

Instructions for Backing Up BearTracks Data

It is important that you or your organization develop a 2-stage backup strategy to ensure that no data is ever lost due to an unplanned event such as a computer failure, natural disaster, or other catastrophe. Stage 1 involves using the BearTracks Adult and/or Youth software to create a backup of the data file. Stage 2 involves copying the backup file created in Stage 1 to external media (backup tape, CD, removable flash drive, etc.) then transporting it to an off-site location where it will be safe from harm should an unplanned event render the original data file and copies unusable.

BearTracks Adult – Two-Stage Backup strategy

Stage 1 - Backup Database - Perform the steps below at the end of each business day to avoid having to re-enter data should the original data file become unusable.

- a. **Log on to BearTracks as an Administrator.**
- b. **Select the current backup folder:** from the Main Menu, click on Admin Menu. From the Administrator Menu, click on Backup Database. The Backup Folder Edit Form will appear (Figure 1), listing the current backup folder.



The image shows a dialog box titled "Backup Folder Edit Form". The title bar is blue. The main area has a light beige background. At the top, there is a blue header bar with the text "Backup Folder Edit Form" in white. Below the header, there is a blue italicized instruction: "Click 'OK' to accept the current backup folder or click Edit' to select a different folder...". Underneath this instruction is a text input field containing the path "C:\BearTracks". To the right of the input field is a button labeled "Edit". At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "OK" on the right.

Figure 1

- c. **Backup the database:** click Edit to change the current backup folder. Click OK to accept the current backup folder. An alert will appear (Figure 2) that the backup was successful.

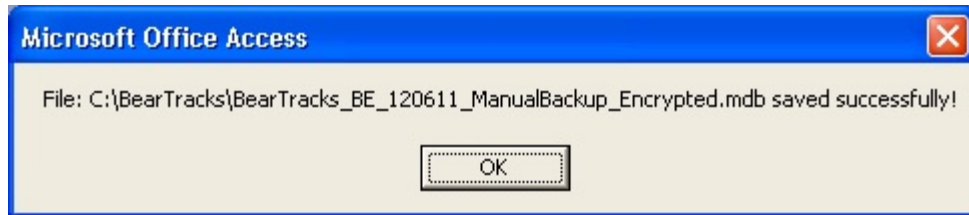


Figure 2

- d. **Restore from a database copy (if necessary):** complete this step if you suspect that the current data file is corrupt, or if you want to restore your data to a previous backup.

From the Administrator menu, click on Restore Database. A list of previous backups (Figure 3) will display by type (system or manual). System backups are created automatically by BearTracks before operations such as upgrading, importing or exporting. Manual backups are created by a user following the steps in this section.

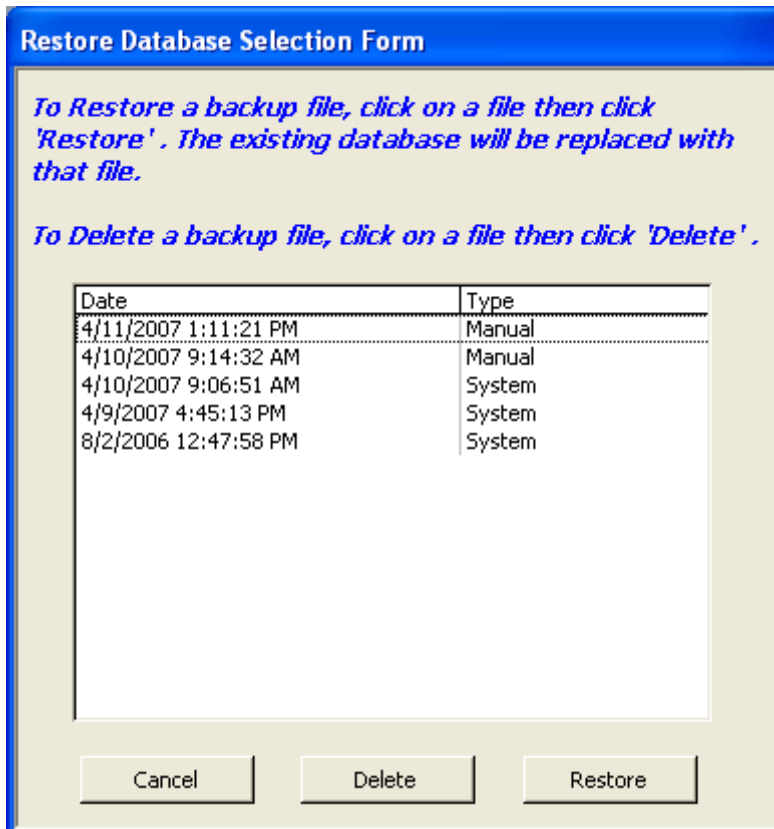


Figure 3

Click on a backup from the list then select Restore. You will then be prompted to confirm that the restored database will overwrite all of the existing database records (Figure 4). Click “Yes” to confirm or “No” to cancel.

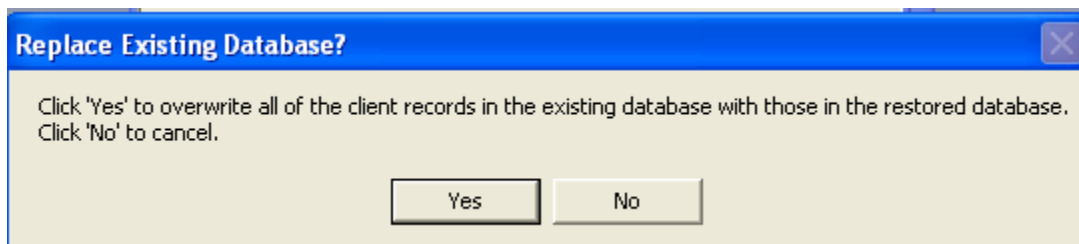


Figure 4

You will then be notified that the restore was successful. The system then checks for any alerts that are pending on the restored database (Figure 5).

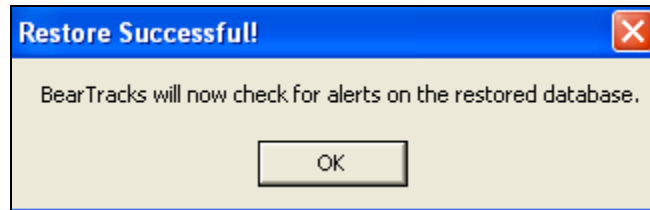


Figure 5

Stage 2 - Copy the backup folder contents to external media - Perform the steps below at the end of each business day to ensure data is safe should an unplanned event render the backup folder unusable.

- a. **Copy the backup folder:** Copy the entire contents of the backup folder, selected in 1a above to external media, such as a CD, backup tape, or removable flash drive.
- b. **Secure the external media:** Transport the external media to a location that will be safe from harm in the event an unplanned computer failure, natural disaster or catastrophe occurs, rendering the contents of the original backup folder unusable.
- c. **Restore the external media (if necessary):** In the event of an unplanned event that renders the contents of the original backup folder unusable, copy the contents from the external media to a new usable folder. Open BearTracks and select to relink to the BearTracks_BE.mdb file located in the new usable folder.
- d. **Note,** if you need to reinstall the front-end file (BearTracks_FE.mdb), the latest version can be downloaded at the following website: <http://www.heitechservices.com/dol/beartracks/> . This file does not contain any client data.

BearTracks Youth Two-Stage backup strategy

Stage 1 - Backup Database - Perform the steps below at the end of each business day to avoid having to re-enter data should the original data file become unusable.

- a. **Open the BearTracks Youth application.**
- b. **Display the Backup Database path:** From the main menu, click on the 'Administer Database Path / Back Up Database / About' button at the bottom of the screen (Figure 1).

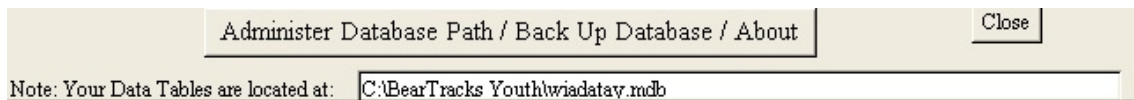


Figure 1

The Administration screen appears. At the bottom right the current Backup Database path is displayed (Figure 2).



Figure 2

- c. **Backup the database:** Click on the button below the Backup Database path (Figure 2) to back up the current database to bkupdatay.mdb. Rename the backup to '<mmddyy>_bkupdatay.mdb' replacing <mmddyy> with the date of the backup. This will prevent the backup from being replaced the next time you create a backup.
- d. **Restore from a database copy (if necessary):** Complete this step if you suspect that the current data file is corrupt, or if you want to restore your data to a previous backup.

Close BearTracks Youth if it is open. Navigate to the Backup Database path (Figure 2) and locate the backup file that includes in its name the date you wish to restore to. For example, if you wish to restore to 11/28/2011, locate the file 112811_bkupdatay.mdb. Rename the file to wiadatay.mdb then open BearTracks Youth to relink to the renamed file.

2. ***Copy the backup folder contents to external media*** - Perform the steps below at the end of each business day to ensure data is safe should an unplanned event render the backup database path unusable.
 - a. **Copy the contents of the Backup Database path to external media:** Copy the entire contents of the Backup Database path (Figure 2) to external media, such as a CD, backup tape, or removable flash drive.
 - b. **Secure the external media:** Transport the external media to a location that will be safe from harm in the event an unplanned computer failure, natural disaster or catastrophe occurs, rendering the contents of the original backup folder unusable.
 - c. **Restore the external media (if necessary):** In the event of an unplanned event that renders the contents of the original backup database path unusable, copy the contents from the external media to a new usable folder. Open BearTracks Youth and select to relink to the wiadatay.mdb file located in the new usable folder.

If you need assistance with backing up the adult or youth databases please contact Don McCormick or Todd Anderson at (301) 918-9500.