

# 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:

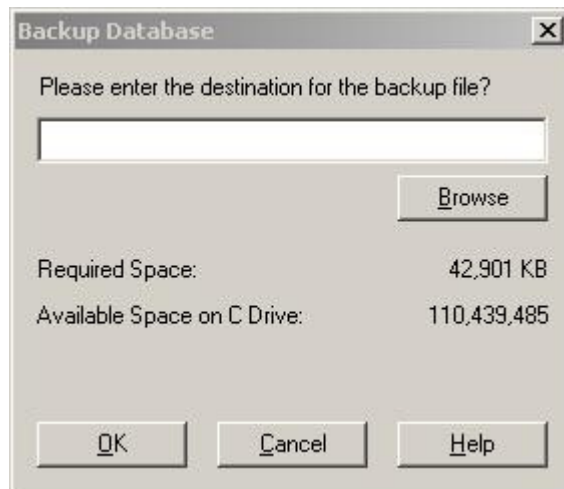
- LabWorks.db
- LabWorks.log

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

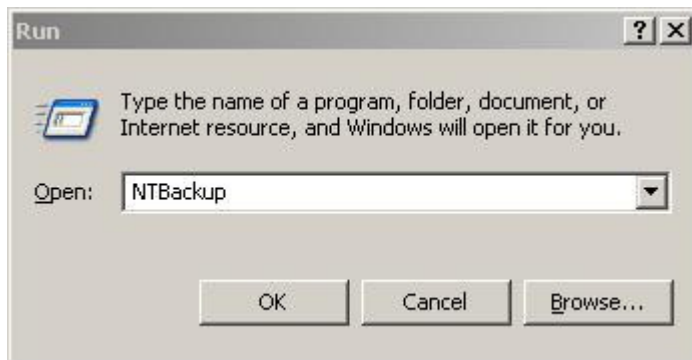


- Click on the **Browse** button and select a folder
- Click on **OK** to proceed with the backup
- Always make sure that both database files have been copied to the specified folder
- It is recommended that, periodically, you transfer the files to a removable media and take it off premises.

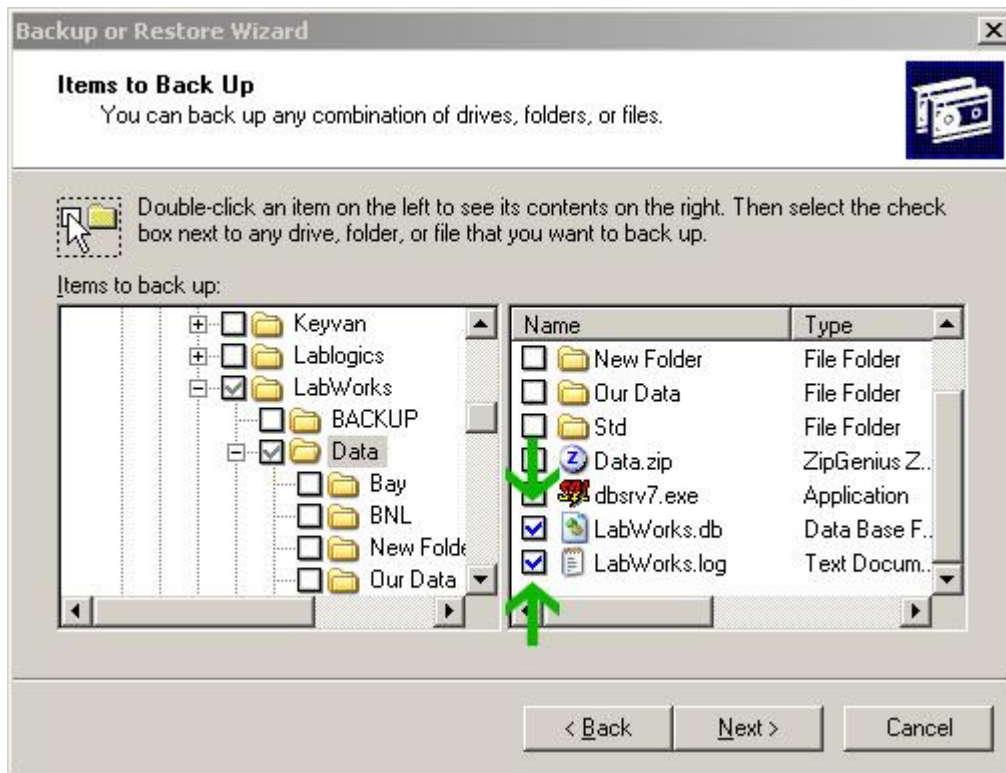
## Scheduled Automatic Backup: Windows NTBackup

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

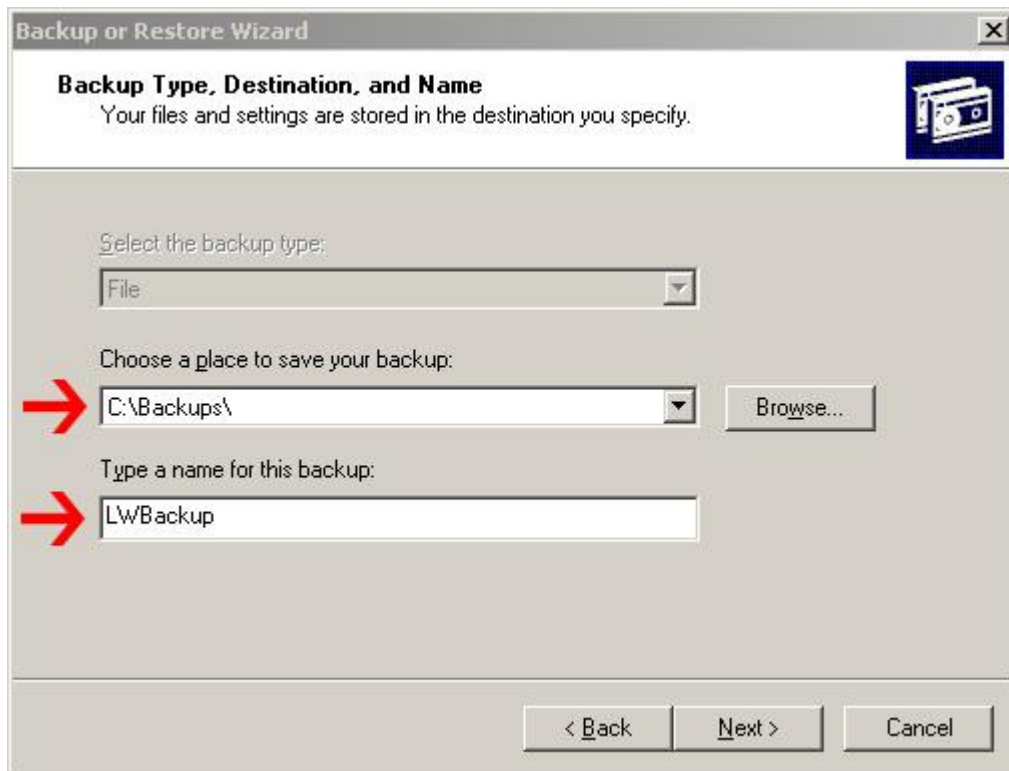
- In Windows go to **Start → Run** and type **NTBackup**



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



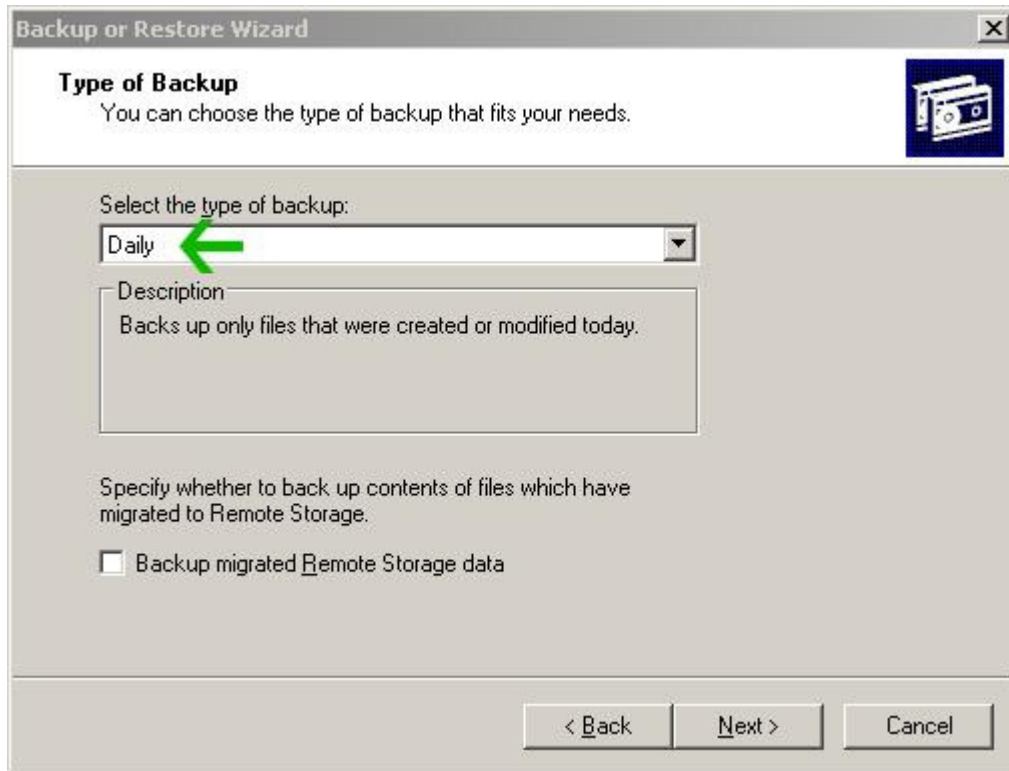
- Choose a **destination folder** and type a **name for this backup**, then click **Next**



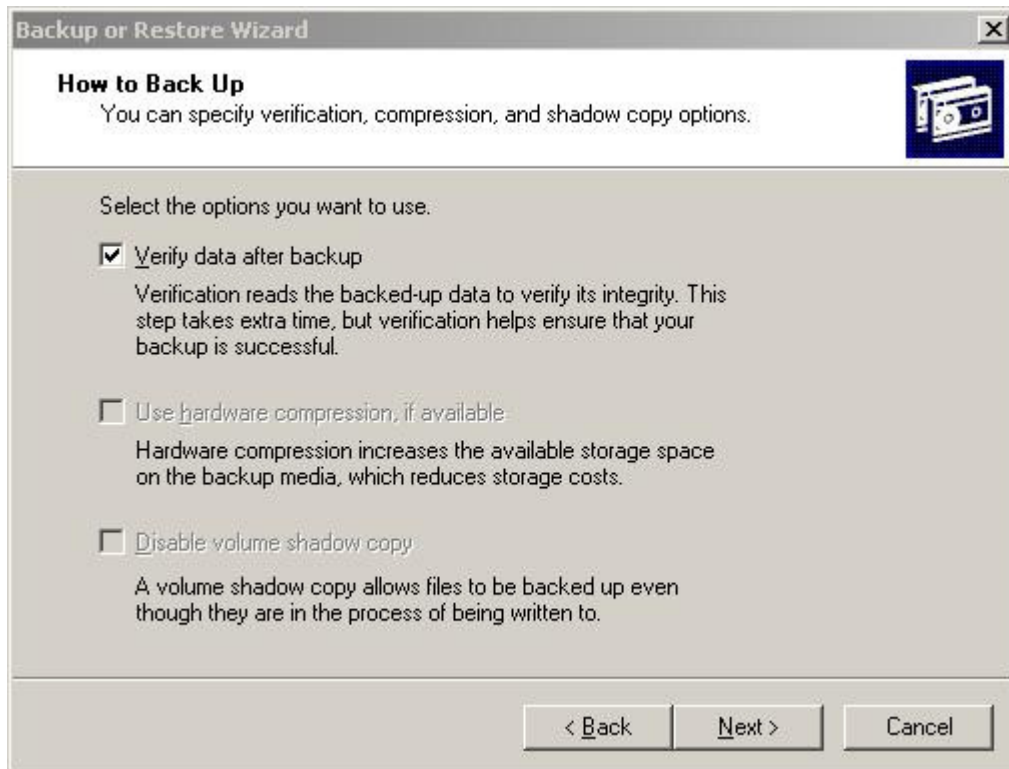
- Click on the **Advanced** button



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



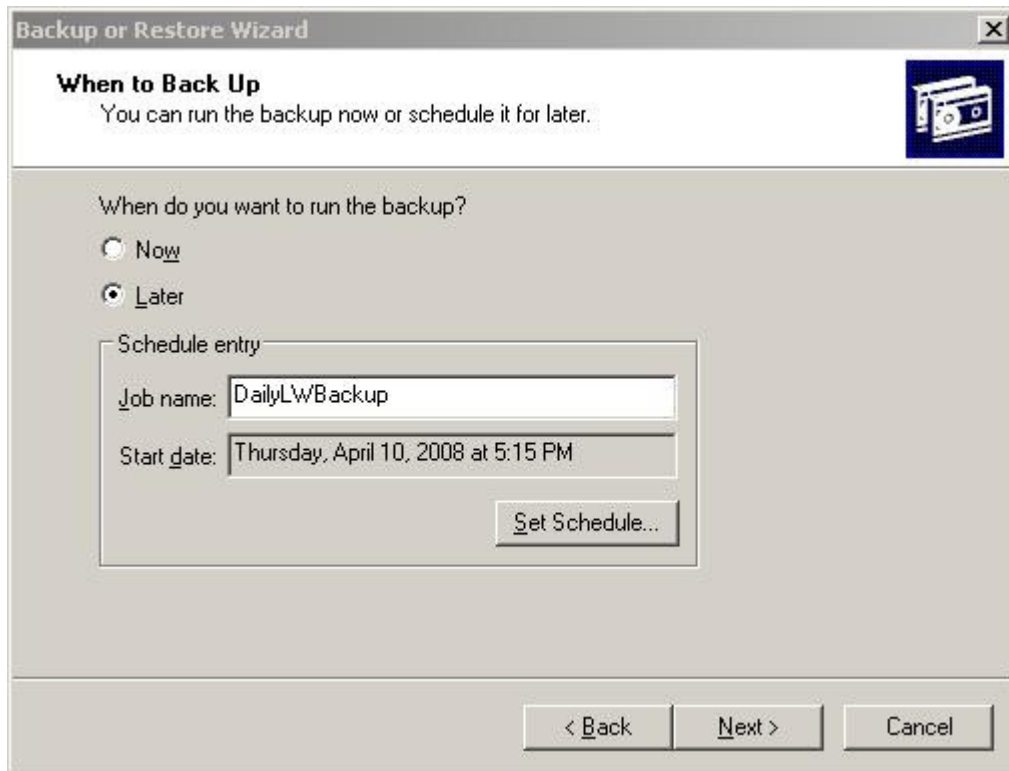
- Select: 'Verify Data after backup', and click **Next**



- Select: 'Replace the existing backups', and click **Next**



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



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



- You will be prompted for the server **administrator password** twice
- 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.