

Lesson 3 – Database Backup/Restore

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Overview

As with any computer program that archives data, backing up your data is essential to recovery in case of any unfortunate circumstances. Data loss or corruption can occur in many ways such as:

- Power loss
- Hard disk failure
- Computer failure
- Data entry issues
- Disaster (fire, flood, tornado, etc.)

To ensure that recovery time is minimized, you should backup your data as often as you can.

Automated Backup

Each time a user exits '**bob**' he/she is asked to backup the database.

Backup

When a *Database Backup* is requested the following takes place:

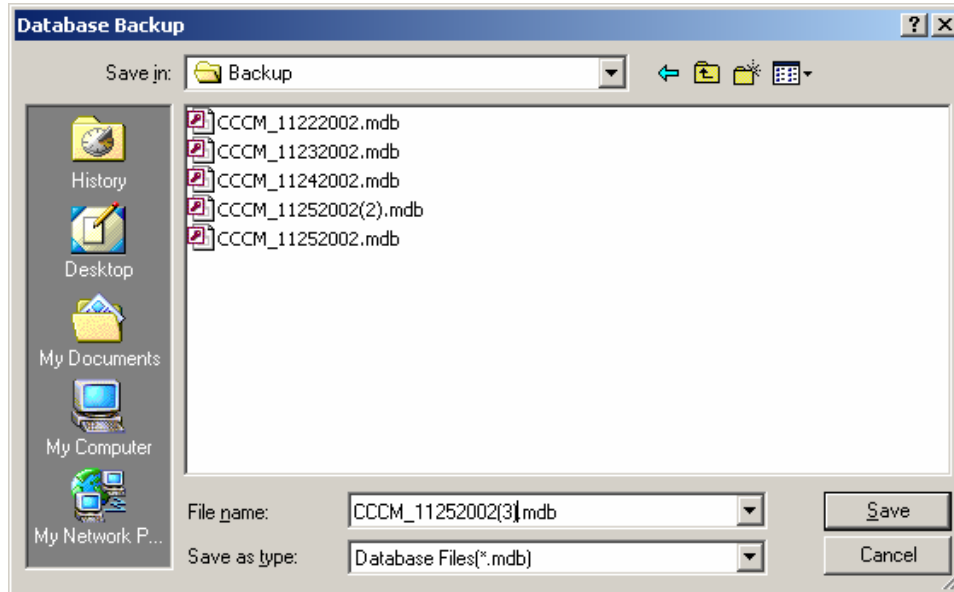
1. The program creates a suggested filename as 'CCCM_' plus the current data in mmddyyyy format.
2. The *Database Backup* screen is displayed showing the suggested filename.
 - a. All previous backup files (if saved to the backup folder) are displayed
 - b. You can change the filename as required
 - Possibly to save multiple backup files for one day such as in the graphic example on the next page.
3. Click *Save* to copy the active database to the designated filename.

The speed at which the backup file is created is dependant on the speed of your computer and the size of the active database. In general the process should not take more than 1 minute.

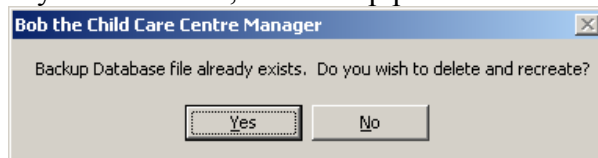
Database Backup dialog screen

- Lists all backup files in the Backup folder.
- Suggests a filename that you can modify to suit your needs.

'bob' the Child Care Centre Manager



If the filename you have entered already exists, a message is displayed.
If you answer *No*, the backup process is terminated.



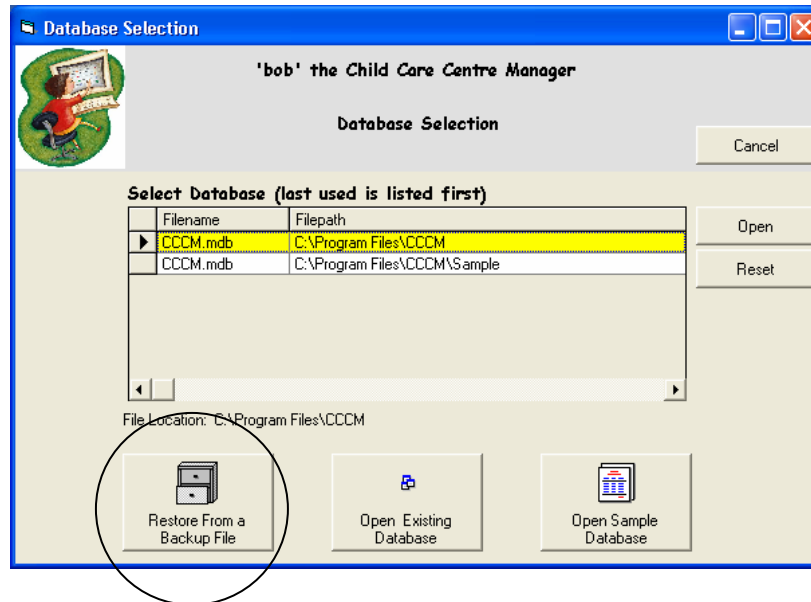
Upon successful completion of the backup process, a message is displayed stating the location of the new backup file.



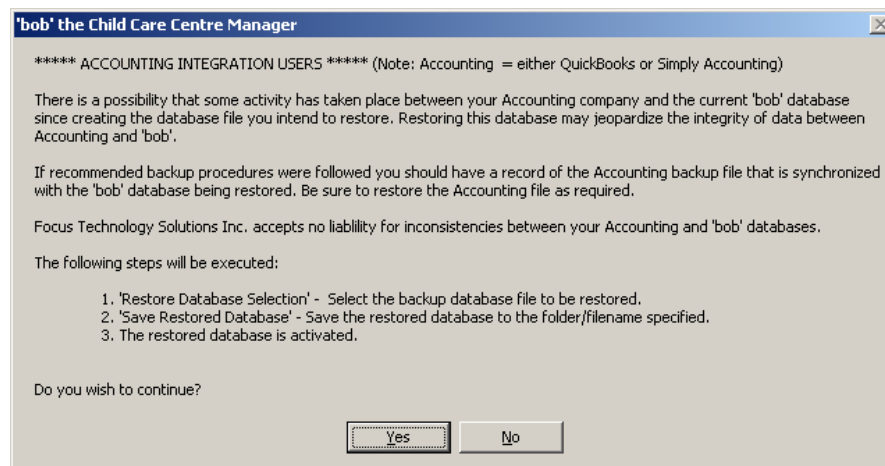
'bob' the Child Care Centre Manager

Restore

When the *Select Database* dialog is displayed, one of the options available to you is the *Restore From a Backup File*. Press this button to begin the restore process.



If Accounting Integration is active, the following dialog will be displayed. Heed the warning and make sure you restore your backup copy of Quickbooks to ensure synchronization between the applications.

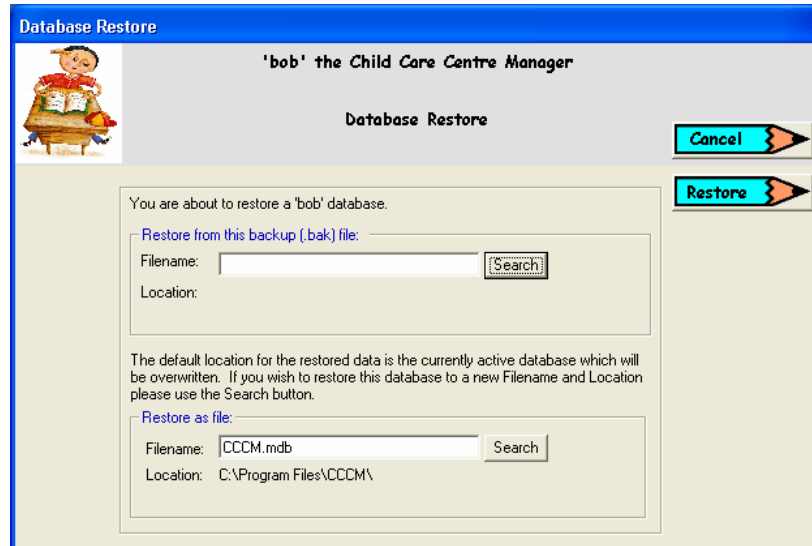


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Specifying the *Restore From* and *Restore To* filenames.

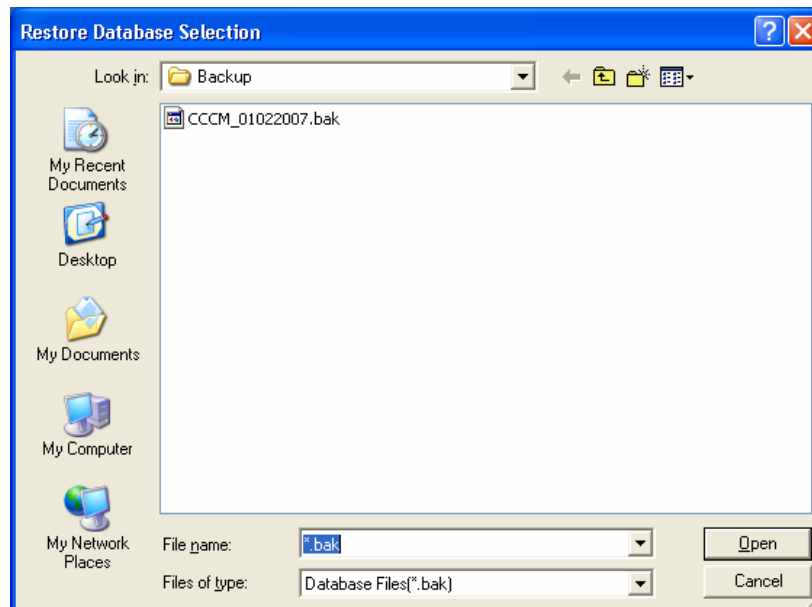
The first screen to appear in the restore process is the *Database Restore* screen. There are two sections to this screen:

1. Identify *where* the file is being restored *from*.
2. Identify *where* the file is being restore *to*.



The first frame is to identify where the file is being restored *from*.

1. Press the *Search* button
2. Select the appropriate file from the c:\Program Files\CCCM\Backup folder.
3. Press *Open* button to accept the filename.

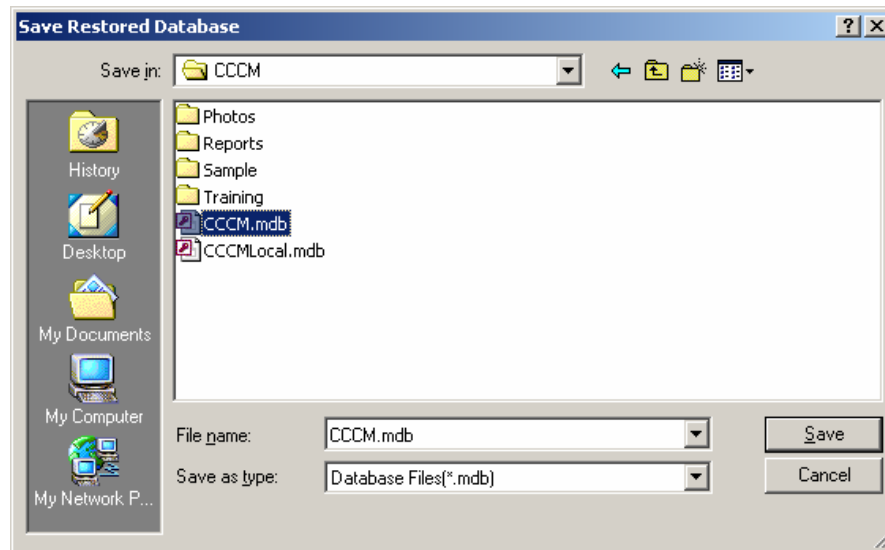


'bob' the Child Care Centre Manager

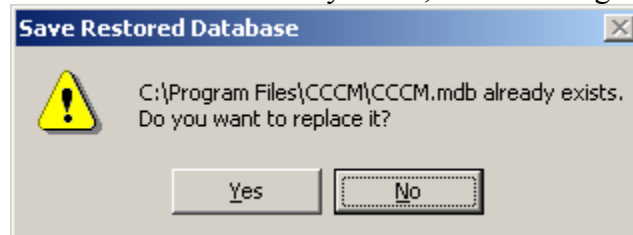
The second frame is to identify where the file is being restored *to*.

1. If you wish to create a new master instead of overwriting the original, enter a new name.
2. Otherwise, press the *Search* button
3. Select the appropriate file from the c:\Program Files\CCCM\ folder.
4. Press *Save* button to accept the filename.

NOTE: The CCCMLocal.mdb is a reserved database used as a workspace for various functions of 'bob'. If you select this filename as the restore *to* destination, an error will be displayed and you will be asked to reselect.



If the selected file already exists, the following dialog is displayed:

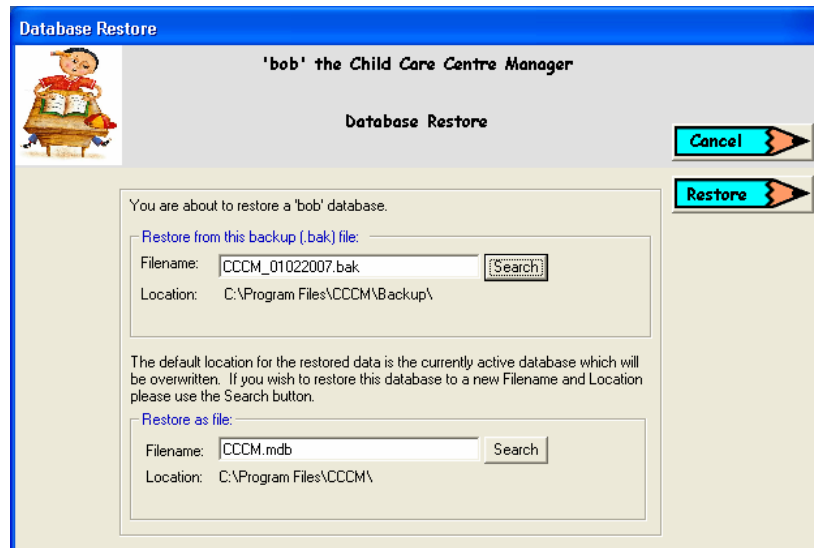


If you answer *No* the dialog remains open so that you can select or enter another filename.

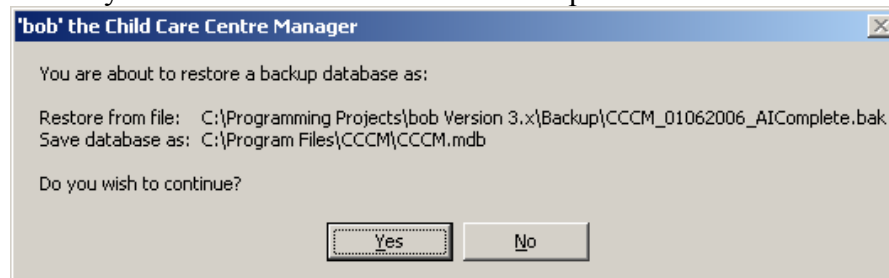
Otherwise, the filename is accepted and the dialog is closed.

'bob' the Child Care Centre Manager

When ready, press the *Restore* button to execute the restoration.

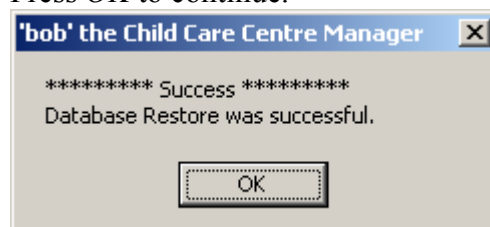


The following dialog is displayed after pressing *Restore*:
This is your last chance to abort the restore process.



Upon completion of the restoration, the following *Success* message is displayed.

Press *OK* to continue.



'bob' will continue to load normal startup routines.....

'bob' the Child Care Centre Manager

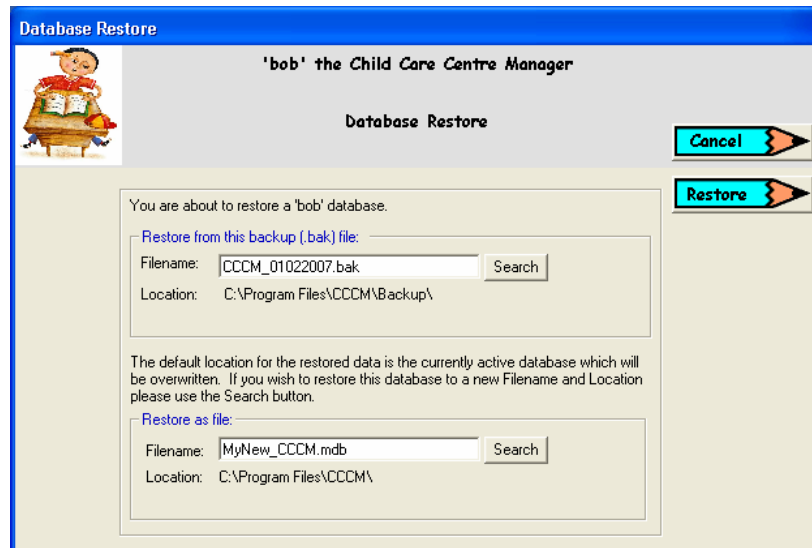
Restoring to a New Master Database

During the *Restore* procedure, simply enter a new *filename* in the *Restore as file* text box.

The name entered will be the new name of the database being restored.

Note:

If you are restoring a master database, this will be the new master's database name that will appear in the *Database Selection* grid at startup.

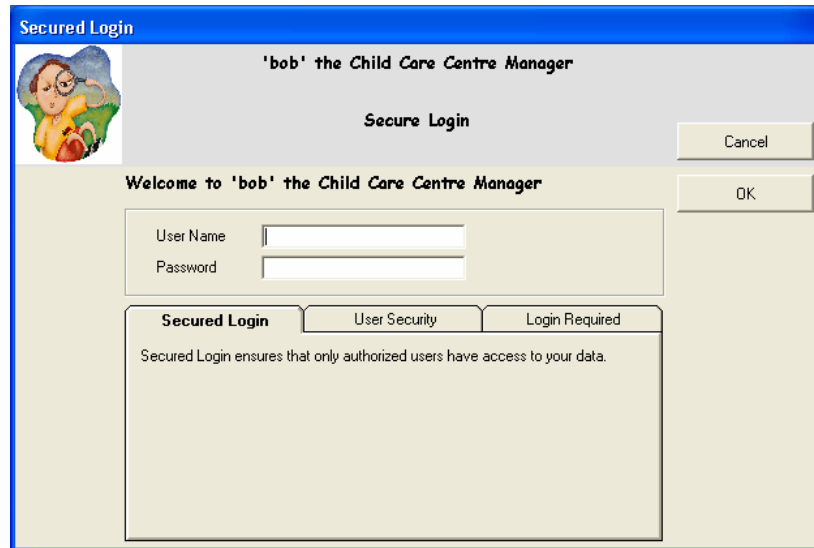


The screenshot shows a 'Database Restore' dialog box for the application 'bob' the Child Care Centre Manager. The dialog has a blue title bar and a light gray background. On the left, there is a small cartoon illustration of a child sitting at a desk with books. The main area contains the following text and controls:

- Header: 'bob' the Child Care Centre Manager
- Section: Database Restore
- Buttons: 'Cancel' and 'Restore' (both with pencil icons)
- Text: 'You are about to restore a 'bob' database.'
- Section: Restore from this backup (.bak) file:
 - Filename: CCCM_01022007.bak
 - Location: C:\Program Files\CCCM\Backup\
 - Search button
- Text: 'The default location for the restored data is the currently active database which will be overwritten. If you wish to restore this database to a new Filename and Location please use the Search button.'
- Section: Restore as file:
 - Filename: MyNew_CCCM.mdb
 - Location: C:\Program Files\CCCM\
 - Search button

'bob' the Child Care Centre Manager

Immediately after the *Save* key is pressed, then *Secured Login* screen appears. Continue as usual to initialize the restored database.



The next time you start 'bob', the newly restored database will be set as the first available database in the *Database Selection* startup grid.

