

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.

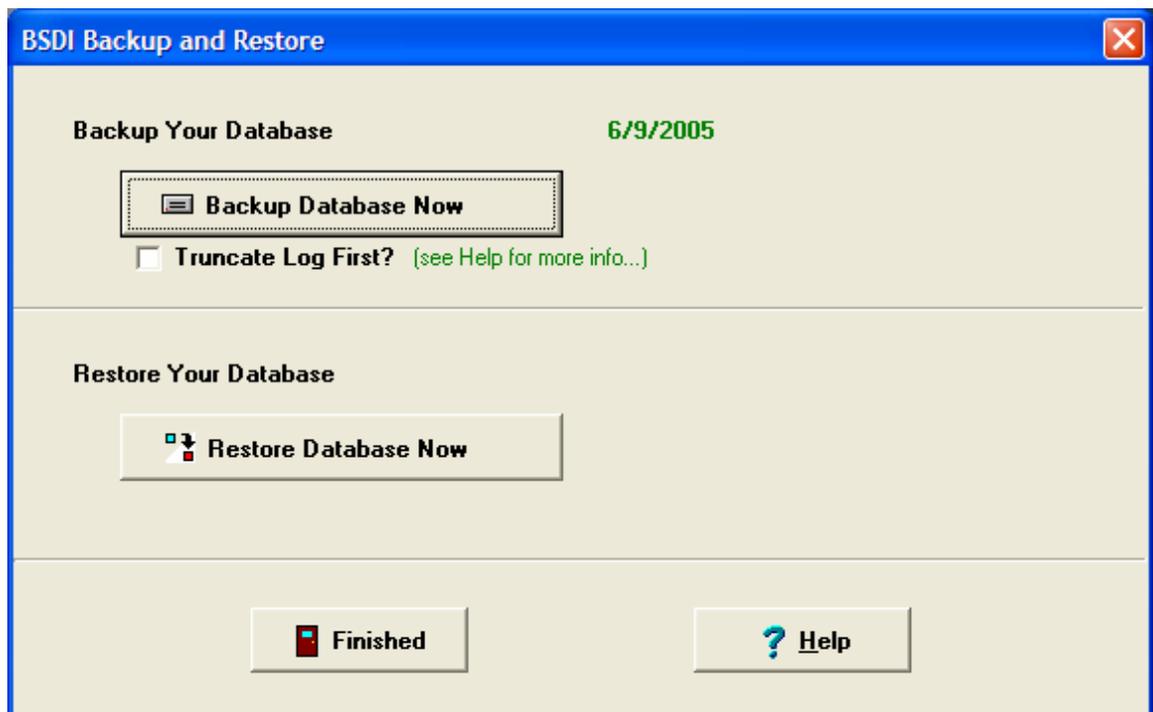
PLEASE BACKUP YOUR DATA! BSDI assumes no responsibility for the data that you create and store with the program nor for its persistence on a permanent medium (hard disk). Loss of data is a common occurrence when using computer software and it is solely the customer's responsibility to make archive or "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.

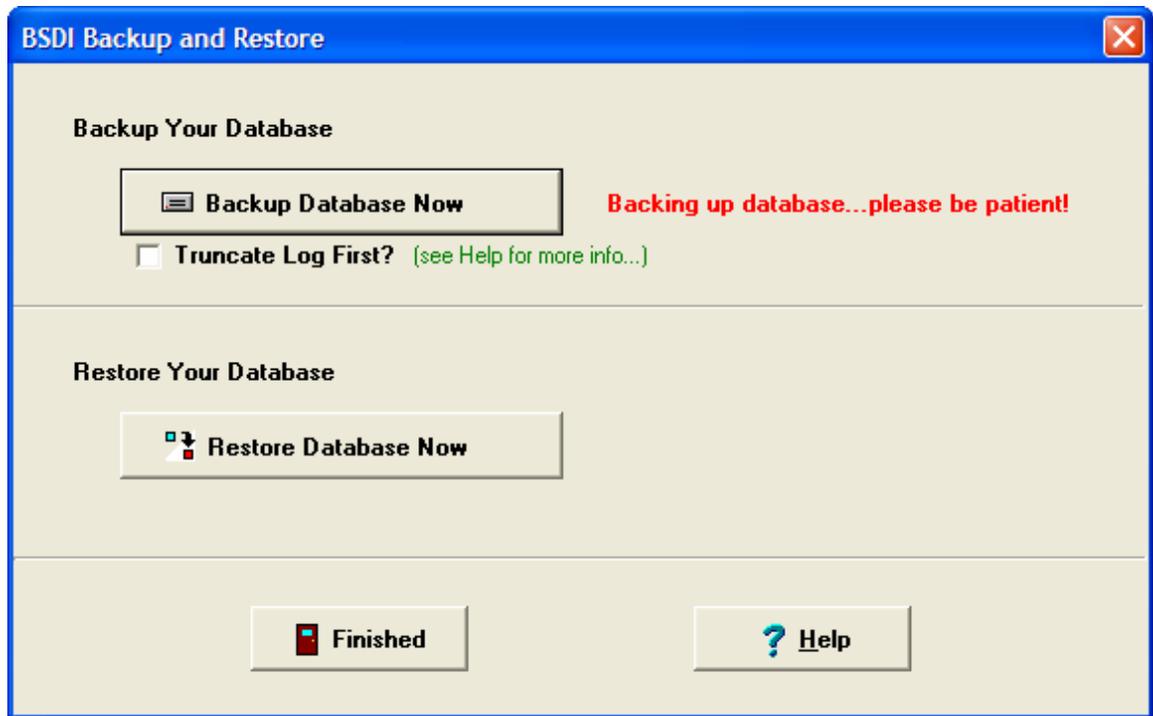
Backup Procedure

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

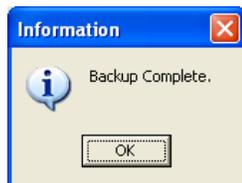
1. Click on the Windows "Start" button.
2. Select "Programs", or "All Programs"
3. Select "BSDI" from the displayed list.
4. Select "Data Utilities"
5. Click on the "Database Backup" option. The window below will be displayed:



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



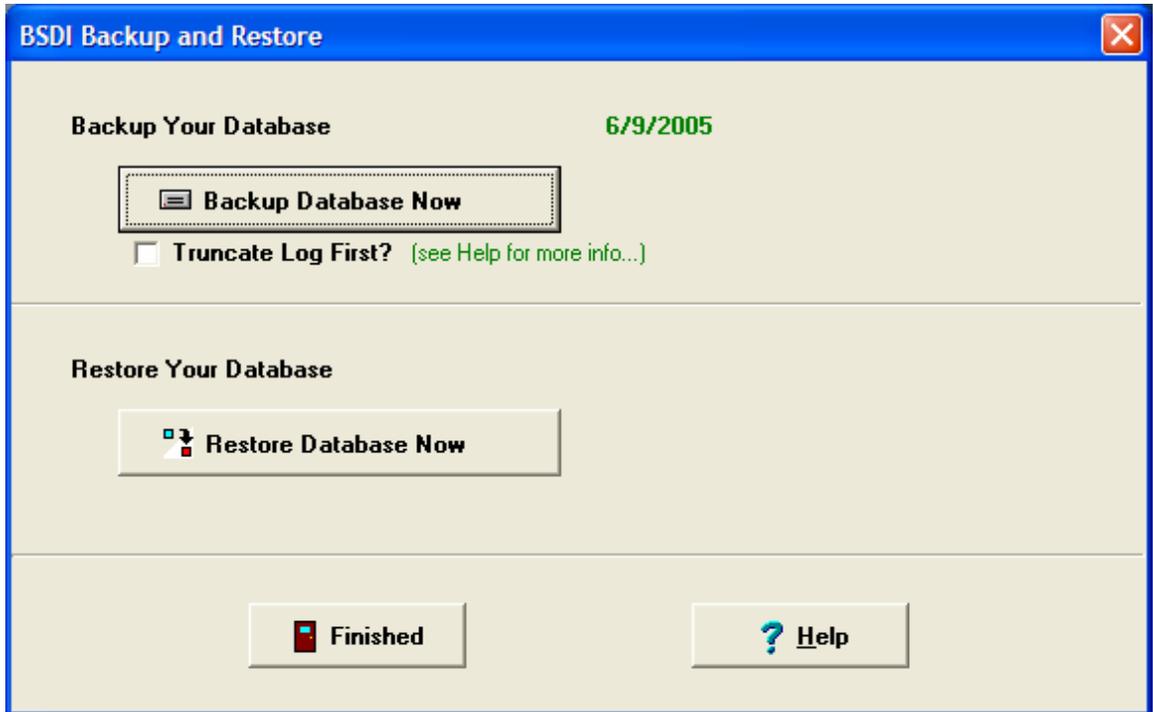
7. The database backup will begin. You will see a message “Backing up database...please be patient!”
8. When completed a window will appear that will tell you that the backup has completed.



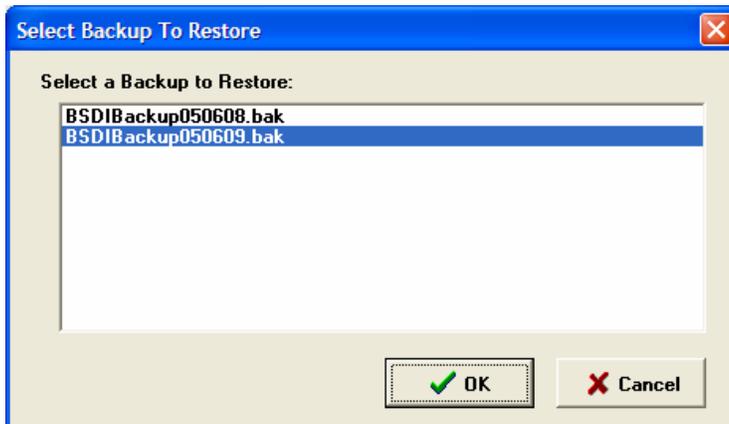
9. Click “OK”.
10. Click the “Finished” button to close the “BSDI Backup and Restore” window.
11. By default database backups are stored in the following file location:
 - “C:\Program Files\BSDI\Database\Backup”.

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:



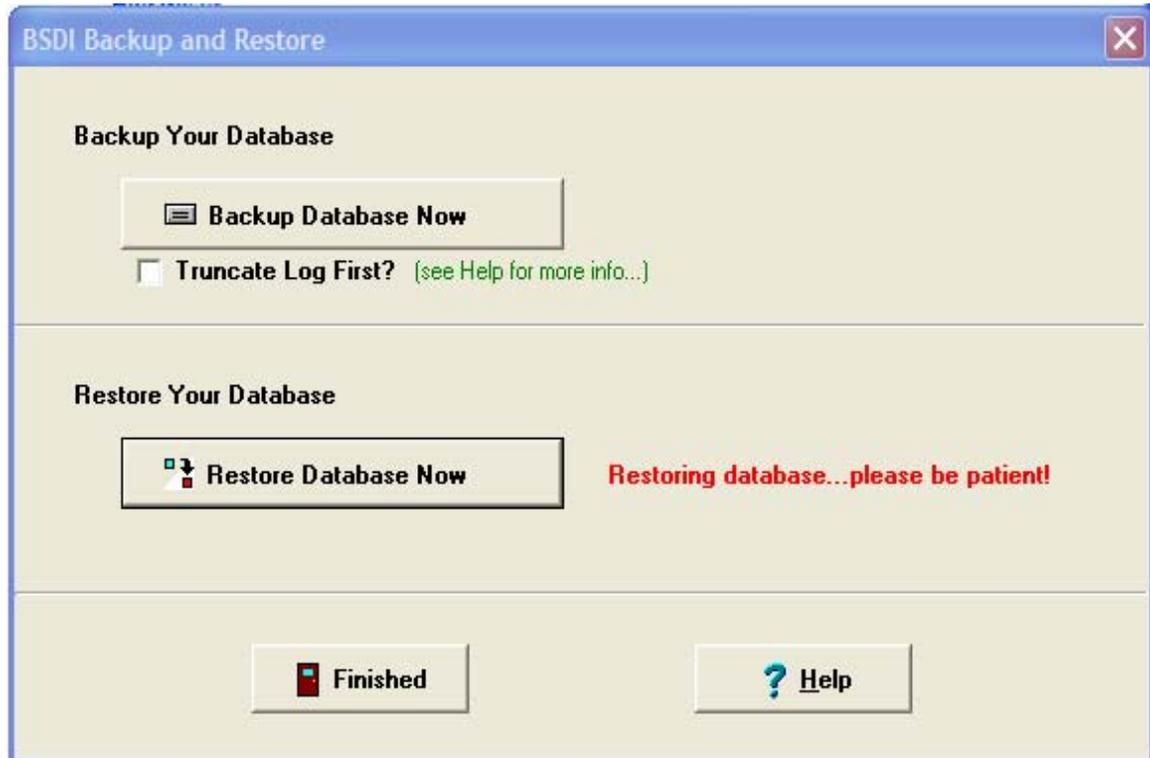
6. Click on the “Restore Database Now” button.



7. Highlight the backup file with the latest date.

8. Click OK.

9.



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.



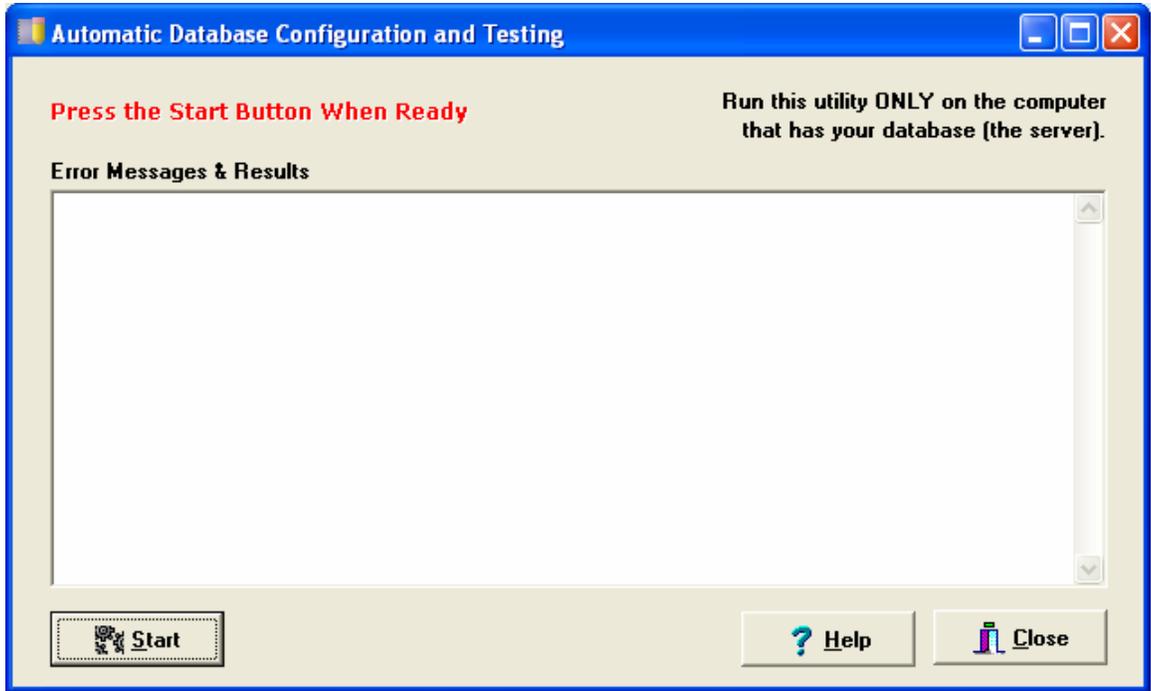
12. Click OK, to close the “Information” window.

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.

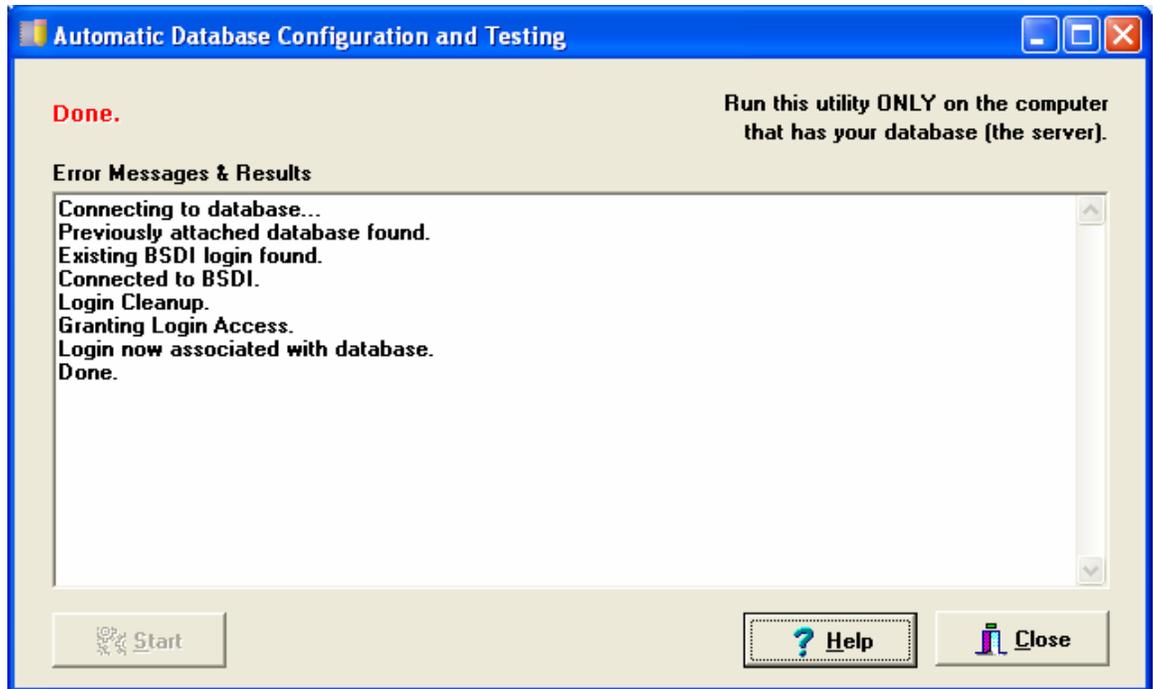
4. Select "Data Utilities"
5. Click on the "Initialize or Test BSDI Database on Server" option. The window below will be displayed:



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).



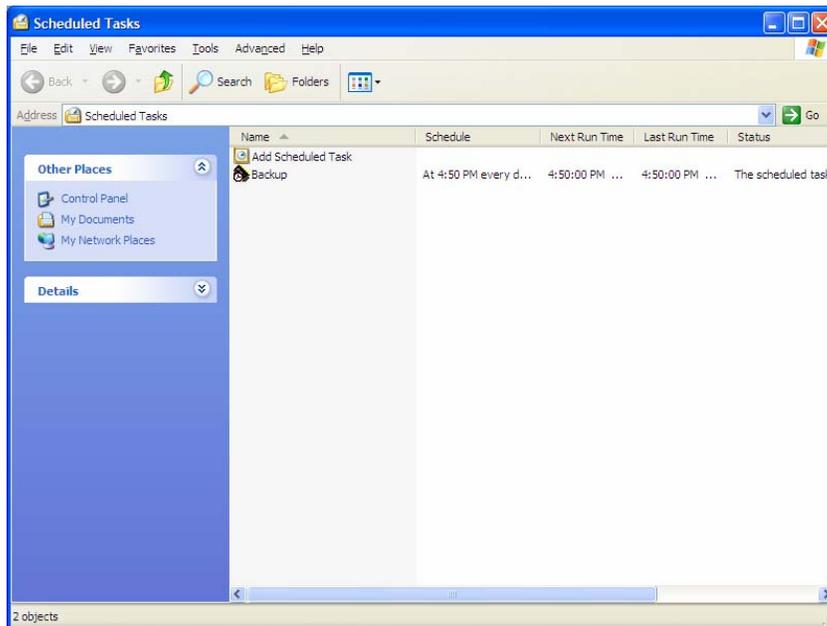
8. Click on OK to close the Information window.



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

Scheduling Backups to run automatically with the Windows Scheduler.

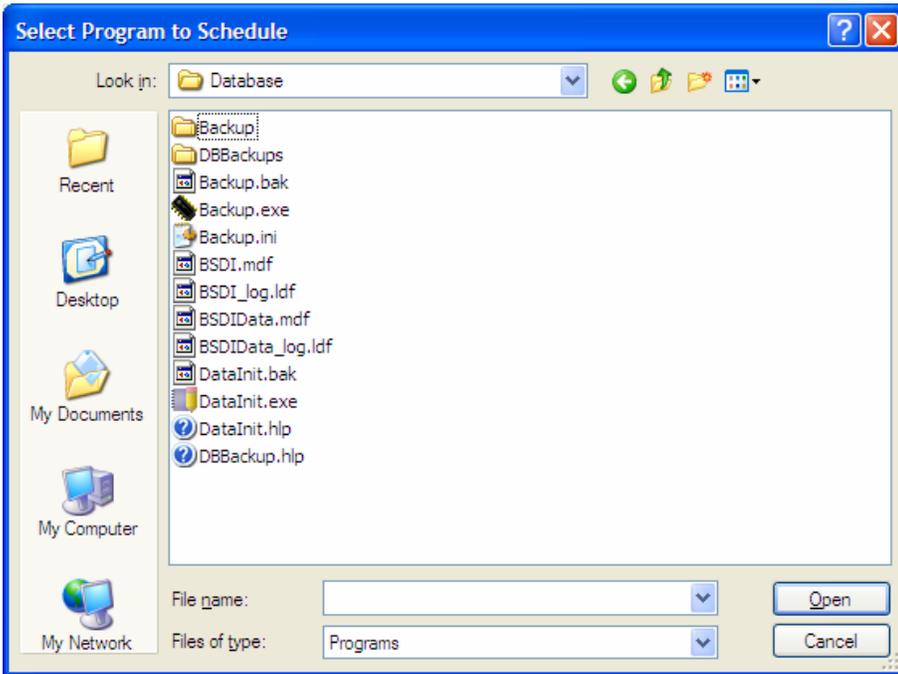
1. Click on the Windows “Start” button.
2. Select “Programs”, or “All Programs”
3. Select “Accessories” from the displayed list.
4. Select “System Tools” from the displayed list.
5. Select “Scheduled Tasks” from the displayed list.



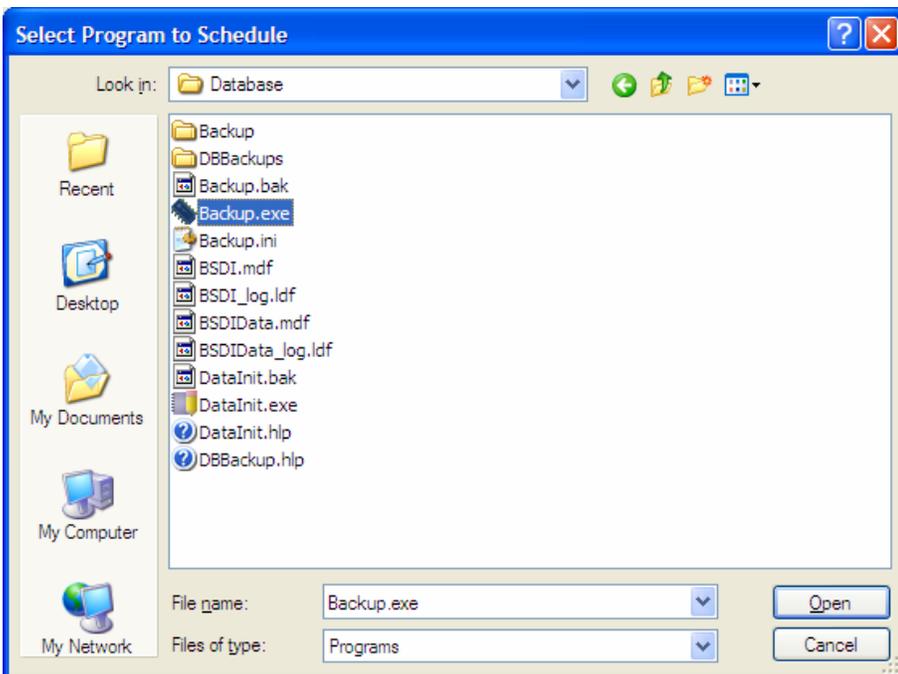
6. Click on the “Add Scheduled Task Icon”
7. The Scheduled Task Wizard will open.
8. Click on “Next”



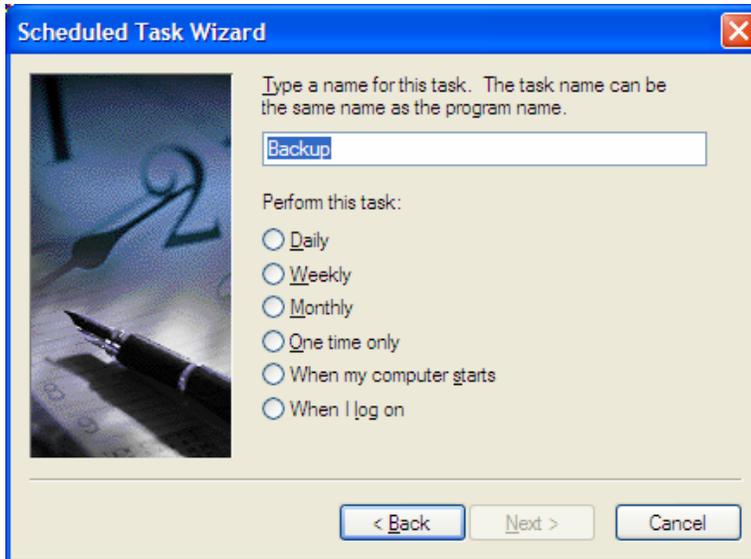
9. Click the "Browse" button, and navigate to C:\Program Files\BSDI\Database.



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".

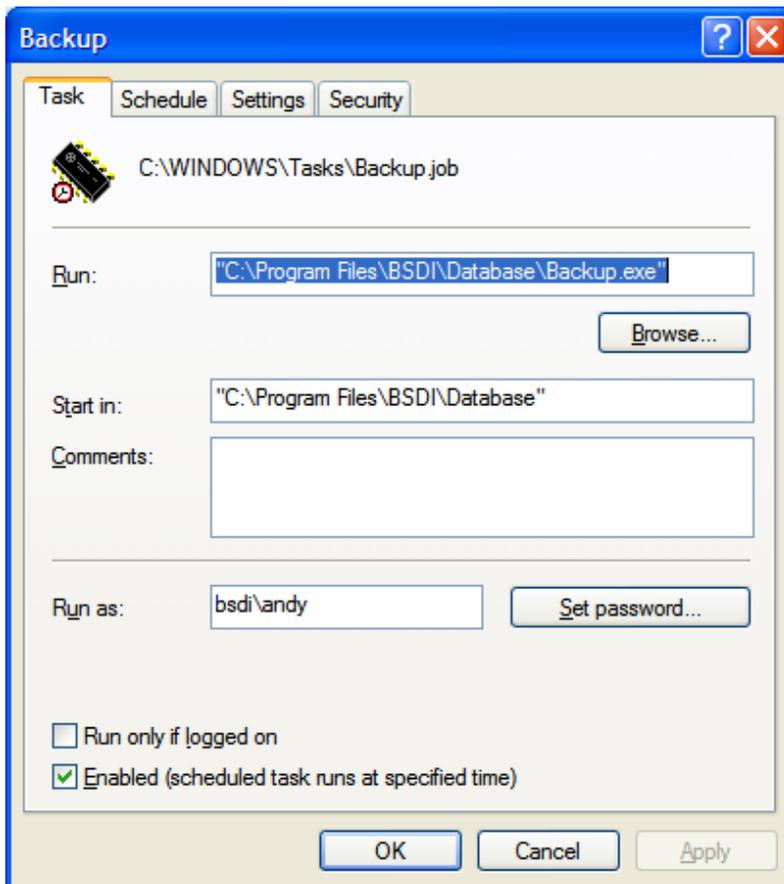


15. Enter the username & password for running the task. (Note, if you do not enter the password, the task might not run).

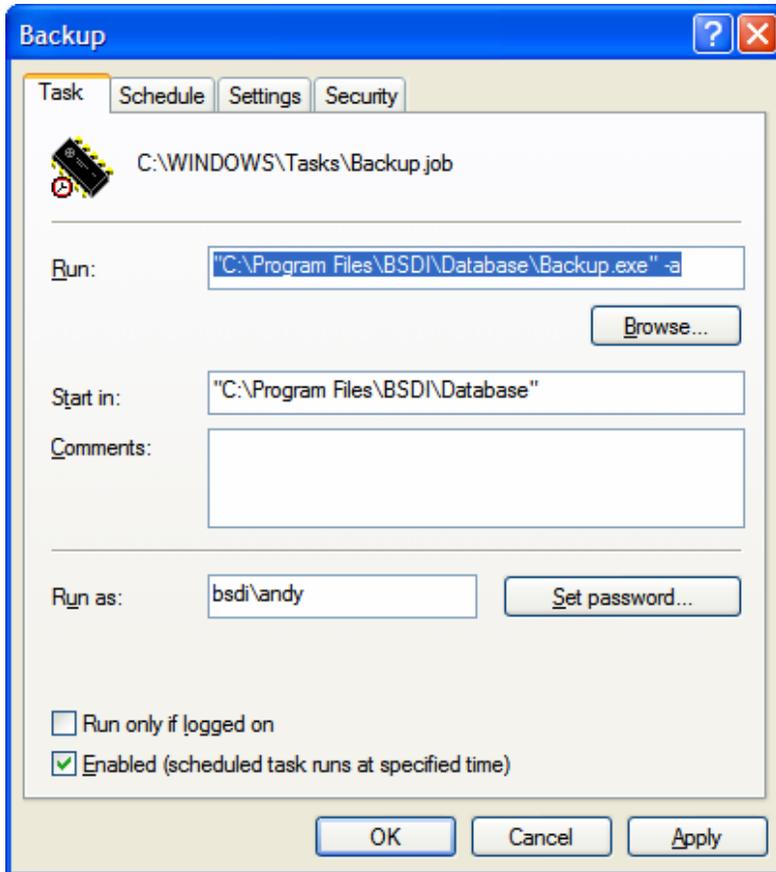
16. Click "Next".



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.