# **Backing Up Your Database**

## Be prepared for the unexpected!

Backing up your database is a crucial task and it needs to be done systematically and rigorously. There are two files that are subject of this backup, both residing in LabWorks\Data folder on the LabWorks server:

- LabWorks.db
- LabWorks.log

These files need to be copied or backed up to a different location for safe keeping.

### Manual BackUp in LabWorks Application

Note: Manual Backup can only be performed on LabWorks Server.

#### Go to System → Backup option

	Browse
Required Space:	42,901 Ki
Available Space on C Drive:	110,439,48

- o Click on the Browse button and select a folder
- Click on **OK** to proceed with the backup
- Always make sure that both database files have been copied to the specified folder
- It is recommended that, periodically, you transfer the files to a removable media and take it off premises.

Windows NTBackup is an application that comes standard with most Windows server operating systems such as Windows 2000 Server and Windows 2003

○ In Windows go to Start → Run and type NTBackup

			<u>?</u> ×
Type the Internet r	name of a pro resource, and	ogram, folder, do Windows will ope	cument, or en it for you.
NTBacku	ιþ		•
	OK	Cancel	Browse
	Type the Internet n NTBacku	Type the name of a pro Internet resource, and NTBackup OK	Type the name of a program, folder, do Internet resource, and Windows will ope NTBackup OK Cancel

- Start NTBackup; Click on the **Next** button
- o Choose 'Back up files and settings'
- Choose 'Let me choose what to backup'
- Find LabWorks\Data folder and select the two Labworks database files

Double-click an item on the left to see box next to any drive, folder, or file that	its contents on the right. The you want to back up.	n select the check
tems to back up:	Name	Туре
	Mew Folder Our Data Our Data Our Data Our Data Our Data Our Data Std Our Std	File Folder File Folder File Folder ZipGenius Z Application Data Base F Text Docum.

• Choose a destination folder and type a name for this backup, then click Next

File		
Choose a place to save your backup:		
C:\Backups\	Bro <u>w</u> se	]
ype a name for this backup:		
LWBackup		

o Click on the **Advanced** button



• Select 'Daily' from the drop down menu, and click Next

kup or Restore Wizard			
Type of Backup You can choose the type of backup that	iits your needs.		10
Select the type of backup:			
Daily 🧲		-	
Description Backs up only files that were created or	modified today.		
Specify whether to back up contents of fil migrated to Remote Storage.	es which have		
Backup migrated <u>R</u> emote Storage dat	a		
		1	ř.
	< <u>B</u> ack	<u>N</u> ext >	Cancel

## $_{\odot}$ Select: 'Verify Data after backup', and click Next

How I Yi	to Back Up ou can specify verification, compression, and shadow copy options.
Se	elect the options you want to use.
V	⊻erify data after backup
	Verification reads the backed-up data to verify its integrity. This step takes extra time, but verification helps ensure that your backup is successful.
Г	Use <u>h</u> ardware compression, if available
	Hardware compression increases the available storage space on the backup media, which reduces storage costs.
Г	Disable volume shadow copy
	A volume shadow copy allows files to be backed up even though they are in the process of being written to.
	Cancel Nevt> Cancel

 $_{\odot}$  Select: 'Replace the existing backups', and click Next

ackup or Restore Wizard	1
Backup Options You can specify whether to overwrite dat data.	a, and whether to restrict access to your
If the medium you are using to back up yo contains backups, choose one of the follo	our data already owing options:
Append this backup to the existing	backups
Beplace the existing backups	
The following option is available only if yo existing backups.	u are replacing the
Allow only the owner and the Administ backup data and to any backups app	trator access to the ended to this medium
	< <u>B</u> ack <u>N</u> ext > Cancel

• Select: 'Later', type a job name and click on 'Set Schedule'

When do yo	u want to run the backu	ар?		
C Now				
Later				
Schedule	entry		Ĩ	
Job name	DailyLWBackup			
Start <u>d</u> ate	Thursday, April 10, 20	008 at 5:15 PM		
		<u>S</u> et Schedule		

• Select 'Daily' in 'Schedule Task' and choose a Start Time, and click OK

hedule Job			?)
Schedule Settings			
At 8:00 PM	every day, starting 4/10	/2008	
<u>S</u> chedule Task:	S <u>t</u> art time:	-100.01	
Daily	🔹 8:00 PM 📑	Ad <u>v</u> anced	
Every 1	day(s)		
Show multiple scl	nedules.		

- You will be prompted for the server **administrator password** twice
- $\circ$  Click on Finish

The NTBackup will produce a file with extension '**.bkf**' in the designated folder. The same application can be used to retrieve LabWorks data files from the produced file.

## MAKE SURE THAT THE SCHEDULED BACKUP WORKS PROPERLY.

Note: You can create multiple schedules and several backups every day, if necessary.

## Scheduled Automatic Backup: Third Party Programs

There is a wide range of other third part and independent BACKUP PROGRAMS that you can choose to use.