

# How to Backup an Alpha Micro Server

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We cannot stress the importance of backing up your Datacon system every day of your work week enough. If you follow the backup best practices outlined below, you will always have a good backup of your data in case of fire, theft, water damage, or hardware failures.

## Backup Best Practices

- Create a clearly defined backup routine for your office.
- Maintain one backup media for each day of the work week, and follow a strict rotation schedule.
  - This method prevents good backups from being overwritten, and avoids a situation where the last good backup has been written over by an unsuccessful backup.
- Archive a monthly backup each month.
- Label each backup media with the date of the last good backup on it.
- Label any unsuccessful backups as such.
- A good backup should be removed from the office and stored offsite until it is ready to rotate back in.
- **Always** review the results of the current backup when it is complete.

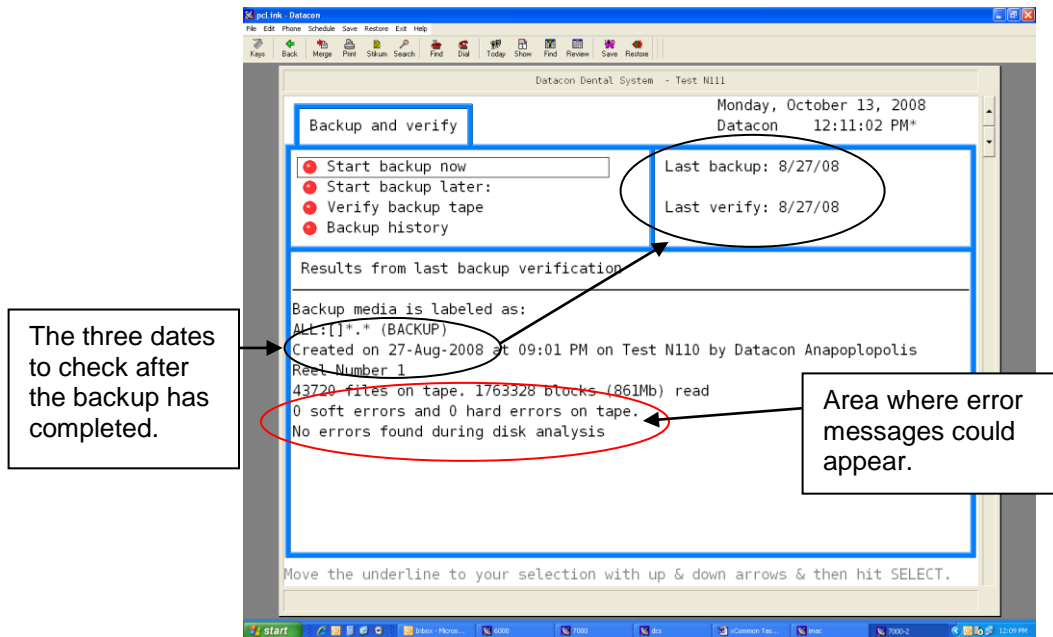
## Start the Backup

- Insert the backup media into the drive. Be sure to follow the rotation practices outlined in the Backup Best Practices section above.
- From the *Main Menu*, click **Backup**.
- Click **Start backup now** or **Start backup later**:
  - When setting the backup to start later, enter the time you want the backup to start. Be sure the AM/PM setting is correct.
    - “Waiting until hh:mm AM (PM) to start backup” will display.
    - This workstation is now in timer mode and can’t be used for anything else while waiting for the specified backup time.
- Once the backup begins, the workstation can’t be used until the backup completes.

## Review the Backup Results

After the backup is complete, you should review the **Results from last backup verification**.

- There are three dates that you need to verify: The **Last backup**, **Last verify**, and **Created on** dates should all be the same if the backup and verify is completed before midnight.
- If these dates all match, then review the results of the verification in the area on the screen starting with “Backup media is labeled as:”
  - If there are any hard errors, the backup is not good.
  - If there are any messages about errors found during disk analysis or unable to locate required files on backup, the backup is not good.
  - If file errors were found during the last backup, the backup is not good and you should call support.
  - If your screen looks like the one in figure 1, with no hard or soft errors noted and no errors found during disk analysis, then the backup is good.



**Figure 1:** Backup Results on an Alpha Micro Server

## Review the Backup History

An overview of your backups by date is available.

- From the *Main Menu*, click **Search** and type "backup".
- Click *Review backup log* for a listing by date of all backup activity.
- Click *Backup history* for a quick overview by date in calendar format.
  - "No backup" indicates a day where posting occurred and no backup was run.
  - A time indicates the backup was run.
  - Blank space on a date indicates that no posting was done that day.

**Questions?** Contact the staff at Datacon for help.

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