

Livestock Office – Backup Database

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Backup Database

This is a very important part of your daily process. Irrespective of how you do your backups they need to be tested on an external system to ensure they can be restored.

A backup must a complete coherent copy of your data. This means a tape backup or shadow copy while the service is running may not be a valid backup.

A coherent backup can be created using the manual or automated backup feature or by stopping the service during a tape backup or shadow copy.

Manual Backup

File > Backup Database

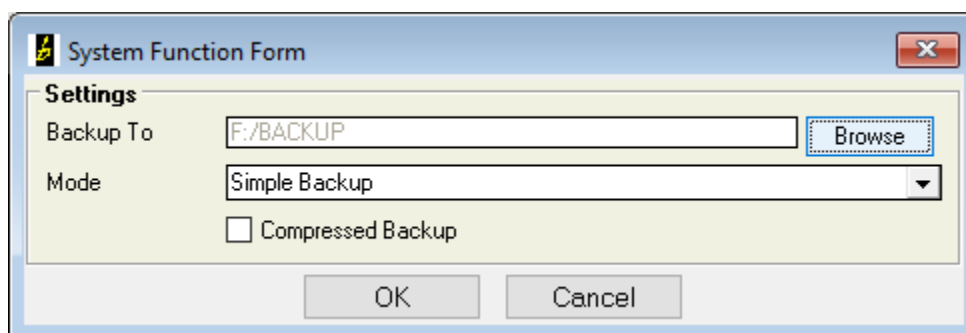


Figure 1: Manual Backup screen

Field	Description
Backup To	Where the backup will be made. <i>Notes:</i> <ul style="list-style-type: none"> The Database and Backup directories cannot be the same. Click the Browse button to browse to where you want the backup. This must be a hard drive on or attached to the machine that Livestock Office is installed on I.e. If you cannot browse to the drive you want to backup to, it is not a suitable backup drive. Once you've run the backup you can then copy the files to another location such as tape, disc or another machine.
Mode	<p>Simple - Preferred option. Database is locked for all users until the backup is complete. Secure backup with easy restore.</p> <p>Online - Users may continue to work while the backup is done. Restoration involves rolling forward the transaction log file.</p>

Continued...

Field	Description
Compressed Backup	If ticked files in the backup directory are compressed to save space, but has a higher CPU overhead.
OK	Initiate the backup using the defined settings. The backup progress will display at the bottom of the screen. You can click the Cancel button to abort the backup. A Done confirmation window will display when the backup is complete. Click OK to exit.
Exit	Close the window.

System Management Backup Options

File > System Management > System Functions tab > Backup Database

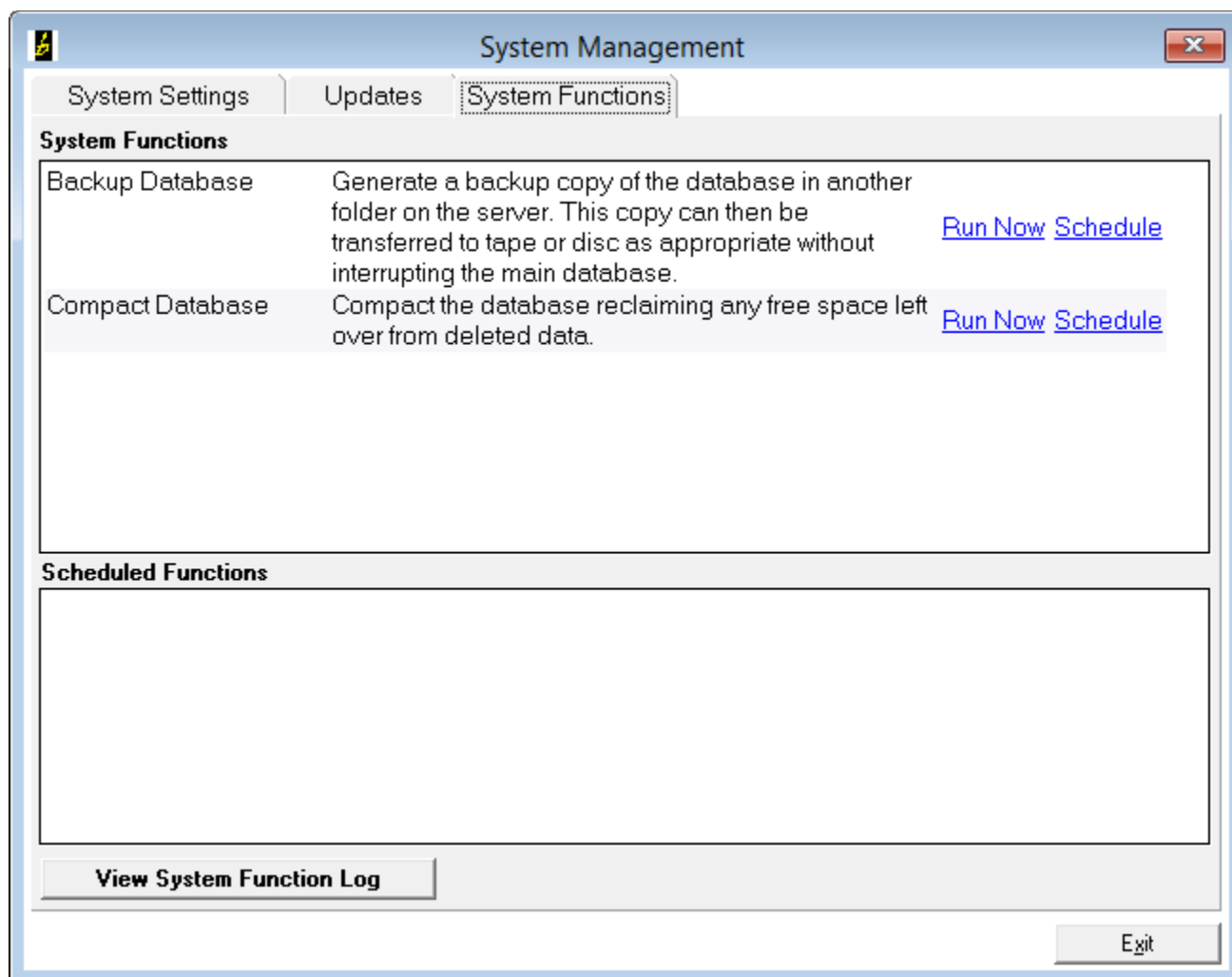


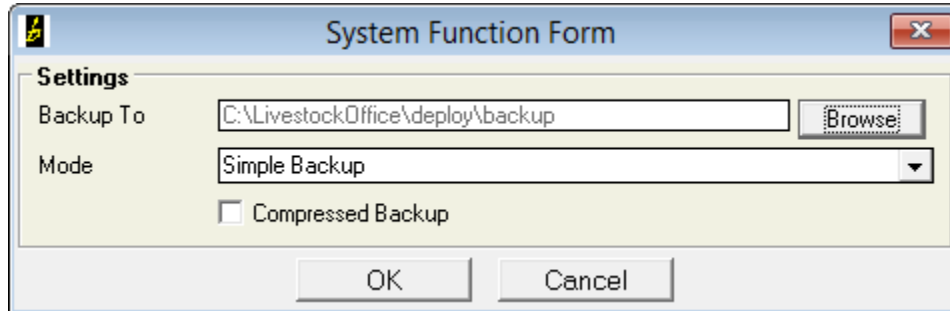
Figure 2: System Functions

There are 2 available options:

Run Now - similar to a **Manual Backup** but with fewer options.

Schedule - provides several options for running an automated backup.

Run Now



The dialog box is titled "System Function Form". It contains a "Settings" section with the following fields:

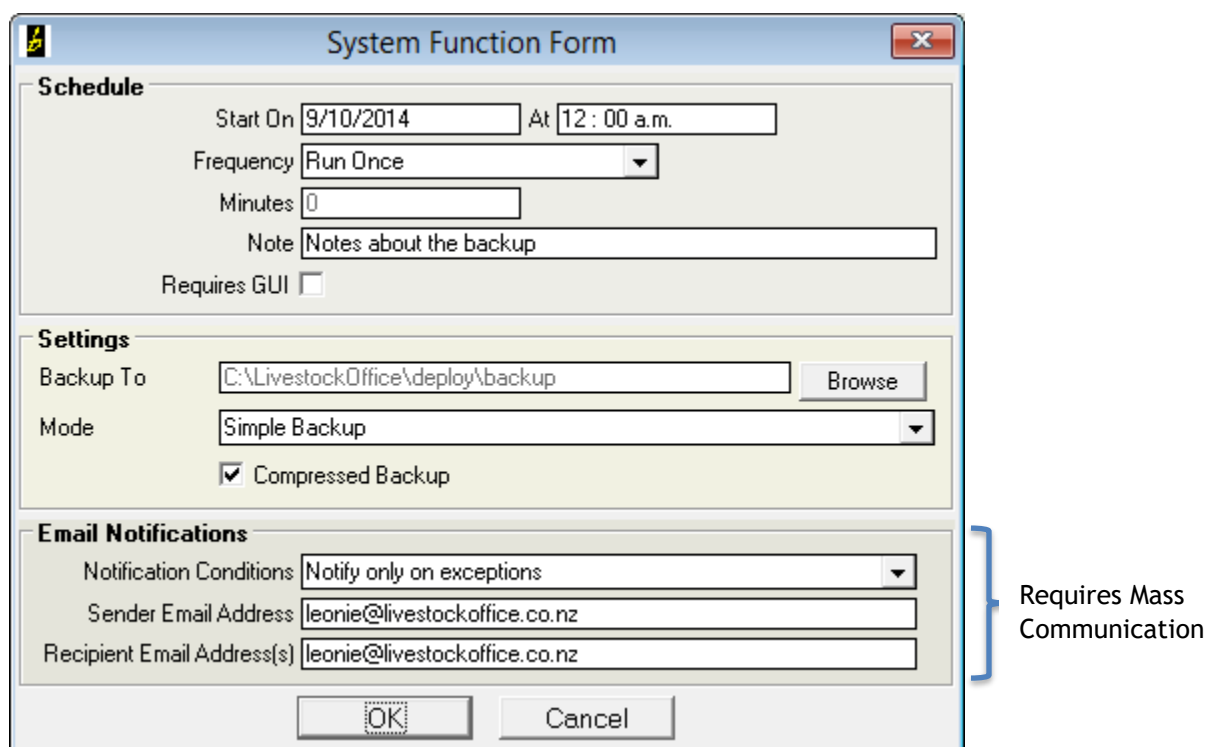
- Backup To:** A text box containing the path "C:\LivestockOffice\deploy\backup" and a "Browse..." button to its right.
- Mode:** A dropdown menu currently showing "Simple Backup".
- Compressed Backup:** An unchecked checkbox.

At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 3: Run Now Backup

Field	Description
Backup To	The directory where the backup will be made
Browse button	Click to browse to the desired backup directory.
Mode	Select from Simple Backup and Online . A Simple Backup means the database will be locked for users. An Online Backup will allow users to continue to work while the backup is in process.
Compressed Backup	Tick to compress the files so they use less disk space.

Schedule Backup



System Function Form

Schedule

Start On: 9/10/2014 At: 12:00 a.m.

Frequency: Run Once

Minutes: 0

Note: Notes about the backup

Requires GUI: ☐

Settings

Backup To: C:\LivestockOffice\deploy\backup

Mode: Simple Backup

☒ Compressed Backup

Email Notifications

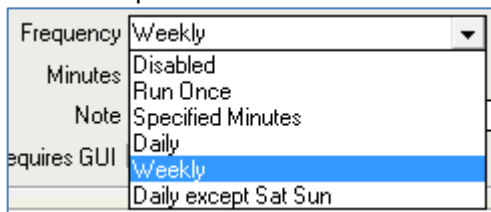
Notification Conditions: Notify only on exceptions

Sender Email Address: leonie@livestockoffice.co.nz

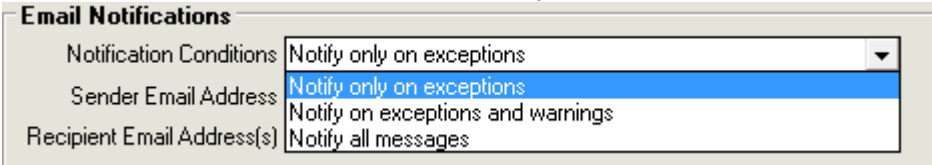
Recipient Email Address(s): leonie@livestockoffice.co.nz

Requires Mass Communication

Figure 4: Schedule Backup

Field	Description
Schedule	
Start On	Enter date for the first backup.
At	Enter the time to start the backup.
Frequency	Select from the options in the drop down box: <div data-bbox="714 1446 1201 1656">  </div>
Minutes	Enabled only if Specified Minutes has been selected as the Frequency. Enter the number of minutes between backups. Ie to schedule the backup to run every 8 hours, enter 480 (8 * 60 minutes).

Continued...

Field	Description
Note	Free text field for any notes regarding the backup. Displays on the System Function screen under the Scheduled Backup details.
Requires GUI	Leave unticked.
Settings	
Backup To	The directory where the backup will be made
Browse button	Click to browse to the desired backup directory.
Mode	Select from Simple Backup and Online . A Simple Backup means the database will be locked for users. An Online Backup allows users to continue to work while the backup is in process.
Compressed Backup	Tick to compress the files so they use less disk space.
Email Notifications	The following options are only available if you have the Mass Communications optional module installed. Please contact Shebiz Ltd for further information.
Notification Conditions	Select the notification conditions from the drop down box: 
Sender Email Address	Enter the email address to use as the From.
Recipient Email Address	Recipient's email address.

Tape Backup

A tape backup can only reliably backup files not currently in use.

For a valid tape backup you must ensure that the service is stopped or that a manual or scheduled backup has been done just prior to the tape backup.

If the service isn't stopped or you have not performed a manual or scheduled backup then it is likely that the backup will probably not be able to be restored.

If you stop the service for your tape backups then the service will need to be restarted after the backup.

Restore Backup

Please contact support at Shebiz Ltd for restore options.