

# Procedure description

## for backup routine of ASA servers.

- **First step in the Backup procedure is an online backup of the active databases. This backup is stored on the database server in a separate library named, E:\Backup, where for each customer is found a library which contains the preceding days data.**
- **These data can be restored to the customer database. If any error occur you should use the following procedure:**
  1. Log-on to the database server as administrator.
  2. Stop ProControl
  3. Change to the relevant customer library ex. d:\databaser\sam9\start
  4. Run the restore procedure for the database you wish to restore ex. RestoreSam.Bat
  5. Start ProControl again.
- **A backup of the complete database server disk as well as terminal server disks are performed every night at 23:16 CET (Danish time).**
- **Software use is Symantec Live State Recovery Standard Server 3,0 for backup on 80 gigabyte external ATA HD.**
- **Backup disks are changed every morning (Monday to Friday) between 9:00am and 10:00am CET. There are 5 backup disks named with the weekdays Monday to Friday, which circulates such as we always have a backup which is a week old.**
- **Hard disks used for backup are checked for consistency every day (by failure will this be investigated and corrected).**
- **Backup disk is removed and located in safe location on this address: Seestvej 58, DK 6000 Kolding, Denmark.**
- **Next backup disk is attached and started.**
- **Main responsibility for backup is placed at one person in the company, Master data A/S.**
- **Every June 1<sup>st</sup> and December 1<sup>st</sup> a verification of data is performed.**