

Data Backup Manager Setup Guide: 08/16/10

I. INTRODUCTION

NOTE: Setup Guide is still in DRAFT status, check www.mymemberdata.com for updates

This program is intended to provide a means to easily backup your most important files and save countless hours or damage done when important files are lost. The process utilizes MS Access and an open source (free to use) software program 7-zip (www.7-zip.org). The DataBackupMgr folder will contain all the files necessary to complete this process. Within this folder is a file named 7za.exe, this is 7-zip's stand alone executable that makes compressing and extracting possible with a click of a button.

This program provides the user with the capability to create 10 unique backups. Sometimes you may want to back up all of them but often times we find ourselves working in one area and only need to backup those related files. Also included is the capability to restore each of the 10 backups.

Caution should be used with RESTORE. The data of the last backup is recorded and you will be restoring your backed up data to that date. The program will prompt you with "Are You Sure?". An important note here is the program will make a copy of your last backup BEFORE creating a new one. This way you will always have the most recent backup as well as the one prior.

The backup process is as follows and is identical for each of the 10 provided and for each of these 10 there is a unique **BackupA.bat thru BackupJ.bat batch files that MUST be configured prior to backing up any data, without the proper configuration they will not work:**

- 1) The program will first delete the prior backup (BackupAp.zip), note the "p" in the file name designating it as the previous backup.
- 2) The program will then "Rename" the last backup to the just deleted BackupAp.zip so we now have the previous backup saved.
- 3) The folder and/or files to be backed up are now compressed to a named ZIP file, for this program they are named BackupA.zip thru BackupJ.zip.
- 4) During the compression and creation of the BackupA.zip, the actual location of the backup file is designated by you the user when setting up the batch files. The location for these backup files should be another physical hard drive. This can be a flash drive (USB), an external hard drive or perhaps another computer on your network.

Note, if backing up to another computer you will need to "Map a Network Drive" so you can assign a letter that the program can see. This can usually be done viewing My Computer using the Tools on the File Menu Bar, or with Vista and Windows 7 you can right click My Computer and setup a mapped drive.

The RESTORE process is just the reverse and the Restore Batch files (i.e. RestoreA.bat) needs to be configured to MATCH the BackupA.bat location.

Clicking on Restore will simply Extract the BackupA.zip files to the location they were when they were last backed up.

The program also has the capability to backup your files to an "Off site/Online ftp server", in order to utilize this feature, ftp files are required. Note

FTP FILES ARE NOT PROVIDED WITH THE PROGRAM, CONTACT BAAC, Inc.

BAAC, Inc. pays an annual fee for our ftp server, if you would like to utilize this off-site, on line capability there is an annual fee associated with this capability to cover our expense as well as setup time. Utilizing the off site backup will also limit each of the 10 zip files to a maximum of 25 Mega Bytes, that equals about 250 Mega Bytes of actual files sizes. Having 10 unique backups provides a total of over 2.5 Gigabytes of backup capability. Also you can mix and match backups, some local, some off site if desired.

a) Installing/Running the Program:

Note, the backup function WILL NOT WORK if a file being backed up is IN USE. Close any programs that are being backed up. Note, it will not damage the files, 7-zip will not compress a file in use and ignores it with an error message. The backup process can be quite fast so many times you may not see this message.

The file that opens the program is **C:\DataBackupMgr\Backup.mde**. Open this file to Launch the Program.

NOTE: You can create a shortcut to this file on the desktop

You can configure up to 10 unique backups. For each of these 10, enter the computer name (this is information only so you know which computer is being backed up). Then enter what is being backed up. For example, using Backup A:

Computer Name: **Front Desk**
User Description: **My Documents Folder**

Another Example for Backup B:

Computer Name: **Karla**
User Description: **.qbw file (Quickbooks data)**

BEFORE you can actually run the Backup/Restore functions, the Batch Files must be configured.

The batch files are also located in **C:\DataBackupMgr** folder and are named **BackupA.bat – BackupJ.bat** and **RestoreA.bat – RestoreB.bat**.

Also included are batch files for Off Site Backups, these will apply ONLY if you are utilizing an ftp server. See section d) for more information on Off Site Backups.

b) Setting up the BackupA.bat – BackupJ.bat files:

- 1) Open the BackupA.bat file by Going to C:\DataBackupMgr by RIGHT CLICKING the file and select Edit.
- 2) You will see the following:

```
del [Enter Path for Backup Location]\BackupAp.zip  
rename [Enter Path for Backup Location]\BackupA.zip BackupAp.zip  
cd C:\DataBackupMgr  
7za.exe a [Enter Path for Backup Location] \BackupA.zip [Enter Directory Path to Backup]
```

Edit all the blue [Enter Path for Backup Location]

- 1) First Line is the location you have designated to put the backupA.zip file
- 2) Second line will be the same path as the first line
- 3) Third line, leave as is
- 4) Fourth Line, enter first the path of the backup location, often the same as the first and second line, then at the end enter the file(s) to back up, NOTE if you are backing up an entire folder, finish the path with *.

Example:

```
del E:\Backup\BackupAp.zip  
rename E:\Backup\BackupA.zip BackupAp.zip  
cd C:\DataBackupMgr  
7za.exe a E:\Backup\BackupA.zip C:\AssocMgr\01_Development\01_ProgramSale\OnlineSales\*
```

Repeat the above for the remaining 9 backup configurations.

c) Setting up the RestoreA.bat – RestoreJ.bat files:

Go to C:\DataBackupMgr and RIGHT click the RestoreA.bat, then click Edit.
You will see the following:

```
cd C:\DataBackupMgr
7za.exe x [Enter Path to backup where backup is located]\BackupA.zip -o[Enter Path where to restore the files, same as backup]
```

Edit the blue [Enter Path.....]

First line, leave as is

Second line, enter the path where the backup zip file is located (this will be the same as the location entered in the Backup batch file, then enter the location of where to restore the files (also the same as the backup batch file).

WARNING, When restoring, all destination files will be REPLACED.

Example:

```
cd C:\DataBackupMgr
7za.exe x E:\Backup\BackupA.zip -oC:\AssocMgr\01_Development\01_ProgramSale\OnlineSales
```

Note you do not need the “*” at the end of the “where to restore to” path as you did with the Backup batch file.

You can now repeat the above procedure for the remaining Restore Batch files.

d) Backing up and Restoring to an ftp server (off-site/on-line):

When using the off site capability, all ZIP files (BackupA.zip) are created within the DataBackupMgr folder, then they are transferred to the secure ftp server. You would edit OffsiteBackupA.bat – OffsiteBackupJ.bat and OffsiteRestoreA.bat – OffsiteRestoreJ.bat the same way you configure the on site backup batch files.

The transfer to the ftp server requires a file that is provided by BAAC, Inc. that allows the ftp command to be executed. BAAC, Inc. needs to first create a unique folder (location) on the ftp server before the user can utilize this feature. The user will always have the capability to restore their data from the server at any time.

Limit backup zip files to 25MB, typically 250 MB of files (speed of upload), by having 10 unique backups, the program then provides the ability to upload up to 2.5 Giga Bytes of actual data

FTP FILES ARE NOT PROVIDED WITH THE PROGRAM, USING BAAC, Inc.’s FTP SERVER REQUIRES AN ANNUAL SUBSCRIPTION FEE OR USING YOUR FTP SERVER, ASSISTANCE WILL BE PROVIDED FOR A FEE TO ASSIST YOU IN THE CREATION FOR THESE FILES

Backing up to another physical drive would have no limits except be limited by the size of the actual external device. You can also have some backups be local and designate only certain ones to be off site.

Large Video files like full length movies should not be backed up on line due to their potential size, rather use an external hard drive, large capacity flash drive or another computer in a network environment

Product Code: Data Backup Manager

Data Backup Manager user materials were designed for *Data Backup Manager* software running on an IBM compatible personal computer with Microsoft Access 2000, 2002 (XP), 2003 or 2007. The software was designed to run standalone or in a multiple user configuration on a network.

This User Guide was designed and developed by *Ron Oimoen* of BAAC, Inc., PO Box 1718., Tavares, Florida, 32778.

These materials, including the User Guide, data media, and any class exercise handouts or portion thereof, may not be reproduced or transferred to any other media, electronic or otherwise, in any form, without written permission of BAAC, Inc..

Product names mentioned in this document are the registered trademarks of their respective organizations.

While BAAC, Inc. is committed to the accuracy and quality of its products and curriculum, all materials including the software are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose.