DATA BACKUP REQUIREMENTS MEDIA SUITE^{sql}

Revised: 19/05/2016

This refers to Media Suite^{sql} V2 and V3 (previous versions are <u>not</u> supported).

This document refers to Media Suite^{sql} only
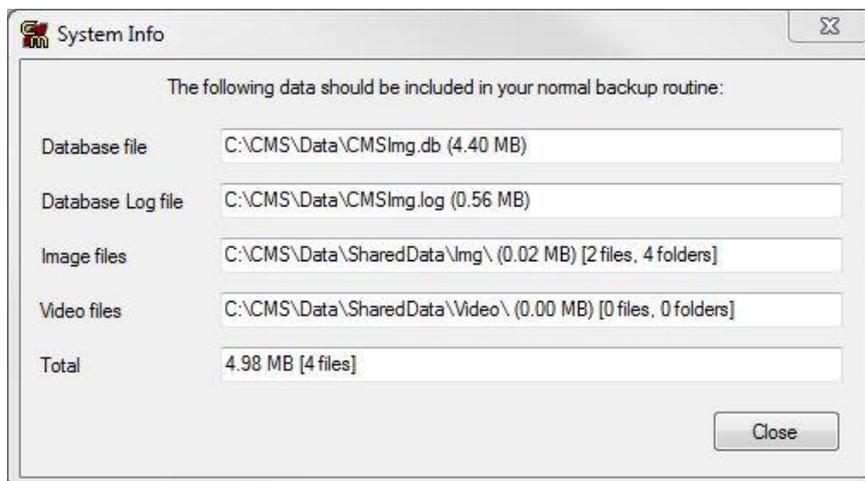
1. DATA

The following data should be backed up on a <u>daily basis</u>.

- CMSImg.db and CMSImg.log
- Images and Video Folders

1.1. You can verify the location of your data by proceeding as follows:

Start up your Centaur Media Suite software and click on the **Help** menu and then **Display System Info** and the data locations will be displayed.

Please be aware: If the System Info is viewed from a client computer the paths listed are relative to the Server computer.

1.2. "%Data Drive%\CSAdmin" Folder

This folder is used as a storage and working area. These will contain *"maintenance backups"* (eg: YYYYMMDD backups of the CMSImg.db and CMSImg.log). The importance of this data should not be underestimated (i.e. it is not current working data but we can use this data to fix the current database file if it becomes damaged due to hardware failure or similar, *in this instance it becomes crucial).*

Existing practices may have CSAdmin folders on different drives/partitions. If so they should be combined into the one CSAdmin folder.
Your technician should always consult with us before installing a new server or changing the existing servers hard drive (or similar), so we can ensure that the "maintenance backups" are transferred to the new server (not just the current data).

2. AUTOMATED BACKUP ROUTINES

If a scheduled backup is used then the practice should be aware that the Server Computer <u>must be left on overnight</u> and the backup should begin after the Sybase Database engine shuts down (usually 23:45). The Sybase Database engine must be shutdown or your data files will not backup correctly.

2.1. Check the Shutdown Time of the Sybase Database Engine (32 bit and 64 bit).

2.1.1. ODBC Data Source Administrator (32 bit computers).
a) Working on the Server, click on START => type in RUN press enter => type in ODBCAD32 and click OK.

2.1.2. ODBC Data Source Administrator (64 bit computers).
   a) Working on the Server, navigate to the following location with Windows Explorer:
      C:\Windows\SysWOW64\
   b) In this folder find the "odbcad32.exe" executable file and double click on it. This will open the ODBC Data Source Administrator window.

2.1.3. ODBC Data Source Administrator (Both 32 and 64 bit computers).
   a) Working within the ODBC Data Source Administrator window => click on the System DSN tab => select the CMSImg data source from the list => click the Configure button on the right.
   b) Working within the ODBC Configuration for SQL Anywhere window select the Login tab. At the bottom of this tab is the Start Line parameter:

   Example Start Line:
   C:\Sybase12\SQL Anywhere 12\bin32\dbsrv12.exe -tq 23:45 -c 15% -os 524288 -o "C:\CMS\LogFiles\ASA_EngLog_(CMSImg).txt"

   c) Look for the -tq switch (i.e. -tq 23:45). This is the time that the Sybase Database service (engine) will shutdown. IMPORTANT: Be sure to click the CANCEL button at the bottom of the ODBC Configuration for SQL Anywhere window after checking this setting.

   If the -tq switch doesn't exist, immediately call Centaur Software for assistance.

3. WORKSTATION DATA (CLIENT COMPUTERS)

We need to bring to your attention the importance of backing up your workstation (client computer) data correctly.

It's not always best to assume that data saved on any computer in the practice will be backed up. Some applications will only save the data on the computer you're working on and not on the server. One example of this is Microsoft Outlook. By default it will save all your emails sent and received on the computer you view them from. Saved data won't be backed up unless you specifically indicate that you want those files backed up in the backup software.

If you're unsure, please check with your computer technician and/or the appropriate software vendor.

End of Document