

TWP PROCEDURE	BACKING UP TWP WEB SERVER AND OMS DATABASE	PRO(TWPPO)-080.000 8 June 2004 Page 1 of 3
Author: D. Sandoval		

Backing Up TWP Web Server and OMS Database

I. Purpose:

The purpose of this procedure is to change out the backup hard drives for the TWP Web server and the OMS database, which is backed up every morning Monday through Friday

II. Cautions and Hazards:

- None.

III. Requirements:

- None.

IV. Procedure:

A. Checking to see if the hard drive was backed up the night before

1. Turn the Monitor on.
2. Select "KVMP switch channel 3."
3. Click "Retrospect 5.0 Alias."
4. Click "Window" then on "Log."
5. Check for backup errors designated by red arrows.
 - a) Minor errors are errors that are from the different size data those do not matter and everything will be okay.
 - b) If there are errors that you do not understand ask someone that knows about the backup tapes.
6. Look for the three key words that designates a successful backup, "copying, connecting, and comparing."
 - a) Also look at the number of completed files to make sure that they did get copied.
 - b) If the backup tape ran the night before there would be a message such as, "Execution completed successfully" where as if the backup tape did not run there would be a message that reads, "Execution incomplete," if the tape ran successfully then skip to "E." But, if the tape did not run, follow these steps.

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B. What to do if the backup hard drive did not run?

1. Exit out of "Retrospect Alias."
2. Open an Internet browser (Internet Explorer or Netscape).
 - a) Check for "Internet access."
 - b) If no Internet access, then shut down and restart the tower.

C. Shutting down and restarting the tower

1. Click "Special" at the top of the screen.
2. Click "Shutdown."
 - a) The tower will shut down.
 - b) Wait for a while and then turn it back on.
3. Press the silver button in the middle of the tower to power on.
4. Open an Internet browser (Internet Explorer or Netscape) to see if the Internet comes up.
 - a) Check the server connection.
 - b) If the server is connected, then you need to run the backup hard drive manually.

D. Running the backup hard drive manually

1. Click "Retrospect Alias."
2. Go the "Immediate" tab and click "Run."
3. Click "Execute."
4. Wait while the tape runs.
5. When the hard drive has completed its running process, check the log to make sure it ran ok (under "A" steps 4-6).
6. If the hard drive ran successfully, change it out with another hard drive.

E. Changing out backup hard drives

1. Check the backup hard drive change out schedule on the clip board for the next tape in sequence.
2. Change out the hard drive click "backup tape icon" at the top right hand side on the desktop
 - a) Drag the highlighted icon to the trash and drop it in.
 - b) The icon will disappear from the desktop (Make sure it disappears because you can not remove the tape until it does.)
 - c) Next, you will need to remove the hard drive.

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3. Press the "Blue" button on the front of the hard drive to turn power off.
4. Unplug the cables from behind the hard drives.
5. Take the hard drive to the media case and replace the hard drive with the next one that is designated on the schedule.
6. Plug in cables to the new hard drive.

F. Checking the backup hard drive

1. Look for backup hard drive icon to show up on the desktop.
2. Click "Retrospect Alias."
3. Click "Automate" and "Check."
4. Check the status of hard drive currently installed.
 - a) Click "(B)-OMS –Firewire."
 - b) Click "Check Med."
 - c) Check hard drive "ready status."
 - d) Click "Ok."
 - e) Go to "Automate" and "Check" again to check the (B)-WEB-Firewire, then follow step F 4 again.
5. Click "File" and "Quit" turn off the monitor.
6. Enter your signature into the change out log.
 - a) Sign your name under tape "checked by" and "inserted by"
 - b) Under "success" you will write either a "Y" or an "N" depending on whether you had to run the tape manually or not. If you did then you will write "N" and under the notes write "had to run manually," but if you did not have to run the tape manually then you will write "Y" (meaning that the tape did run successfully).

V. References:

None

VI. Attachments:

None.