

Backing up EBis using the "EBis Backup" Utility

Pre-Requisites

- 1) This must be installed on the computer that has the EBis 3 database and SQL Server installed.
- 2) Microsoft .NET Framework 2.0 must be installed.
- 3) This utility works with SQL 2005 and 2008. If you have SQL 2000, please upgrade to SQL 2008.
- 4) Must be logged into a Windows user account that can read/write to the system registry.
- 5) The computer must be left on at the time specified for the backup to run. If the computer is turned off before or during the backup, the backup will not be run for that day.
- 6) If there are errors during running the backup, you may need to install the "SQL Server 2008 Management Objects", which can be downloaded here in the SQL Server 2008 Feature Pack, April 2009:
<http://www.microsoft.com/downloads/details.aspx?familyid=B33D2C78-1059-4CE2-B80D-2343C099BCB4&displaylang=en>

Step 1/3: Downloading & Installing the Backup Utility

Download the EBis Backup utility here:

<http://www.datcomedia.com/releases/ebisbackup.zip>

Run the setup.exe file to install the EBis Backup utility. If using Windows Vista or 7, right-click on the setup.exe file and select "Run as Administrator".

Step 2/3: Configuring the EBis Backup Utility:

After the EBis Backup utility is installed, to start it, go to Start Menu > Programs > EBis 3, and select "EBis Backup".

The application will start, and ask for the server information. Enter this information and press "Continue".

You can find the server name, catalog, and username by going to a computer that EBis is installed on and working properly, and go to the View menu and select "Database Connection Preferences".

For your password, try:

password!23 or password

If one of these does not work, you can find your password by going to Admin Menu > Data Admin Functions > "Show Connection String", and find the `password=` part of the text.

On the second screen, select the list of EBis user names that you want to receive messages within EBis concerning the result of the backup. This makes it easy for a user to know whether or not a backup was performed.

After double-clicking on the appropriate usernames to add them to the list on the right, press the Continue button. This will bring up a screen where you can configure:

1. The folder that the EBis backup will go to. This is normally a location on the c:\ drive.

2. An additional folder that the EBis backup will be copied to. This is normally a network drive, different hard drive (such as an external drive), or a USB key.
3. By filling in the number of days (such as 14), EBis will remove older backups automatically. This will allow a user to keep a certain number of backups, but removing older backups that are unnecessarily filling up the hard drive(s).
4. If you wish for the backup result log to be automatically opened after the backup is completed, you can check the "View log after backup runs" box.
This may not appear when in Windows 7 systems.

Once all options are checked, press the "Save" button.

Then close the application.

Note: if the backup utility has been configured properly, it will start up, and have a 10-second countdown. After the countdown, the backup process will begin.

IMPORTANT

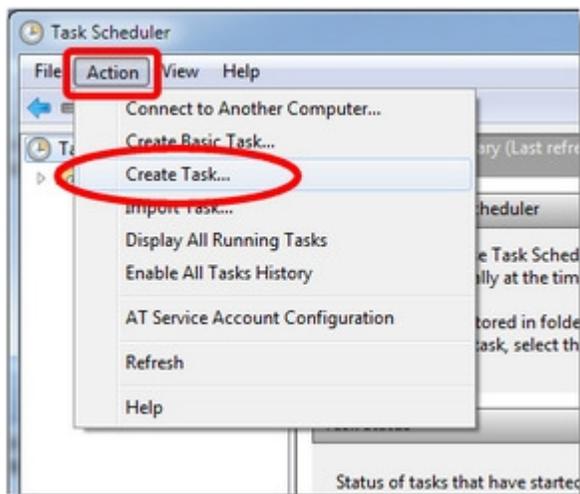
It is important to note that the users in EBis should check and make sure that they receive a message every day about the backup. If they do not receive a message, it means that there may be a problem with the backup configuration or the Scheduled Task may no longer be valid (the username or password of the Windows local computer account may have been changed, etc.).

Make sure to periodically backup the server's c:\Program Files\EBisShared folder. This contains any files or photos that are added to the various parts of EBis.

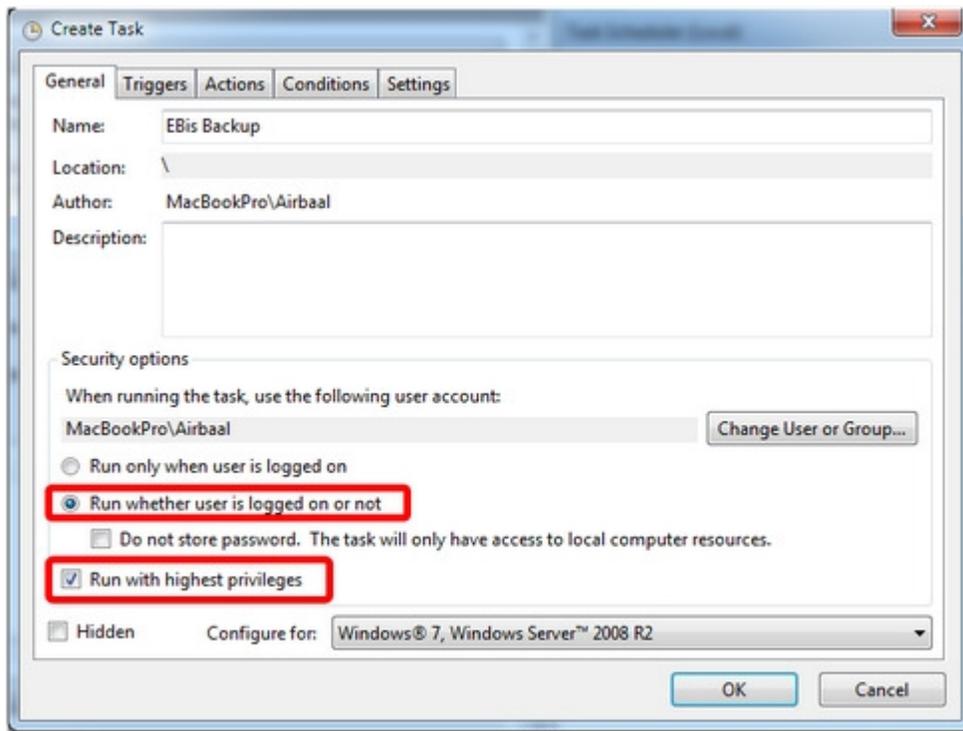
Step 3/3: Creating a Scheduled Task (Windows 7)

Go to the Task Scheduler by typing "**Task Scheduler**" in the Start Menu's "Search programs and files" field.

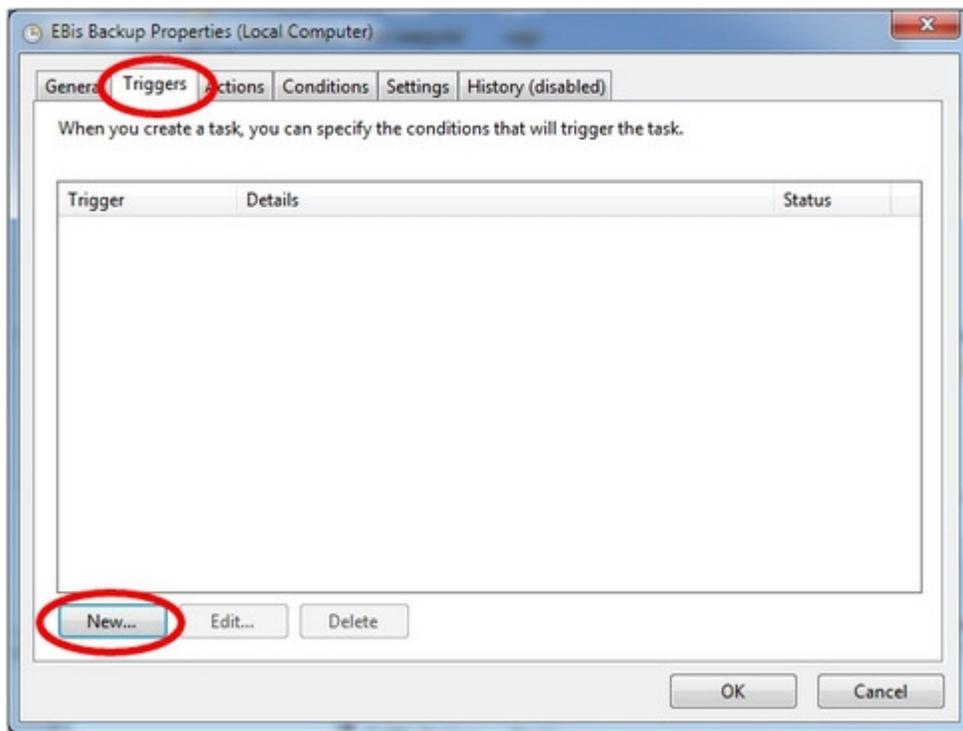
Go to Action > Create Task.



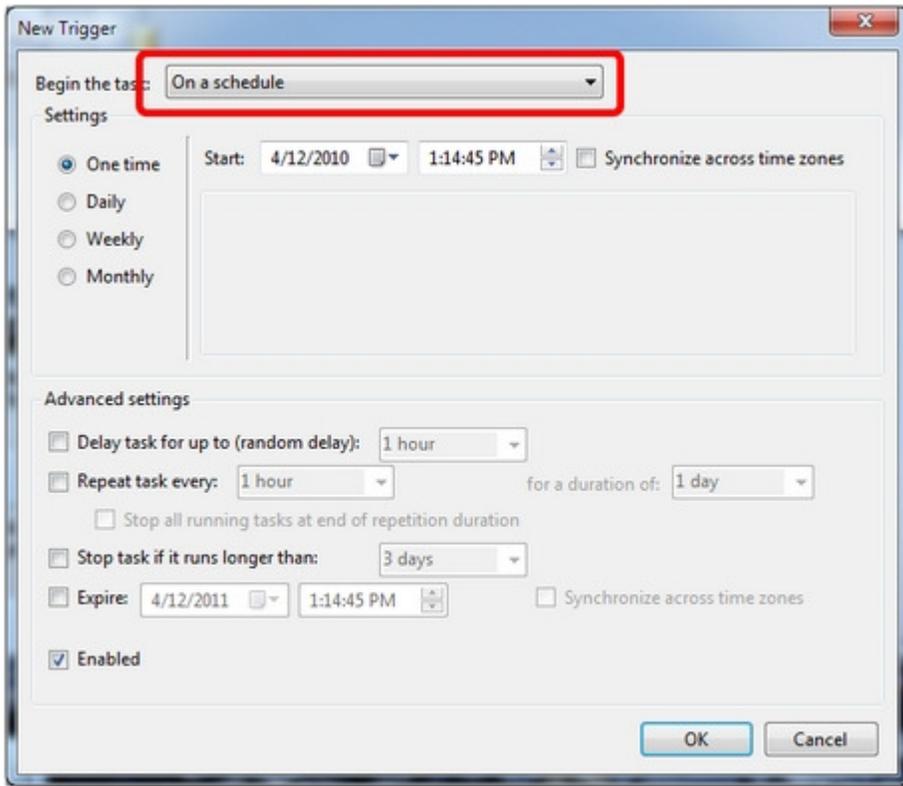
In the General tab, select the highlighted items.



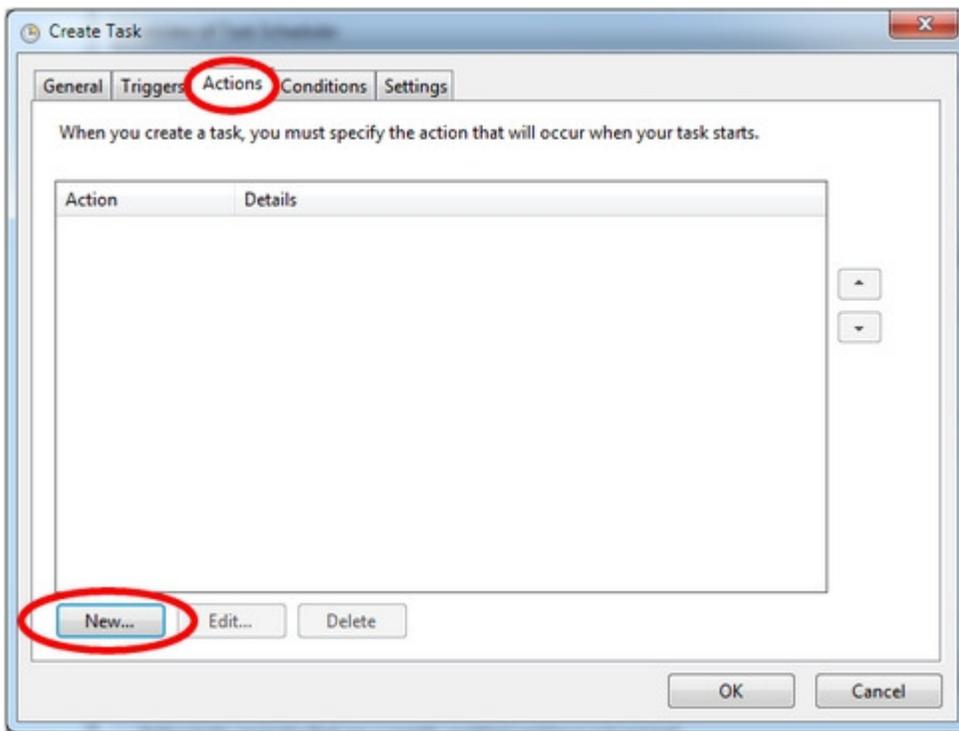
In the Triggers tab, select New.



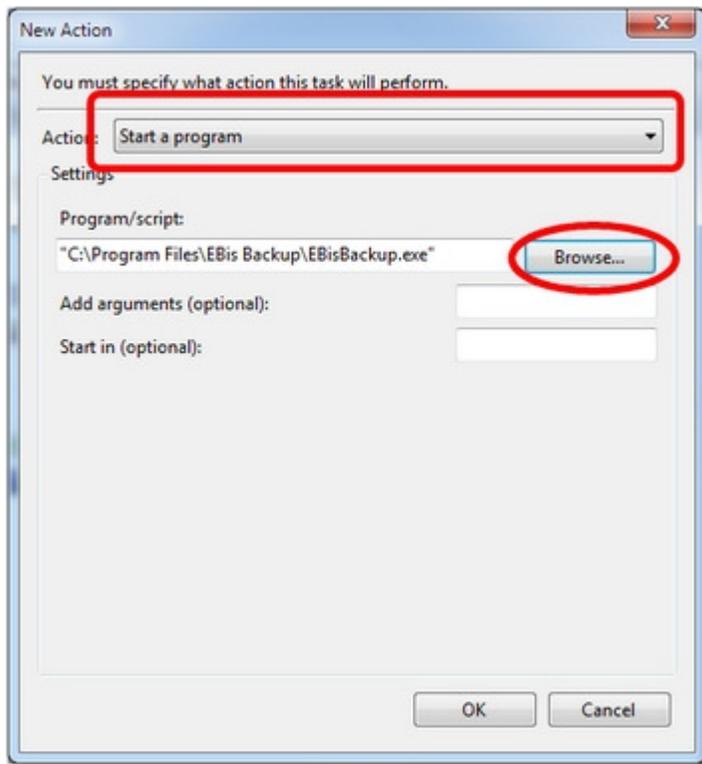
Select "On a schedule" and enter the desired schedule. Press OK when done.



In the Actions tab, select "New".



Select "Start a program" and select the EBisBackup application, which is in your c:\Program Files\EBis Backup folder. Press OK when done.



Press "OK" in the "Create Task" screen to close it. It will ask for the username/password to use. Make sure you use a username and password that is a Windows administrator.

