



BACKUPS AND REPOSITORY MAINTENANCE

Overview

Persysent Suite is comprised of various server-based components. The purpose of this document is to define what site-specific data that should be backed up and the procedures for properly backing up Persysent Suite servers. This document also covers the procedures used to clean up unused files in the shared repository.

- Backing up the Persysent SQL Database
- Backing up Shared Repository

Backing Up the Persysent SQL Database

Requirements

- Microsoft SQL Server 2012 or later with Management Studio

Additional Information

- Persysent Suite utilizes two SQL databases called Persysent.DB and Persysent.Repository.Data. These database should be backed up in accordance with your existing SQL backup software procedures. If Persysent Suite is the only SQL Database in your environment, then Persysent recommends to back up the databases using the internal SQL backup function.
- Backups can be configured with SQL built in backup functions or using a third party SQL backup agent (i.e. Symantec Backup Exec SQL backup agent). This document outlines the basic backup functions provided within the SQL application. Consult your backup vendor's documentation for SQL agent backup procedures.

Procedure Overview

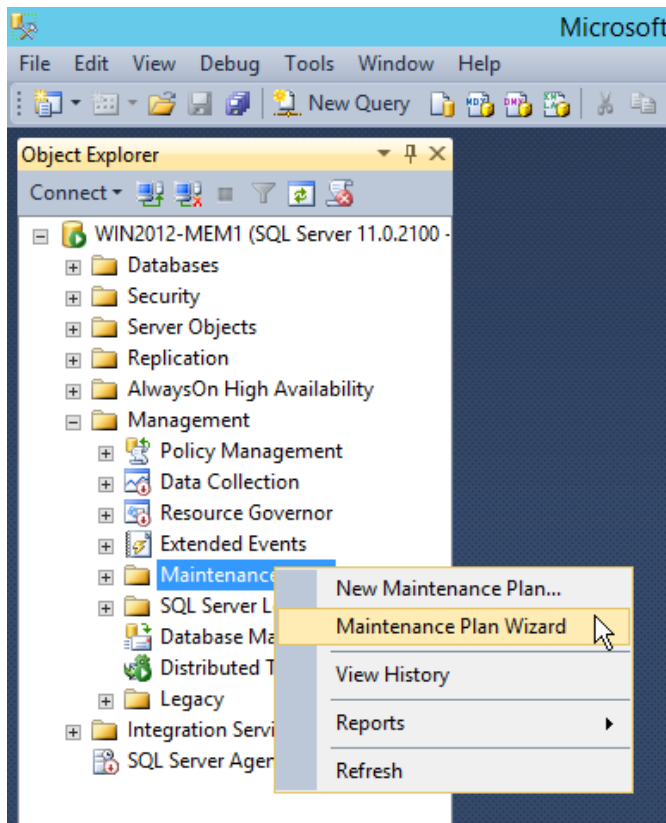
The example in this document will concentrate on using the SQL 2012 Management Studio when backing up the database. The procedure to configure Microsoft SQL Server 2012 backups is as follows:

- Use the Maintenance Wizard to define and schedule the backup job.
- You may utilize a third party SQL backup agent like Symantec Backup Exec, please contact your backup administrator for further assistance.

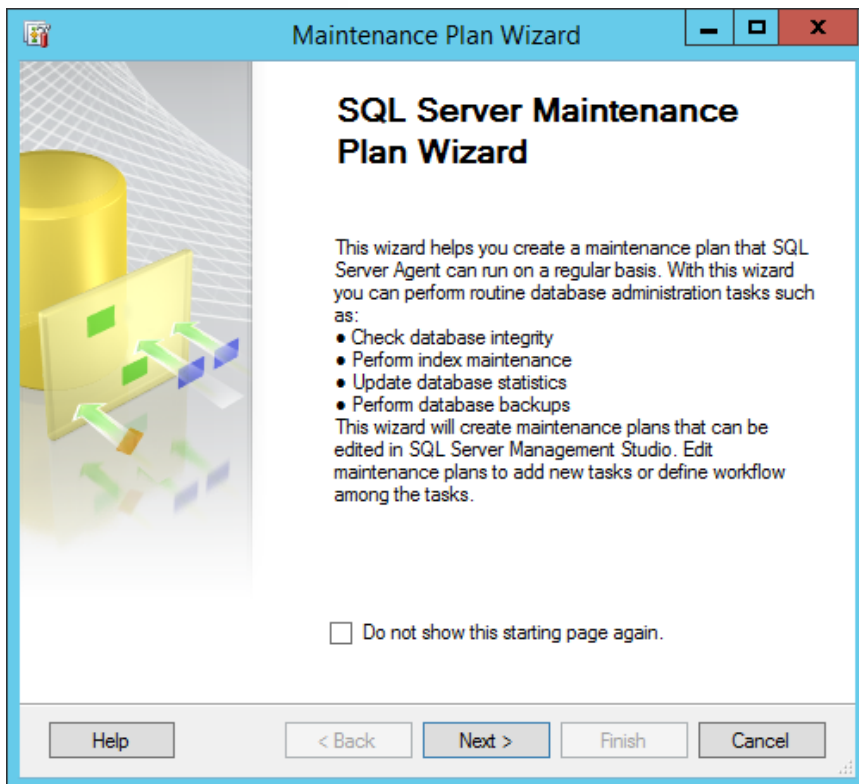


To Backup Microsoft SQL 2012 Database

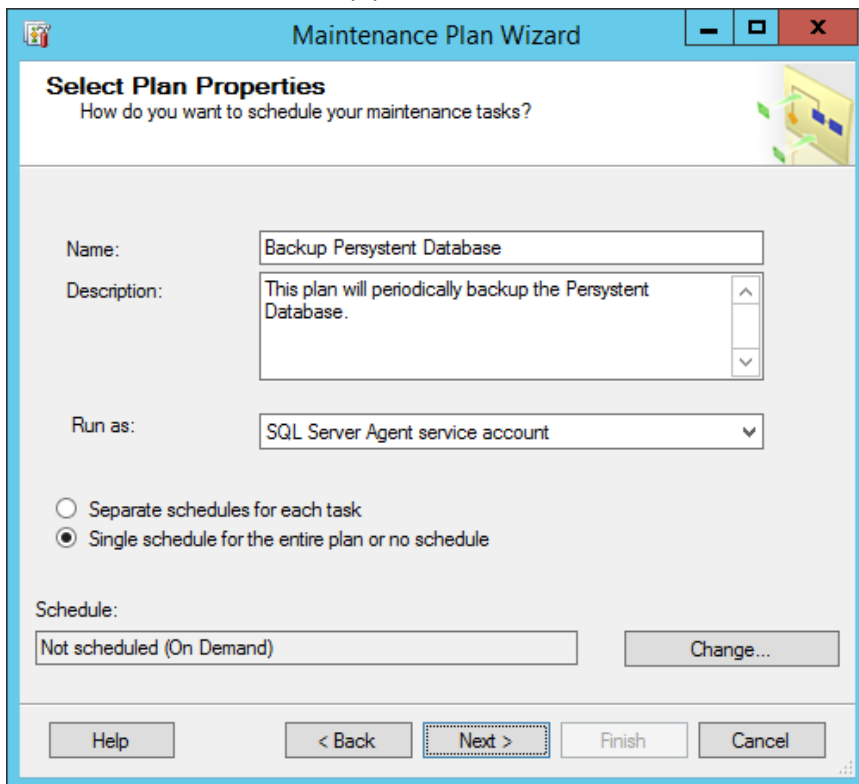
1. SQL 2012 provides the administrator with a maintenance plan wizard which steps through the process of creating a backup job and schedule. Run the Maintenance Wizard by right-clicking on **Maintenance| Management Plans** in SQL 2012 Management Studio.



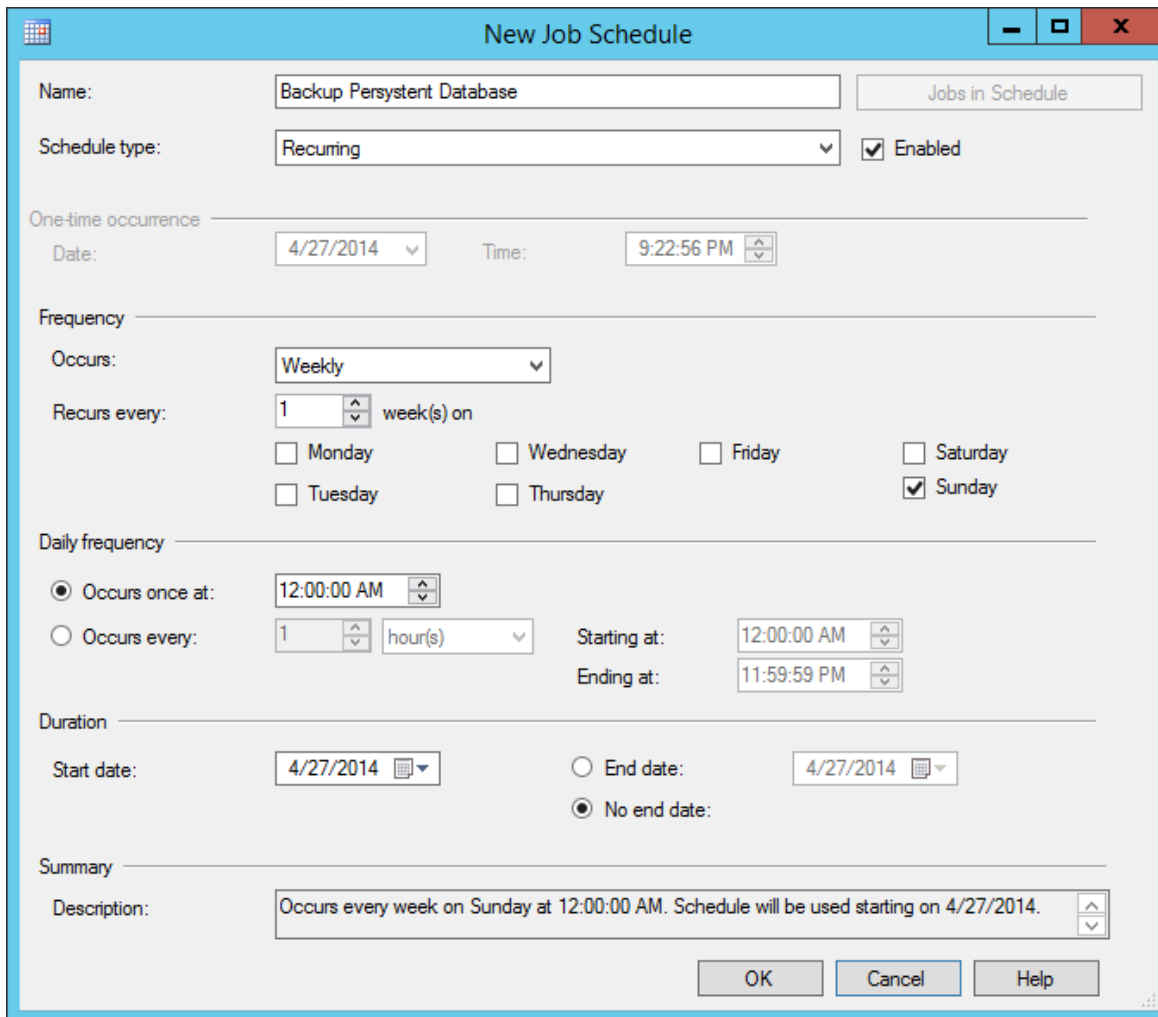
2. Click the **Next** button to start the Wizard.



3. Create a **Name** for the backup plan.



4. Then click on the **Change** button to edit the schedule for the plan. Schedule the backup for the desired time and days of the week. Click **OK**, then click **Next**.



New Job Schedule

Name:

Schedule type: Enabled

One-time occurrence

Date: Time:

Frequency

Occurs:

Rekurs every: week(s) on

Monday Wednesday Friday Saturday
 Tuesday Thursday Sunday

Daily frequency

Occurs once at:
 Occurs every: hour(s) Starting at:
Ending at:

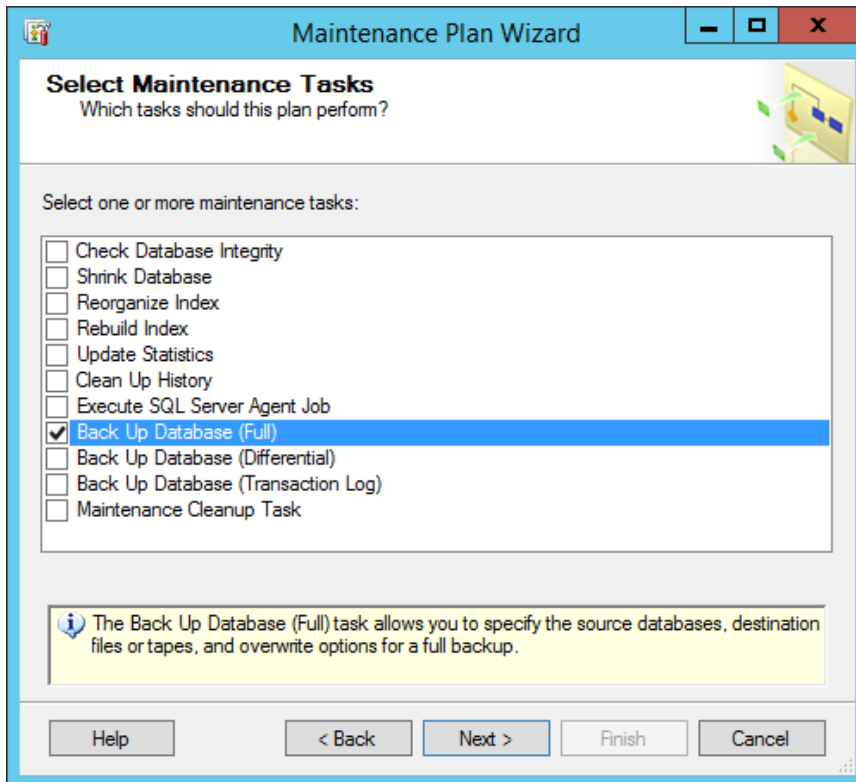
Duration

Start date: End date:
 No end date:

Summary

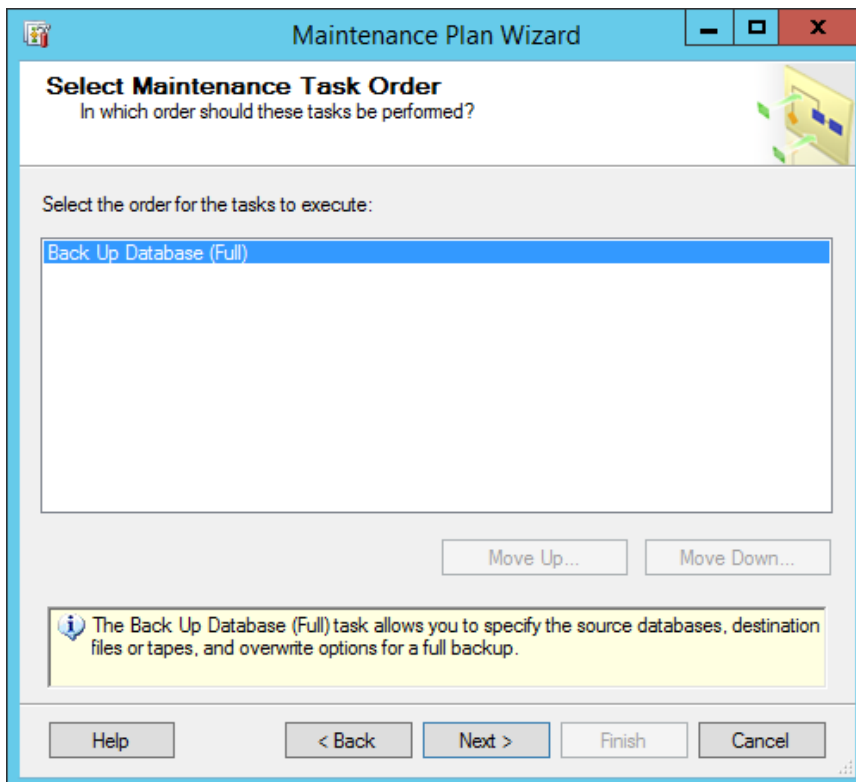
Description:

5. Select the specific tasks to perform. In this step, select **Back Up Database (Full)** task. Click **Next**.



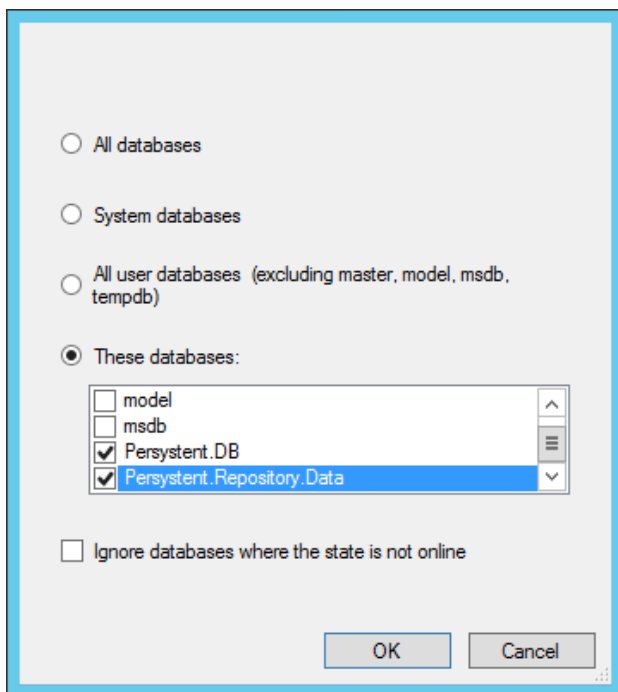
The screenshot shows the 'Maintenance Plan Wizard' dialog box, titled 'Select Maintenance Tasks'. The subtitle is 'Which tasks should this plan perform?'. Below the subtitle, it says 'Select one or more maintenance tasks:'. A list of tasks is provided with checkboxes: 'Check Database Integrity', 'Shrink Database', 'Reorganize Index', 'Rebuild Index', 'Update Statistics', 'Clean Up History', 'Execute SQL Server Agent Job', 'Back Up Database (Full)' (checked), 'Back Up Database (Differential)', 'Back Up Database (Transaction Log)', and 'Maintenance Cleanup Task'. The 'Back Up Database (Full)' task is highlighted in blue. Below the list, there is an information icon and a text box: 'The Back Up Database (Full) task allows you to specify the source databases, destination files or tapes, and overwrite options for a full backup.' At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

6. Then select the order of tasks to run. Click **Next**.

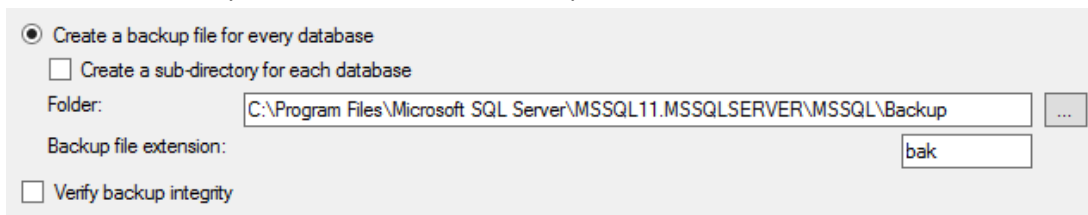


The screenshot shows the 'Maintenance Plan Wizard' dialog box, titled 'Select Maintenance Task Order'. The subtitle is 'In which order should these tasks be performed?'. Below the subtitle, it says 'Select the order for the tasks to execute:'. A list box contains 'Back Up Database (Full)'. Below the list box, there are buttons for 'Move Up...' and 'Move Down...'. Below that, there is an information icon and a text box: 'The Back Up Database (Full) task allows you to specify the source databases, destination files or tapes, and overwrite options for a full backup.' At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

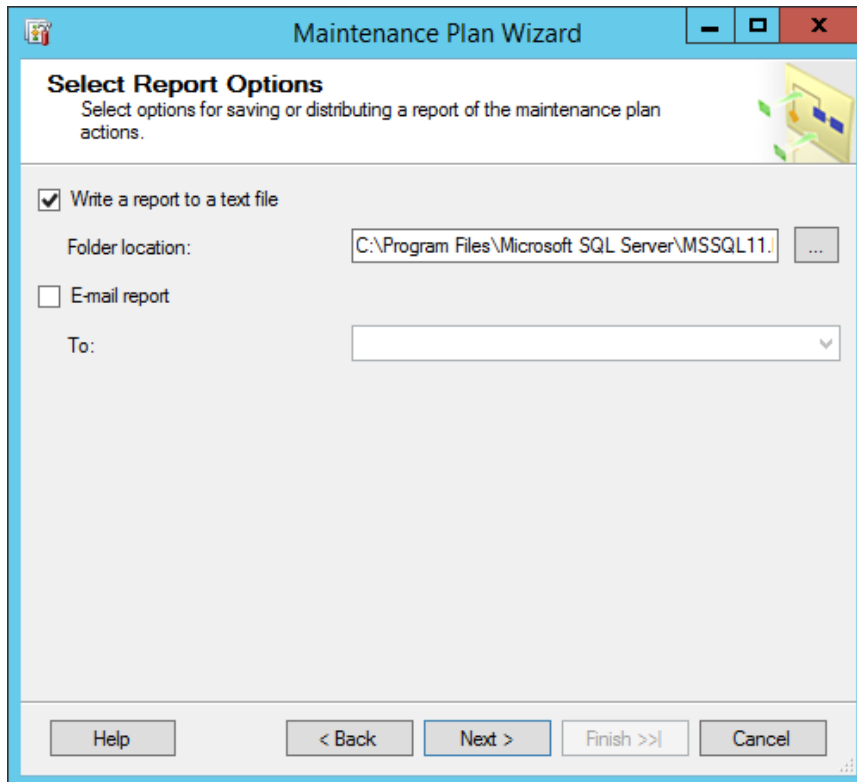
7. Select the Specific Databases **Persystent.DB** and **Persystent.Repository.Data** in the dropdown menu, then click **OK**.



8. Select the directory in which to store the backup database. Click **Next**.

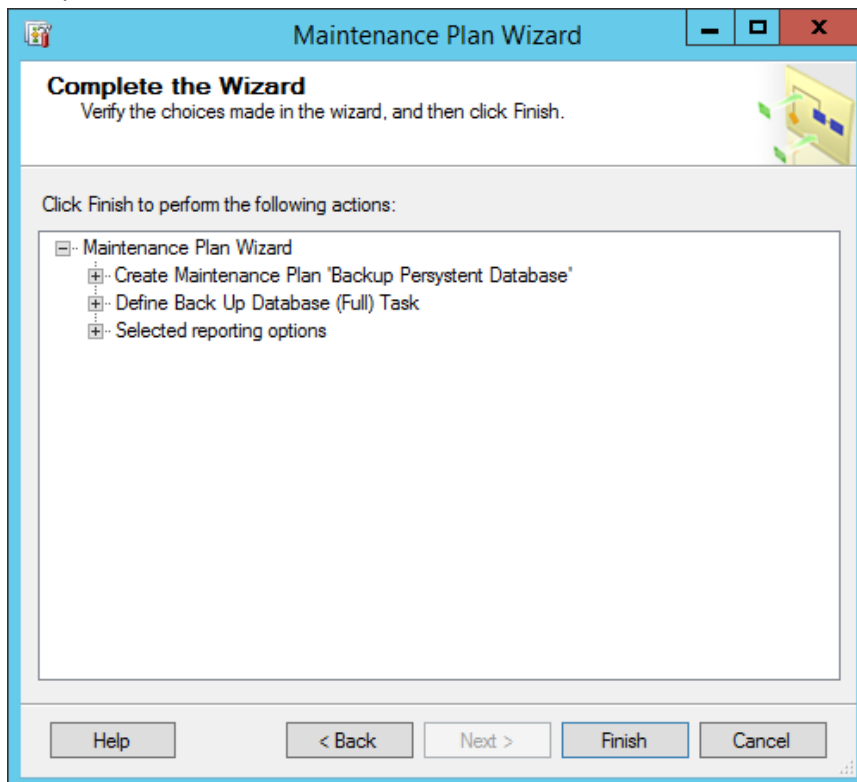


9. Select the report options desired. Click **Next**.



The screenshot shows the 'Maintenance Plan Wizard' dialog box at the 'Select Report Options' step. The title bar reads 'Maintenance Plan Wizard'. Below the title bar, the text says 'Select Report Options' and 'Select options for saving or distributing a report of the maintenance plan actions.' There is a small icon of a folder with arrows on the right. The main area contains two options: 'Write a report to a text file' (checked) and 'Email report' (unchecked). Under 'Write a report to a text file', there is a 'Folder location:' label and a text box containing 'C:\Program Files\Microsoft SQL Server\MSSQL11...' with a browse button (...). Under 'Email report', there is a 'To:' label and a dropdown menu. At the bottom, there are five buttons: 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel'.

10. Complete the Wizard. Click **Finish**.



The screenshot shows the 'Maintenance Plan Wizard' dialog box at the 'Complete the Wizard' step. The title bar reads 'Maintenance Plan Wizard'. Below the title bar, the text says 'Complete the Wizard' and 'Verify the choices made in the wizard, and then click Finish.' There is a small icon of a folder with arrows on the right. The main area contains the text 'Click Finish to perform the following actions:' followed by a list box containing three items: 'Maintenance Plan Wizard', 'Create Maintenance Plan 'Backup Persistent Database'', 'Define Back Up Database (Full) Task', and 'Selected reporting options'. At the bottom, there are five buttons: 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

11. Ensure that the file location that the SQL database backups reside in are being backed up by your backup administrator.

Backing Up Shared Repository, Images, and Host Information

The following is a list of directories used in the Persysent Suite installation and what information is stored in each of these directories.

- **Program Files\Utopic Software\Server\RepositoryFiles** – location of all shared files. This will be the largest directory in your repository.
- **Program Files\Utopic Software\Server\ImageFiles** – location of all base image pointer files.

Procedure Overview

The procedure to back up the repository including base images, client repair points, and backed up profiles is as follows:

- Copy the above folders to an alternate location on a network or another drive.
- Back up the copied files using desired back up application.

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