

## Critical notification:

**PROPER BACKUPS ARE YOUR SOLE RESPONSIBILITY AND NEITHER DATATRON NOR AUTOLOGUE WILL IN ANY WAY BE RESPONSIBLE FOR THEM OR ANY LOSS RESULTING FROM THEM.**

## Labeling your backup DVD media:

- For a proper backup rotation you need at least 6 dvds.  
Each DVD has 2 sides, an "A" side and a "B" side.
- Place adhesive labels on each side of each dvd and with a black Magic Marker, label them:

|                              |                        |
|------------------------------|------------------------|
| dvd#1 Side A: "Monday"       | Side B: "Tuesday"      |
| dvd#2 Side A: "Wednesday #1" | Side B: "Wednesday #2" |
| dvd#3 Side A: "Wednesday #3" | Side B: "Wednesday #4" |
| dvd#4 Side A: "Wednesday #5" | Side B: "Wednesday #6" |
| dvd#5 Side A: "Thursday"     | Side B: "Friday"       |
| dvd#6 Side A: "Saturday"     | Side B: "Sunday"       |

## Nightly backup procedures:

Every night, normally around 10PM, the system will automatically perform a backup of the entire Datatron Server onto the DVDs. This information will include the Datatron software and the Linux operating system files. It will not include any files on any other remote computers.

Every day YOU will be responsible for placing the properly labeled DVD into the DVD drive. On Monday, put the DVD into the DVD drive with the label showing up the reads "Monday". On Tuesday morning, remove the DVD from the DVD drive, flip it over, so the label showing up reads "Tuesday" and place it into the DVD drive.

The multiple Wednesday DVDs are implemented so there may be an opportunity to go back 6 weeks for any data if necessary. Also it is recommended that the Wednesday DVDs be kept off site, for example: at your house.

On Wednesday, bring to the office, the oldest dated Wednesday DVD. For Example, if Last Wednesday you used "Wednesday #5", then this time use "Wednesday #6". On Thursday morning, remove the DVD labeled "Wednesday #6", and put in the DVD labeled "Thursday". Remove the backup report from the printer, label the backup report "Wednesday #6" and take the DVD and the backup report home with you.

## The backup report:

After the backup has finished, the system will print a report of the results onto your report printer. Check the report carefully to be sure the backup completed successfully! Cut the backup report out and place it on the shelf along side the DVDs. Save the reports for at least one full week! Doing this is important to verify when the nightly backups were made and that it is restorable in case you ever need it to restore files from it.

A successful backup report will include these lines:

```
=====
Microlite BackupEDGE Data Archiving System    Unattended Backup Summary
=====
{{
Backup Type [Status] = Master [PASSED!]
Verify Type [Status] = Level-2 (Bit) [PASSED!]
}}
```

If you do not receive the report on the printer, or the report displays Error messages, or the report does not display the "PASSED!" on each Status line, contact Datatron Support immediately.

The DVDs do not last forever. You will need to replace them from time to time. You may purchase them from Datatron or your local computer supply store.

## How to run a backup manually:

If you wish to run a backup manually during the day for any reason, you may.  
Simply left arrow to the "DOT" and type:

**EDGE**

Follow the printed instructions that include turning your CAPS-Lock Off to type in the system root password.

When the backup has completed, a report will print to your defined printer the same way it does at night.

## **Notification:**

**If you do not understand everything clearly or if you even suspect something is not working properly it is your sole responsibility to resolve the problem. To assist in this you may contact us for an explanation and/or possible assistance, but the sole responsibility for backups is yours !**

**There is also absolutely no substitute for off-site backups !** A fireproof safe simply means that the interior of the safe will not get so hot that paper spontaneously combusts (that is at something like 700 degrees) ! Your DVDs will be destroyed at under 200 degrees. Plus what about a tornado, flood (we have had that happen too!), theft, famine, pestilence, etc? You simply **MUST** be no more than one-week behind with off-site backups, so keep **ALL** of your Wednesday DVDs, at home. While it is probably overkill, many users keep all of their backup tapes off-site.

## **REMEMBER, IT IS YOUR RESPONSIBILITY TO:**

- **Change the backup DVDs daily!**
- **Check the backup results!**
- **Store the Wednesday DVDs off-site!**
- **Contact Datatron Support if ANY questions or problems!**

**IF YOU HAVE NOT DONE THIS AND YOU NEED TO RESTORE FILES FROM THE NIGHTLY BACKUP, YOU WILL EITHER HAVE TO MANUALLY REENTER ALL TRANSACTION SINCE YOUR LAST NIGHTLY BACKUP OR POSSIBLY LOSE ALL OF YOUR DATA !!**

**If you have made and stored your DVDs properly, the process is usually relatively painless!!**