

BACKING UP INVU SERIES 6

SCAN WORX

Pre Requisite

- This installation should only be attempted by a skilled member IT Staff.
- The individual installing this software should be experience in installing software in a Microsoft Windows environment.
- The installation will require Administrator rights on the local machine.

Backing up Invu Series 6

BACKING UP THE SYSTEM

In order that your system data is not lost, it is recommended that regular backups take place. There are 2 main areas which need to be backed up:-

- SQL Database
- Secure Information store

This will ensure that the system can be restored if any thing untoward happens to your system. The order of backup is:

- Stop the Invu Series 6 Services
- Backup the SQL Database
- Backup the S6 folder
- Start Invu Series 6 Services

STOPPING INVU SERVICES

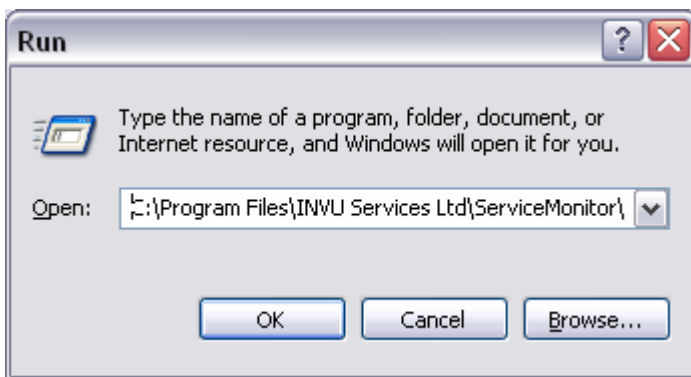
Load up invu service monitor. This can be done by:

Clicking on “Start”

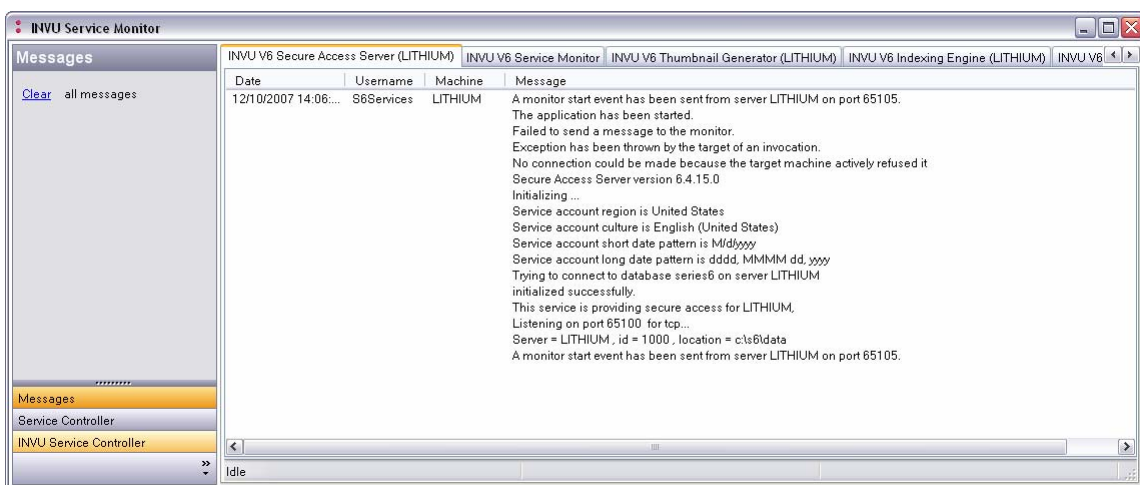
Click on “Run”

In the Run dialogue box type the following

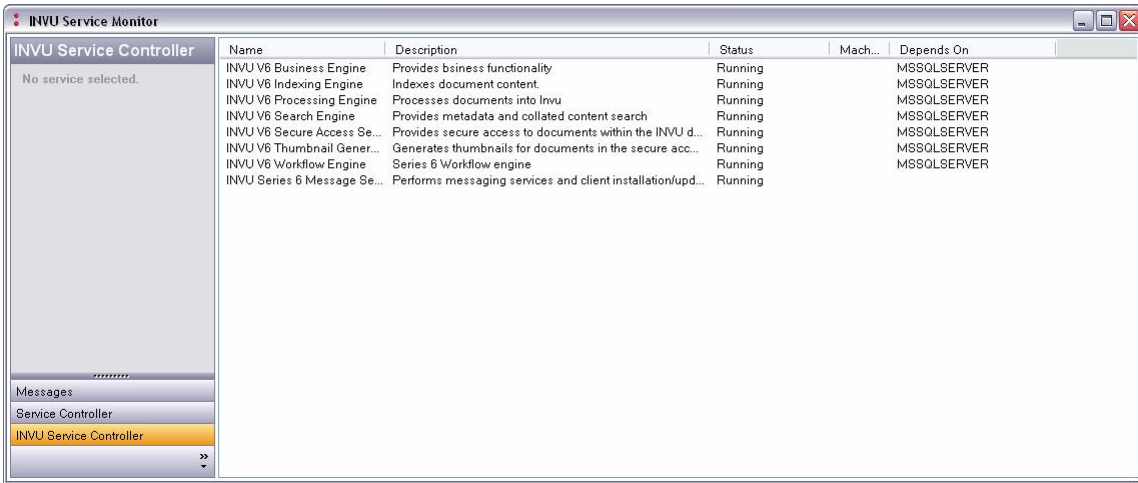
C:\Program Files\INVU Services Ltd\ServiceMonitor\INVU.Services.ServiceMonitor.exe



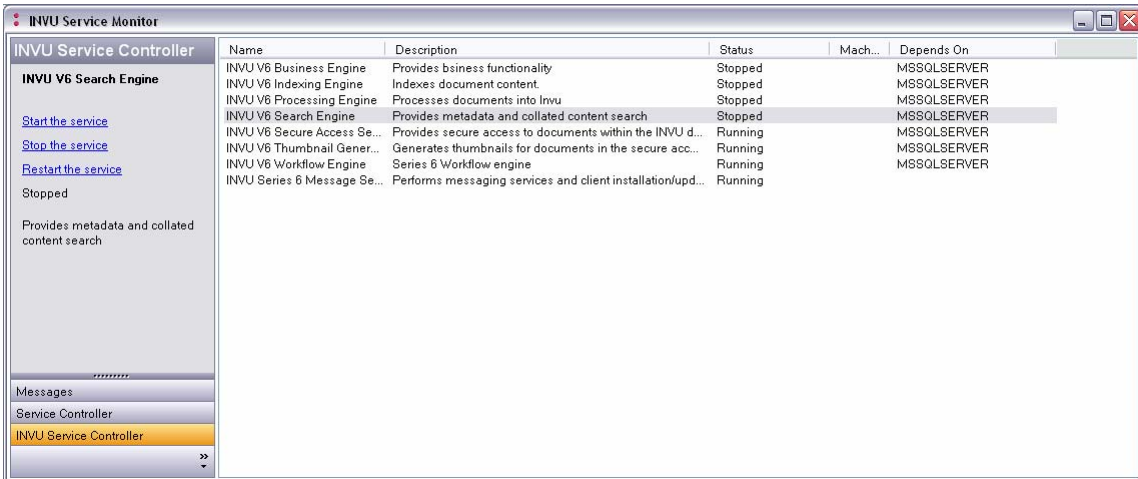
This will bring up Invu Service Monitor



Once Invu service monitor loads up click on Invu Service Controller



Select each Invu service and stop them



BACKUP ON SQL 2005 EXPRESS

NB: This should be carried out by a SQL DBA

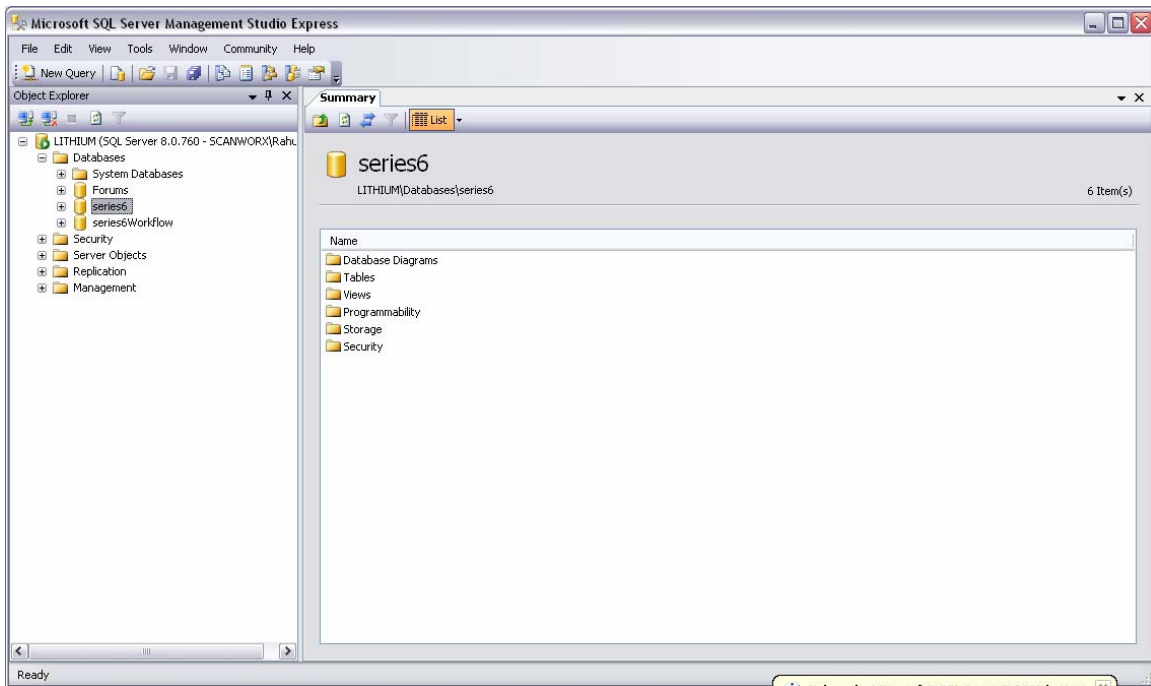
For a successfully backup the Invu database, a backup procedure will need to be created; this can be achieved by running the SQL 2005 Express backup wizard. For a full daily backup do the following:

1. Open SQL 2005 Express

2. Connect to the SQL Express database



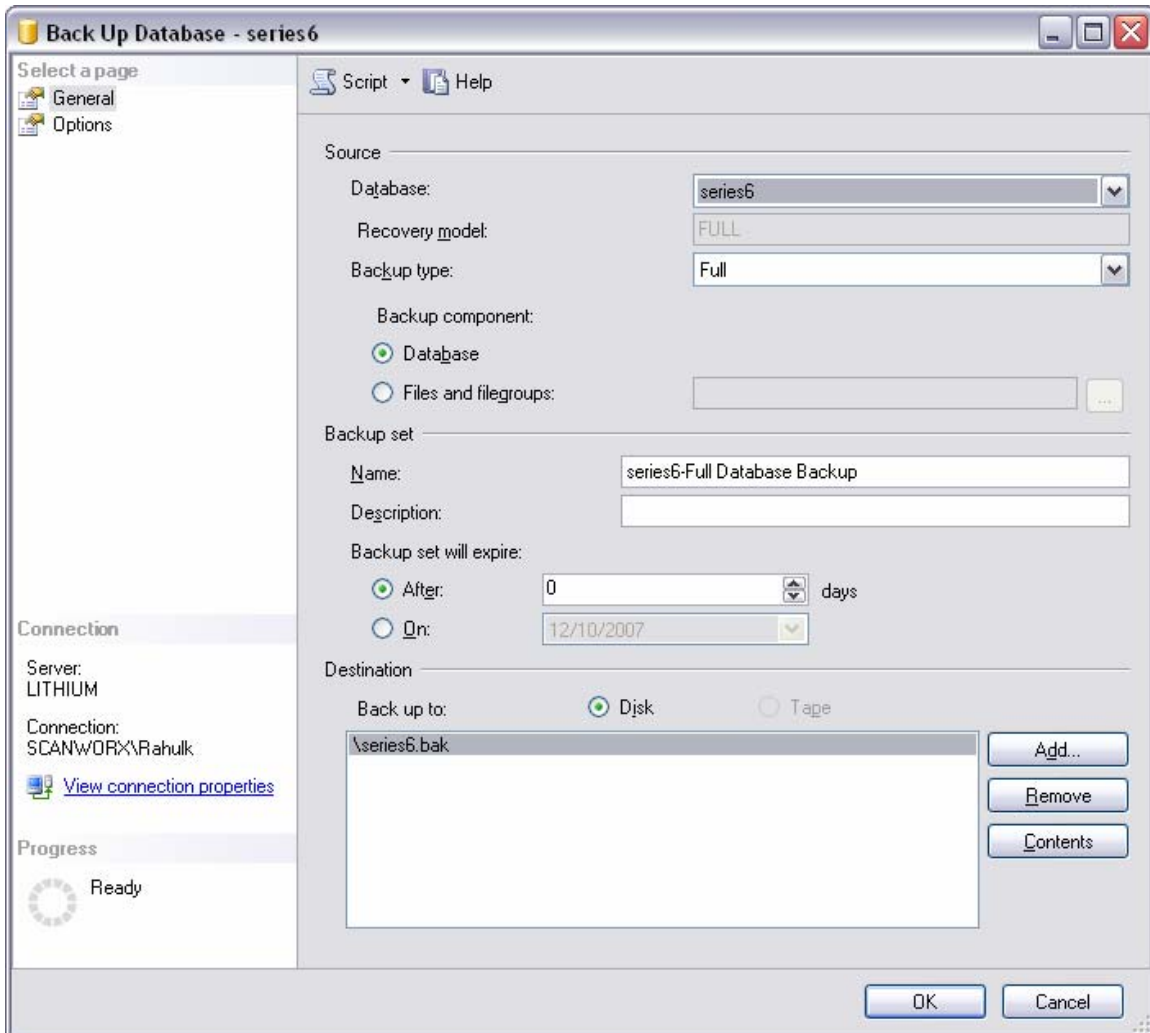
3. Go to the Series 6 database and right clicking on the database this will produce a menu



4. Select the option Task

5. Followed by the Back Up... option.

6. This will display a database backup configuration screen.



From this screen the administrator can configure the database backup name and the destination directory to which the database will be backed up. Make note of folder location.

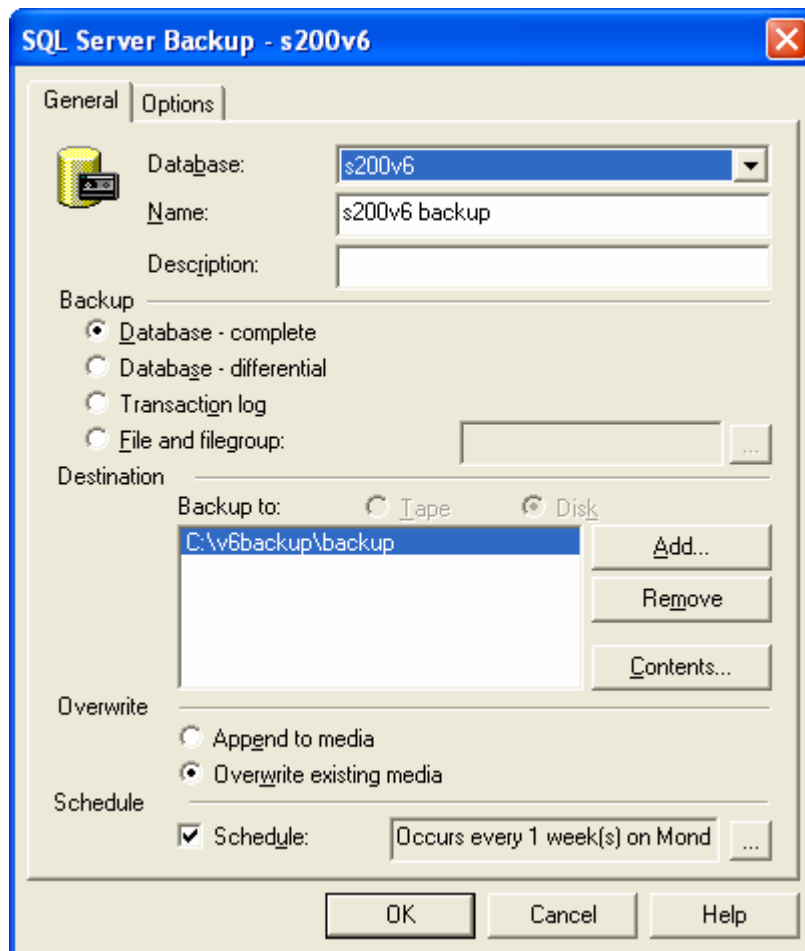
NB: Please ensure the required disk capacity is available in the desired location.

After setting up the configuration, click the OK button to start the backup. Once the backup setup is complete, an OK button will appear. The backed up file should now be available within the destination location specified.

BACKUP ON SQL SERVER 2000

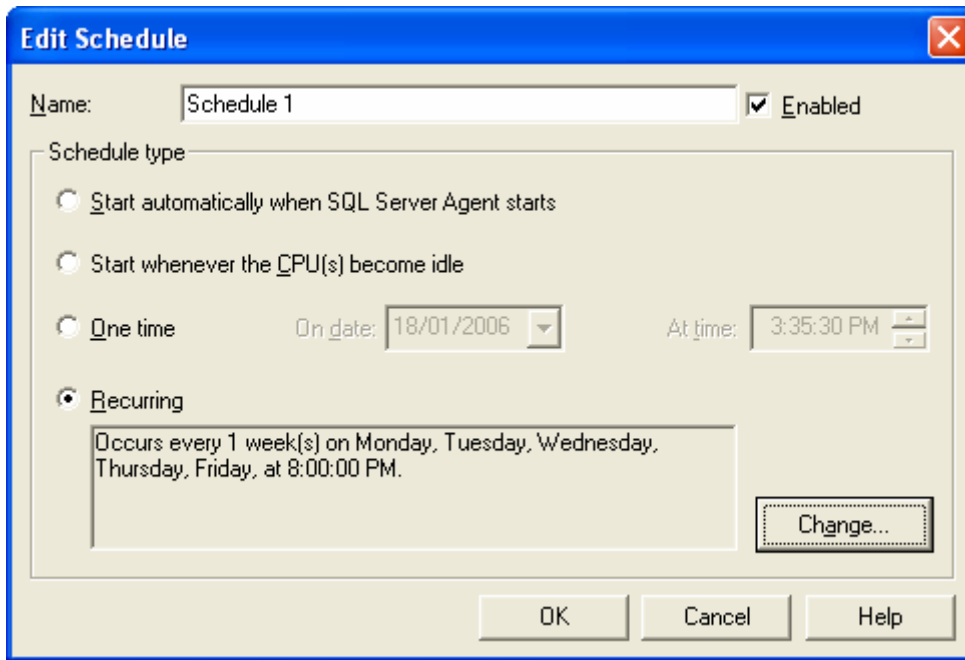
NB: This should be carried out by a SQL DBA

1. Open SQL 2000.
2. Right click on the database within the Database Management console.
3. Select Tasks, followed by the backup option and the following screen will appear.



Again the General tab will enable the administrator to configure the backup as required enabling the input of the backup name and destination etc. As with the SQL 2005 Express, the Options tab will allow the administrator to specify additional parameters.

Should you wish to schedule the backup to automate the process, tick the schedule tick box followed by the configuration Options button. This will display the following dialogue box.



Complete the relevant schedule details and end by clicking the OK button. Browsing to the destination directory will confirm this.

BACKUP S6 FOLDER (The Secure File Store)

You will need to back the S6 folder and all sub folders. The S6 location can be found by looking at the site report or looking at the local disks on the Invu server. This folder holds the secure file store and other necessary files used by the Invu services.

NB: Both the database Backup directory and the S6 folder will need to be picked up by the backup procedure in place to ensure that a restore is successful

If you encounter any problems contact our Support team on (t)::01223 597808