

Windows 2000 Backups

Manual Microsoft Backups

To perform a backup of your system, you must have every user log out of the Compusource software and disconnect from the Windows 2000 Server. It is recommended that you perform your backups at the close of business day, as the backup can take several hours to run as well as verify.

To begin, log in as an *Administrator* on the Windows 2000 Server. As a rule, Windows 2000 Backup is not able to back up files which are in use. A file which is in use is called an *open file*. However, if you have software which allows you to back up open files, then you will not have to perform the instructions following paragraph. Otherwise, please insure that your data will be properly backed up.

To make sure no files are in use during backup, have everyone log out of the Compusource software. Please make sure that all users are logged out. To check this, run the UBL Monitor. There should be an icon on the desktop, or you can go to START > Programs > UBL 2.0 > UBL Monitor. Make sure that no processes are running and then continue.



It is VERY important that you get all users out of your Compusource application before continuing. Open files WILL NOT be backed up!!

Figure 1: Accessing UBL Monitor

If you are unable to get all users out of the system, of if there are hung connections, you can reboot the server to disconnect all current logins before continuing with the backup.

Next, start the *Microsoft Backup* utility. Access *Backup* by going through the following menus: *START* > *Accessories* > *System Tools* > *Backup*.

1	 Windows Update								
	Programs 🔸	1	Accessories	•	¢,	System Tools	Þ	7	Backup
	Documents >	- <u></u>	Administrative Tools		,	×	_		Character Map [®]

Figure 2: Accessing Backup





You will be presented with the following screen. Insert a tape into your tape drive. You will be using the Windows 2000 Backup Wizard to back up your computer.



🖷 Backup - [Unt	itled]	_ 🗆 ×			
Job Edit View	Tools Help				
Welcome Back	up Restore Schedule Jobs				
Welcome to the Windows 2000 Backup and Recovery Tools					
Ř	Backup Wizard The Backup wizard helps you create a backup of your programs and files so you can prevent data loss and damage caused by disk failures, power outages, virus infections, and other potentially damaging events.				
	Restore Wizard The Restore wizard helps you restore your previously backed-up data in the event of a hardware failure, accidental erasure, or other data loss or damage.				
	Emergency Repair Disk This option helps you create an Emergency Repair Disk that you can use to repair and restart Windows if it is damaged. This option does not back up your files or programs, and it is not a replacement for regularly backing up your system.				

Figure 3: Windows 2000 Backup Welcome Screen

Click on the *Backup Wizard* button. You will see a welcome screen, click on the *Next* button to continue. The following screen will appear, asking you what you want to back up. By default, Windows 2000 will prompt you to back up everything on your computer. Accept this default and hit next to continue.

Backup Wizard			
What to Back Up You can specify the items you want to back up.			
Select what you want to back up:			
 Back up everything on my computer 			
 Back up selected files, drives, or network data 			
O Only back up the System State data			

Figure 4: Backup Wizard – What to Back Up

Next, you will be asked to specify where the backup will be stored. Usually, this would be a tape drive or other removable archive media.



ackup Wizard
Where to Store the Backup Your backed-up data is stored on the media in the destination yau
Choose a media type for your backup, and then enter the name of the backup data.
Backup media <u>type:</u>
Travan
Backup <u>m</u> edia or file name:
New Media

Figure 5: Where to Store the Backup

You can also back up to a file on your hard disk, then copy the file to a CD-ROM. If you are using a CD-R or CD-RW for backups, and you have installed software to allow your computer to treat the CD-R or CD-RW as a hard drive, then you can backup directly to the CD. To accomplish this, select backup media type *File*, and specify a file name on the drive letter associated with the CD. For example, if your CR-RW is drive *E*:, then the file name could be *E:\Backup.bkf*.

Backup media <u>t</u> ype:	
File	•
Backup <u>m</u> edia or file name:	
E:\Backup.bkf	Bro <u>w</u> se
2	

An example of such software would be Adapatec DirectCD.

Figure 6: Backing up to file

Lastly, you will be presented with a summary of the backup job. The default settings are to do a Normal backup, verify the files, to replace any contents on the tape and to run the backup right now. If you want to change the options, or to schedule the backup for a later time, click on the *Advanced* button to change these settings.



Figure 7: Advanced Backup Options

Once you have clicked on *OK* to proceed, you may be prompted to replace the data on the tape. Click on *Yes* to proceed with the backup.

The Backup Status window will be displayed. The backup could take several



hours. Please wait while the backup completes.

Backup Progre	s ? ×			
\bigcirc	Dencel			
Device:	<u>C:</u>			
Media name:	Media created 4/4/2001 at 2:31 PM			
Status:	Backing up files from disk			
Progress:				
Time:	Elapsed: Estimated remaining: 7 sec. 14 sec.			
Processing:	C:\\Content.IE5\STAR0T6R\19k6408[1].pdf			
Files:	Processed: Estimated:			
Bytes:	2,581,546 8,098,720			

Figure 8: Backup progress window

After the backup has completed, the verify cycle will begin. Again, please wait. Once the verify cycle has completed, the *Backup Progress* window will display. Look for the word "Completed" in the *Status* line.

Backup Progres	5	? ×				
The backup is c	The backup is complete.					
To see a report (the backup, clic)	To see a report with detailed information about Report					
Media name:	Media name: Media created 4/3/2001 at 1:30 Status: Completed					
Status:						
	Elapsed:	Estimated remaining:				
Time:	2 min., 28 sec.					
	Processed:	Estimated:				
Files:	4,450	4,450				
Bytes:	50,931,915	50,931,915				

Figure 9: Backup progress window

If the status line indicates that the backup "Completed with Errors" or failed, please check the backup report by clicking on the *Report* button.

Remove your backup tape and write today's date on it. It is also recommended that, at the beginning of the month, you reboot your server.