

# Fast Class File

## Client Data System

---

### Volume 100: Database Backup

The simple backup process discussed in this Fast Class will make a restoration of your CDS data possible in the event of data loss or corruption.

#### **Database Backup Guidelines**

Regular backups of CDS should be performed on a daily basis. At the very least, CDS backups should be performed weekly.

In addition to regular backups, a backup should be made **before** importing data into CDS or performing other regular database maintenance such as a database rebuild.

#### **Required Backup**

***It is essential to perform a backup before upgrading CDS or upgrading your operating system.***

#### **Backup Media**

There are a number of different forms of secure media that backup copies of CDS data can be stored on -

- CD-R and CD-RW disks
- DVD±R and DVD±RW
- Zip® and Jaz® disks
- Tape backup

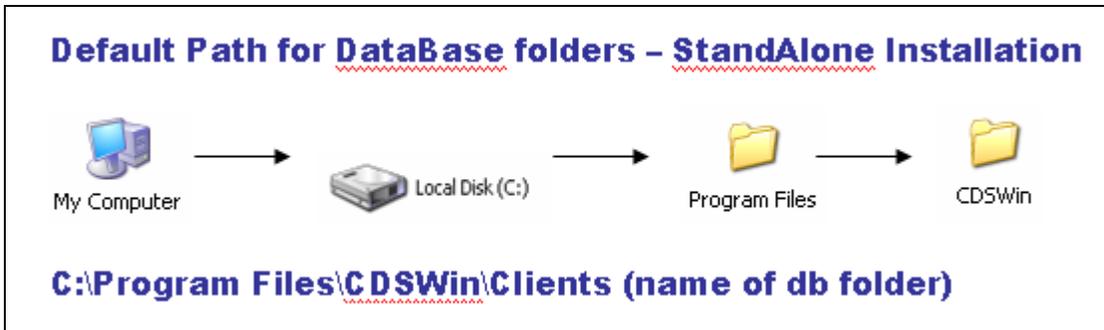
The media used will depend largely on personal preference and needs. Whatever media is selected, the processing of finding and copying the necessary files is essentially the same.

There are two ways to make a backup of CDS: From a CDS StandAlone version, and from a CDS Network version.

#### **To Perform a CDS Backup from a StandAlone Installation:**

*Note: Before performing a backup, all users must be logged out of CDS.*

- Make sure the **Sybase** engine is shut down. From a **StandAlone** version, the Sybase engine will automatically shut down at logout.
- Logout of **CDS**.
- Click the **My Computer** icon on the desktop.
- Click on the **C Drive**.
- Next, click on the **Program Files** folder.
- Copy and paste the **CDSWin** folder onto your desktop.



**Figure 1: Default Path for Database folders: StandAlone Installation.**

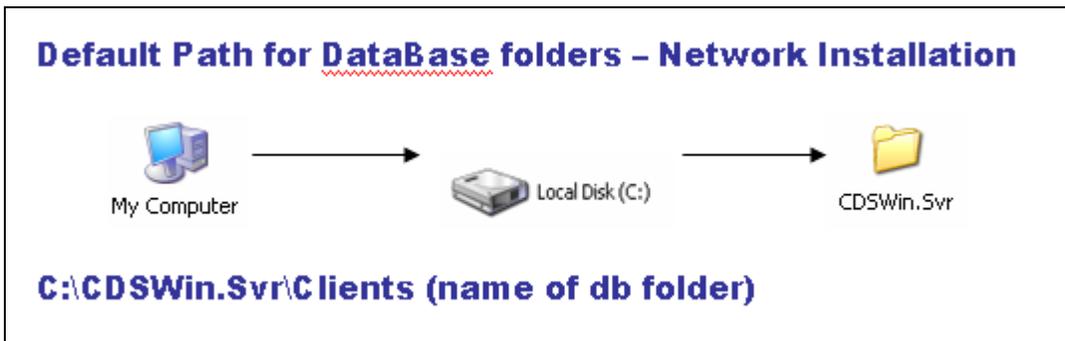
*Note: The CDSWin folder contains the databases required to make a backup of your CDS data. It also contains the Sysdata folder, which is essential to perform a successful backup.*

- Open the form of media that you'll be making a copy to (examples: CD-R or CD-RW disks /DVD±R or DVD±RW disks/Zip or Jaz disks/Tape backup)
- From the desktop, select the **CDSWin** folder.
- Copy and paste the **CDSWin** folder onto your desired form of media.

**To Perform a CDS Backup from a Network Installation:**

*Note: Before performing a backup, all users must be logged out of CDS.*

- While logged onto CDS, make sure the Sybase engine is shut down.
- On the server, locate the **SQL** icon in the tray (by the clock in the right-hand corner of the main screen.)
- Right click on the **SQL** icon for a pop-up menu.
- Select **Exit**.
- When the **SQL** icon disappears, the engine has been shut down and it is safe to perform the backup.
- Logout of **CDS**.
- Click the **My Computer** icon on the desktop.
- Click on the **C Drive**.
- Copy and paste the **CDSWin.Svr** folder onto your desktop.



**Figure 2: Default Path for Database folders: Network Installation.**

*Note: The CDSWin.Svr folder contains the databases required to make a backup of your CDS data. It also contains the Sysdata folder, which is essential to perform a successful backup.*

- Open the form of media that you'll be making a copy to (*examples: CD-R or CD-RW disks /DVD+R or DVD+RW disks/Zip or Jaz disks/Tape backup*)
- From the desktop, select the **CDSWin.Svr** folder.
- Copy and paste the **CDSWin.Svr** folder onto your desired form of media.

**Store the backup copy of your data in a secure location.**

Keep the backup copies of your data in a safe place. Be sure to store each daily and weekly backup in the same location so that the backup can be found easily should the need arise. For extra security, you may wish to store CDS Backups at an offsite location.