



Avitar Associates of New England, Inc.

Municipal Services Company

Avitar Backup Instructions

Make sure you have configured the following backup methods or your data may not be properly protected.

You first need to make sure that the following folder directory is in place on the C: drive in which to hold the backup files. The folder directory should look like the following:

- Avitar
 - Data
- Backups
 - System (point scheduled backups here)
 - AvitarShared (share for wkstn backups)
 - Backups

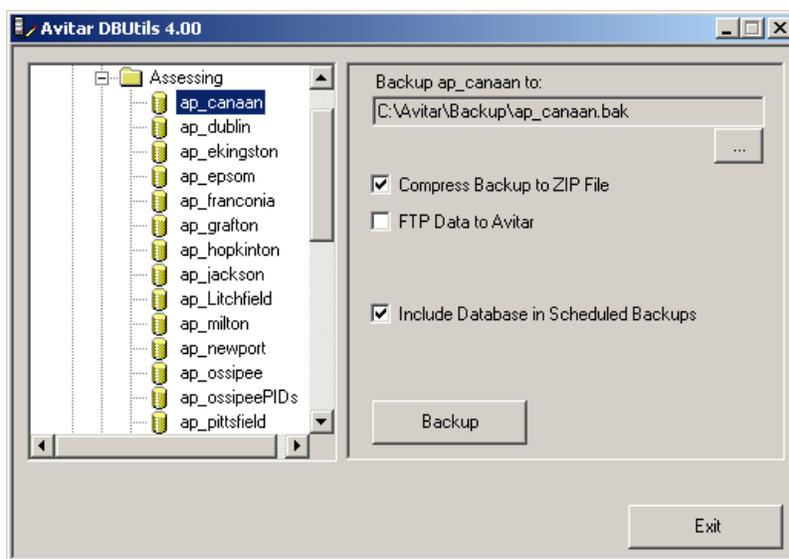
(This is a recommendation of where to place the folders. You can create the folders where it is most convenient for you.) You may need to modify the permissions on these folders so that the user under which the SQL service is running can modify these files.

There are three ways in which a backup can be created: 1) by manually executing a backup from within DBUtils, 2) by adding a Windows Scheduled Task using DBUtilsScheduled, or 3) by creating a backup from within the corresponding client application (i.e. Assessing, Tax Collect, etc.).

Option 1 – Manually Executing a Backup on the Server

This method is used to create a backup using DBUtils while standing at the server computer. You will also need to run an initial backup to save the settings for scheduling a Windows Scheduled Task.

Highlight the *ap_townname* database you wish to backup. Choose the browse button (...) and navigate to the appropriate backup folder and name the file (e.g. *ap_townname.bak*). You can choose to check the box “Compress Backup to ZIP File” if you would like to compress the backup.



Press the Backup button to create the backup file. This method creates a single backup file and must be initiated manually.

Option 2 – Scheduling Automated Backups on the Server

This method is used to schedule backups for one or more databases using DBUtils and DBUtilsScheduled. Again, this is performed on the server. You will first need to run an initial manual backup using DBUtils as outlined above to save the settings for a scheduled backup for each database. When doing so, make sure to check the box to Include Database in Scheduled Backups and once you press Backup make certain to indicate you wish to save the settings for use with the scheduled backups.

Once you have configured the settings for each database you wish to include in the scheduled backup, you will need to add DBUtilsScheduled.exe (located in the C:\Program Files\Civicware folder) as a Windows Scheduled Task. DBUtilsScheduled uses the settings configured within DBUtils to create backups without the need for user input.

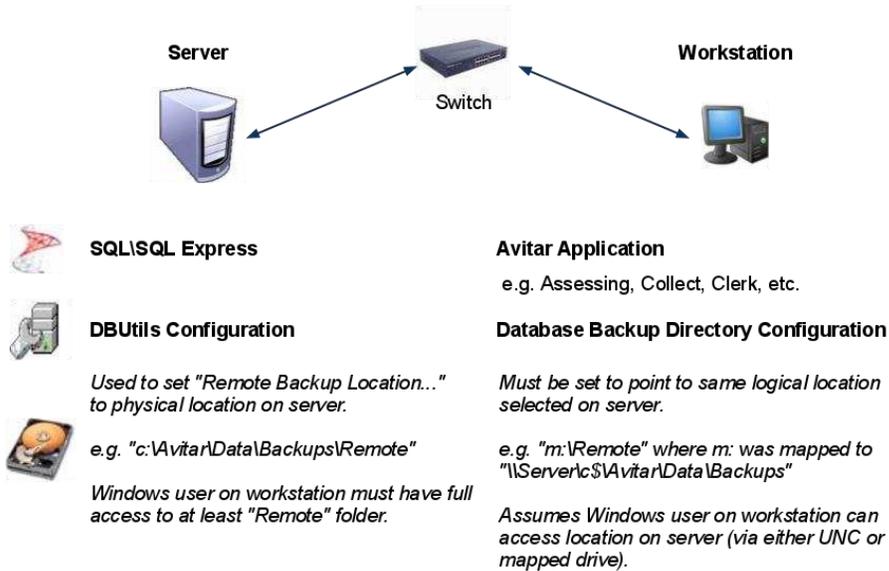
For information on creating a Windows Scheduled Task refer to <http://support.microsoft.com/kb/308569>

Option 3 – Configuring Manual Remote Backups from the Workstation

By initially configuring these settings, you can allow users (who may not have access to the server) to perform their own backups of the data from within the application on their workstation to a location on the user's computer. This is often helpful to allow users to create their own backups before undertaking significant operations such as warrant calculations or lien executions. Essentially, in this method the application requests SQL Server to create a backup

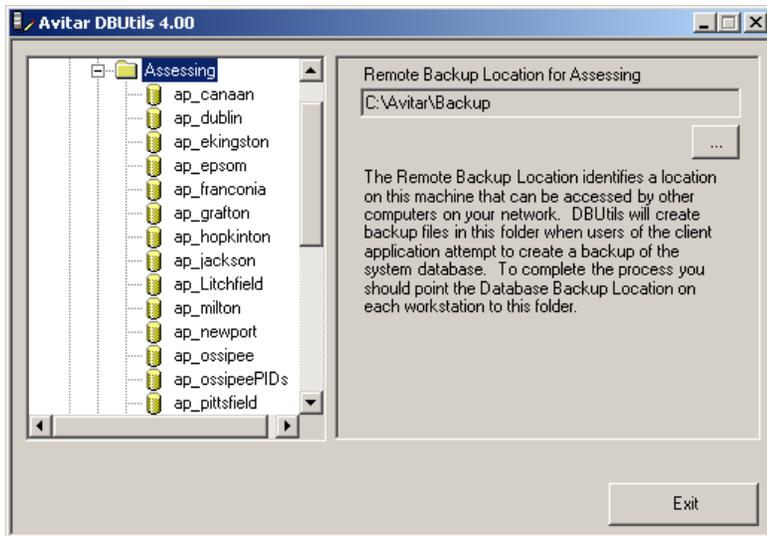
file in a predetermined folder on the server from which the application can then retrieve the backup file to the workstation.

The following schematic depicts the settings outlined below in more detail:



You will need to create a shared directory on the server which is accessible by all workstations and users. We recommend C:\Avitar\Backup\Remote for the directory on the server. In order for the backup to work from the application, users must have permission to create and delete a file in this directory.

To do so, open DBUtils and select the Assessing folder. If no remote backup location is set, select the browse button (...) and navigate to the appropriate remote backup folder on the server. Once you have selected the folder press the "OK" button. Repeat these steps for the other folders such as Collect or Clerk that apply to the town.



Once you have identified the shared location in DBUtils in which SQL Server will create backup files, you will have to set the corresponding backup location in the application as well. To do this use the following steps for each program:

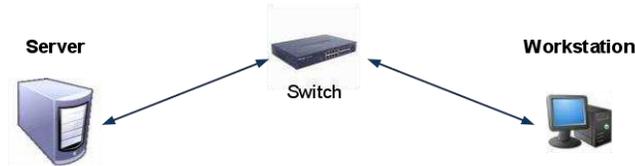
- Assessing: Navigate to Utilities| System Options| System Settings and press the browse button (“...”) adjacent to the Database Backup Directory text box. A message box may indicate the network path currently configured to point from the workstation to the folder identified on the server as the Remote Backup Location. (Note this path should identify a location on the server using a path relative to the workstation.) Choose Yes if you wish to proceed with selecting a new location. The Server Backup Device Location message box will indicate if the Remote Backup Location has been set on the server using DBUtils. (Note this path identifies a location on the server using a path relative to the server itself – this path will be different from the perspective of the workstation.) Press OK on the message box and browse to locate the appropriate remote backup folder location on the server relative to the workstation.

Use the path described below to locate the Database Backup Directory text box for each program.

- Tax Collect: Navigate to Utilities | Town Settings | Miscellaneous | System Settings.
- Building Permit: Navigate to Utilities | Town Settings | System Settings.
- Utility Billing: Navigate to Utilities | Town Information and select the Rates, Billing & Taxes tab.

- Clerk: Navigate to Utilities | System Administration | System Options.

Once the configurations have been made on the server and the workstation, the user can create a backup on their own workstation by selecting File | Backup Database from within the program. . If all was entered correctly you should get a successful backup, but if you get a failure check all your settings and if no errors are noted call us at 798-4419 for assistance. Review the following schematic to better understand the sequence of events necessary during a backup from the workstation.



1. User initiates backup from application...
2. ... SQL Server creates backup to local file...
(as indicated by DBUtils "Remote Backup Location")
3. ... creation of backup file on server is completed
(e.g. file "c:\Avitar\Data\Backups\Remote\assess.bak") ...
4. ... SQL Server responds to application that creation of assess.bak file is complete...
5. ... application copies assess.bak from "m:\Remote" location (physically located on server) as indicated by "Database Backup Directory" and compresses to local zip file...
6. ... application creates local zip file
(e.g. "c:\mybackups\assess.zip") ...
7. ... application deletes assess.bak from "m:\Remote" folder.