



## ANANGU EDUCATION SERVICES

( Ernabella Office )

**FS 1 BACKUP**

**DATE: 23/1/04**

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### BACKUP PROCESS

Schools have put in considerable time and effort into entering data onto the system and the issue of backing up this irreplaceable work is a vital one. If nothing has been done to date with backing up your work, then hopefully these notes will set you off in the right direction. Other schools who have developed a routine for backing up may find these notes of use to confirm what you are doing or to clarify why you do some steps.

#### Backup of EDSAS data from CD ROM

- Please ensure you have 5 CD RW's and clearly label them Monday, Tuesday, Wednesday, Thursday and Friday.
- Rotate the CD – RW's by using the correct CD for each day.
- Once the backup process has been completed – take the CD – RW **offsite**.
- Rotating CD's will ensure that if a particular CD fails to copy or restore the data you have the previous day's data available for restore.
- A backup batch file has been created to copy at least your EDSAS and School (Finbak) data onto a CD.
  1. Insert the correct day's CD –RW into the CD rom drive
  2. Double click on the Backup icon on the Desktop to run the backup script.
  3. Follow the prompts. If asked if the School directory is a file or directory select D for directory.
  4. Remove the CD RW and store **off site**.

## **Backup of Curriculum and EDSAS data from File Server**

### **The Backup Process**

- Backup of the File Server is an automatic process that occurs each weeknight. The process begins by running the scheduled backup and then verifying the backup was successful.
- The backup program can be set to backup any or all the files on your server. It can also be set to backup any data on a workstation on the network, provided that workstation is turned on.
- The EDSAS Finance data is located on your main Administration workstation and not on the Server. This means the workstation will need to remain on. You will need to close all your documents and lock the workstation. You can lock your workstation by pressing CTRL + ALT + DEL and selecting Lock Computer.

### **Backup Tapes**

- The tapes you have received should be clearly labeled MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY.
- After removing the tape used for any one night, place the next night's tape into the tape drive ready for that night's backup. Each daily tape should also be taken off site until the next backup is successfully completed.

### **How to Prepare for Backup**

- All users at all Workstations must be logged off at the end of the day.
- Files that are left open will not be backed up.
- The File Server needs to be left on.
- Ensure that a backup tape has been inserted into the tape drive.
- It is good practice, first thing in the day, to check the backup log and change tapes for the next day and to record this on a backup log sheet.

## **Inserting and Ejecting a Backup Tape**

There are several types of backup tapes in use at the present time, but in general, the following information applies.

- The metal part of the tape is at the bottom.
- Insert the tape into the drive and push firmly at the end until you hear click. A small lug pops up on the left of the tape to hold the tape in.
- Some whirring begins on the tape for a short while and the orange light is illuminated as the tape engages.
- • When the whirring stops the orange light also stops flashing and the unit is ready for the next backup.

### **To Eject a Backup Tape**

- Pull the tape evenly and firmly out of the unit.
  - Some units have a button that needs to be pressed - the tape will then be ejected.
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