button to close the “Create Database Login” window.
24. The backup program will open and begin to execute.



25. When the Backup task has completed the window will close.

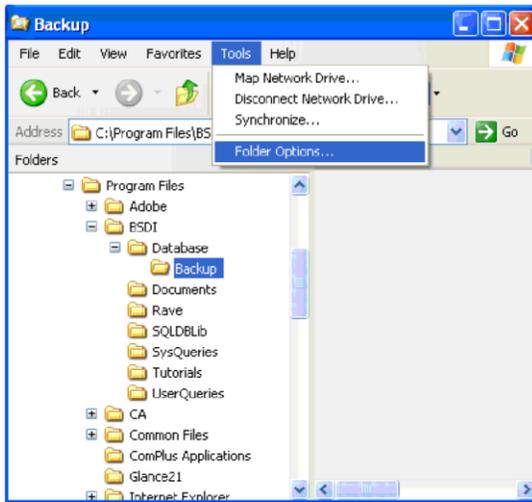
**Changing the User permissions on the 'C:\Program Files\BSDI\Database\Backup' directory/folder**

***Please note that you have to be logged into Windows with an account that has local administrator rights on the computer to be able to complete the steps below.***

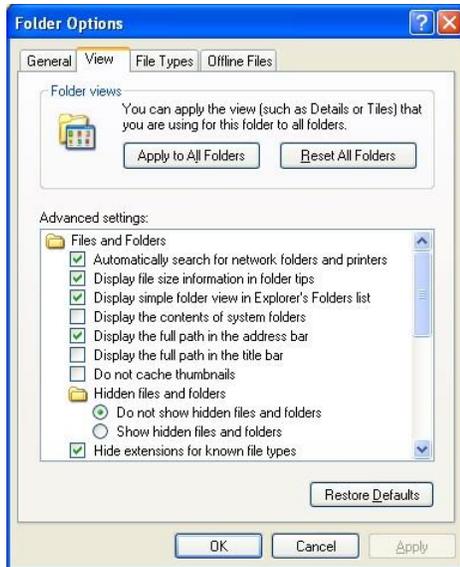
**Windows XP Operating System:**

**Ensure 'Use simple file sharing' is switched off:**

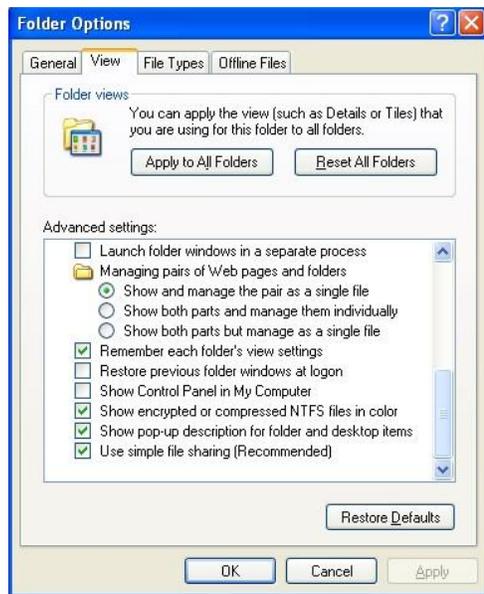
1. Right click on the "My Computer" icon on your desktop, or by clicking on the "Start" button.
2. Select "Explore" from the dropdown menu.
3. Click on 'Tools' on the submenu, and select 'Folder Options...' from the drop down menu.



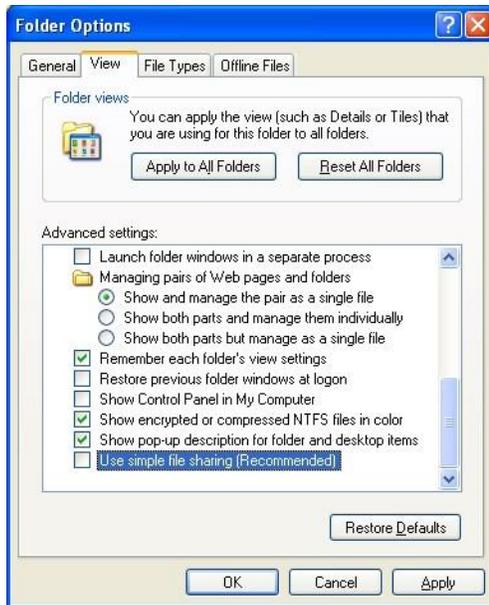
4. Click on the "View" tab at the top of the 'Folder Options' dialog window.



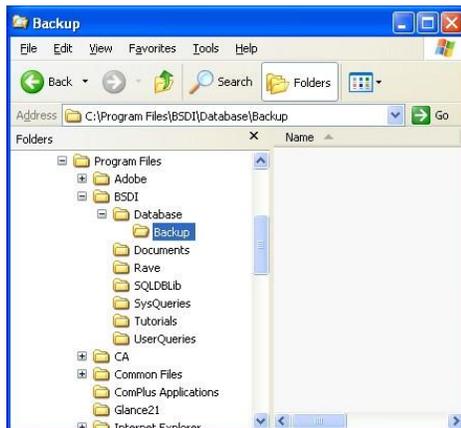
5. Using the scroll bar to the right of the window, scroll to the bottom of the window.



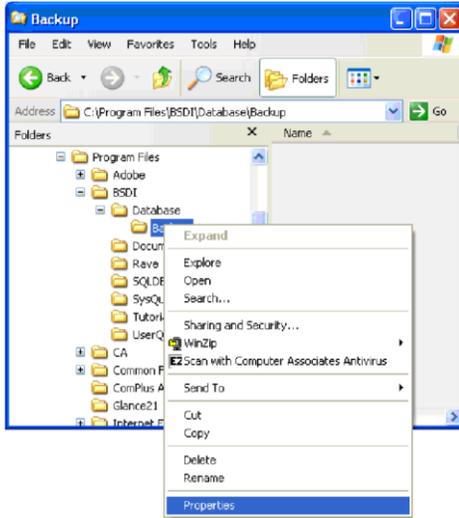
6. Uncheck the checkbox next to "Use simple file sharing (Recommended)"



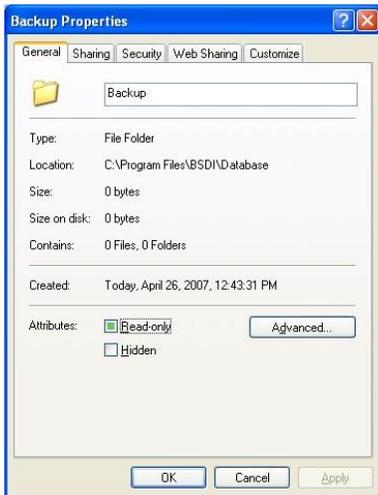
7. Click the 'OK' button to close the dialog window.
8. In the left side folder window of the "Windows Explorer", navigate to the "C:\Program Files\BSDI\Database\Backup"



9. Right-click on the "C:\Program Files\BSDI\Database\Backup" folder.



10. Select "Properties" from the drop-down menu.

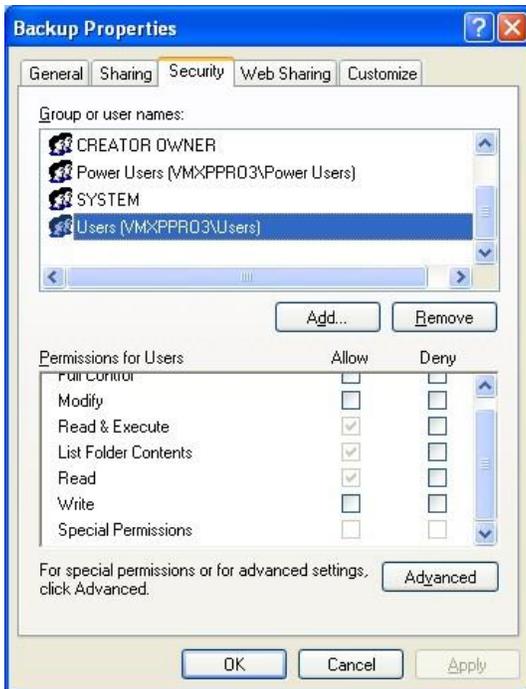


11. Click on the "Security" tab.

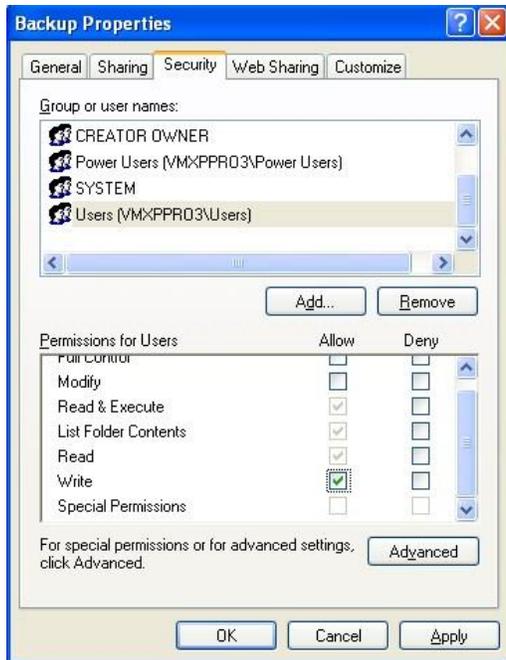


12. Using the scroll bar to the right of the “Group or user names:” section of the window, scroll down until you see “User” listed.

13. Click on the “Users” name, so it is highlighted.



14. In the lower section of the window, check the “Write: Allow” checkbox.

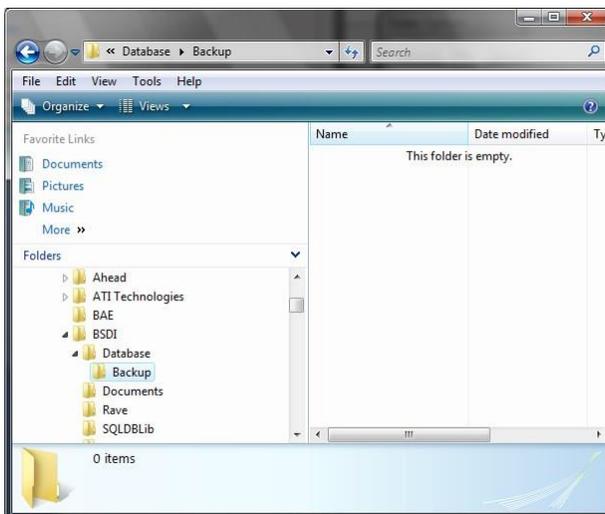


15. Click the “OK” button to close the properties dialog window.

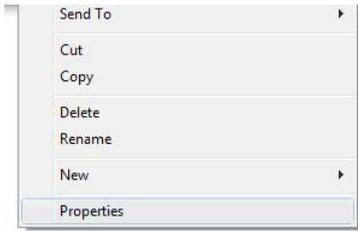
16. Close the Windows Explorer.

**Windows Vista Operating System:**

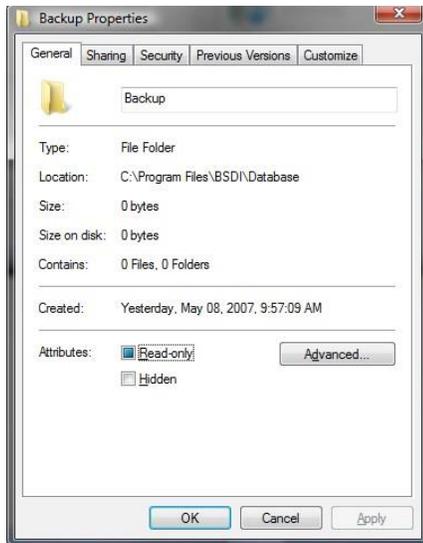
1. Right click on the “My Computer” icon on your desktop, or by clicking on the “Start” button.
2. Select “Explore” from the dropdown menu.
3. In the left side folder window of the “Windows Explorer”, navigate to the “C:\Program Files\BSDI\Database\Backup”



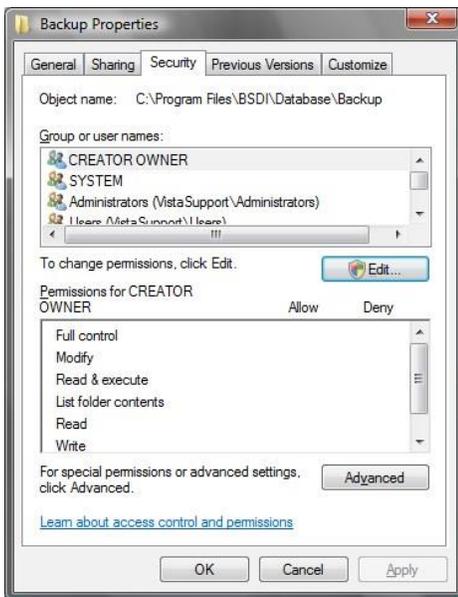
4. Right-click on the “C:\Program Files\BSDI\Database\Backup” folder.



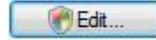
5. Select “Properties” from the drop-down menu.



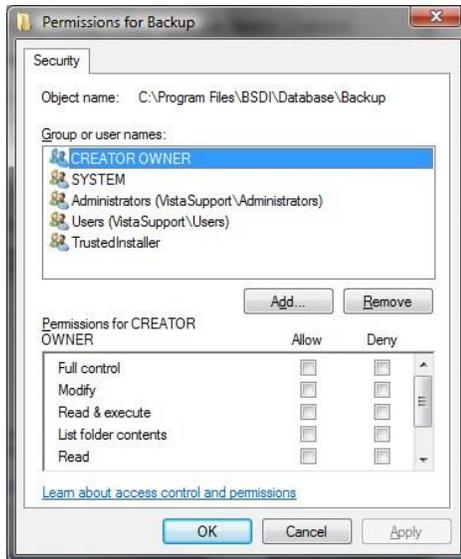
6. Click on the “Security” tab.



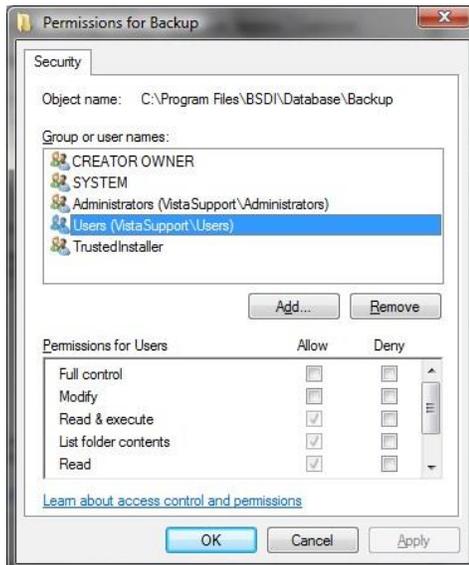
7. To change permissions, click the “Edit” button.



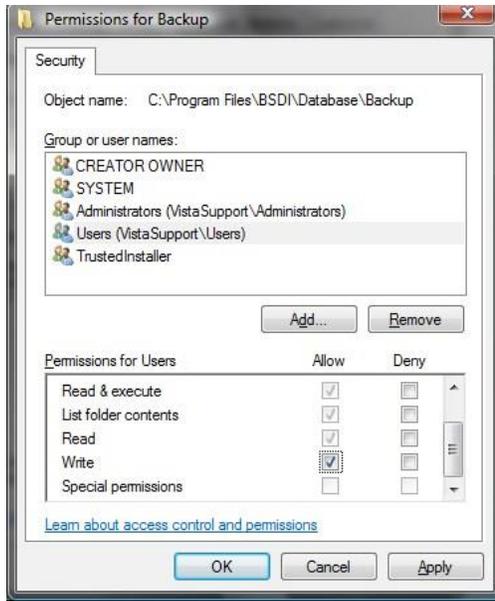
8. In the “User Account Control” dialog window, click the “Continue” button.



9. In the “Group or user names:’ click on the “Users” name, so it is highlighted.



10. In the lower section of the window, check the “Write: Allow” checkbox.



11. Click the “OK” button to close the Permissions dialog window.
12. Click the “OK” button to close the Properties dialog window.
13. Close the Windows Explorer.