

Windows 98 and ME Backups

Preparing for Backup

To perform a backup of your system, you must have every user log out of the Compusource software and disconnect from the Windows 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, have everyone log out of the Compusource software. Please make sure that all users are logged out. To check this, run the UBL Monitor. You can go to *START > Programs > UBL 2.0 > UBL Monitor*. Make sure that no processes are running and then continue.



Figure 1: Accessing UBL Monitor

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

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

Your first Backup

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



Figure 2: Accessing Backup

The very first time you run a backup, there will not be any backup jobs defined yet. Do define a backup job, follow the steps on the following page. If you have already done the steps on the following pages, skip to page 5, *Opening Existing Backup Jobs*.

The first time you run a backup, you will want to have Windows walk you through creating a backup job. You will be presented with the following screen. Insert a tape into your tape drive.

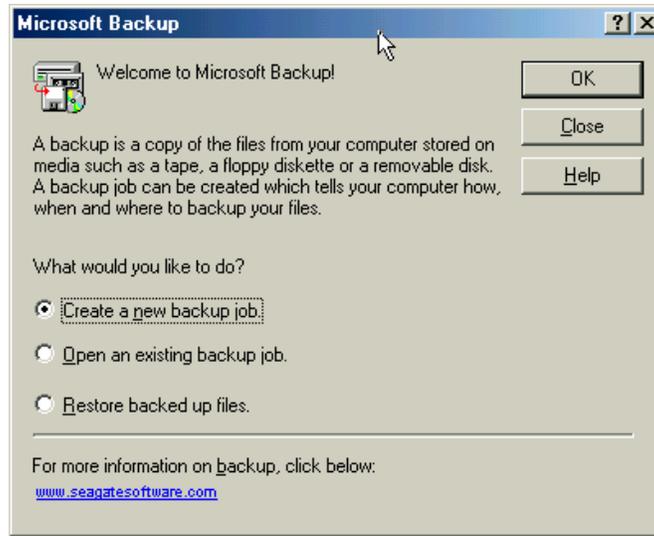


Figure 3: Windows Backup Welcome Screen

Click on *Create a new backup job*, then click on the *OK* button. You can click on the *Next* button to advance through the screens. The following screen will appear, asking you what you want to back up. By default, Windows will prompt you to back up everything on your computer. Accept this default and click on *Next*.

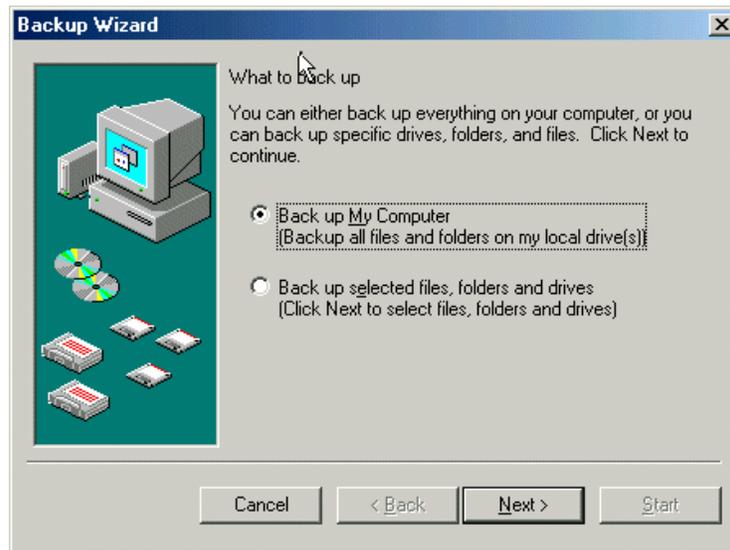
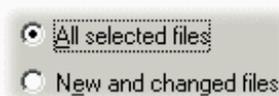


Figure 4: Backup Wizard – What to Back Up

TIP: You will also be prompt to backup all files or changed files. It is highly recommended that you always choose *All selected files*. Click *Next* to continue.



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. Select your tape drive or other backup device and click *Next* to continue.

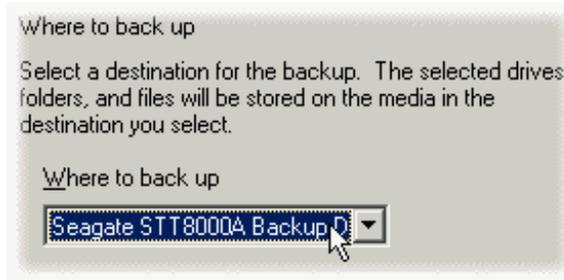
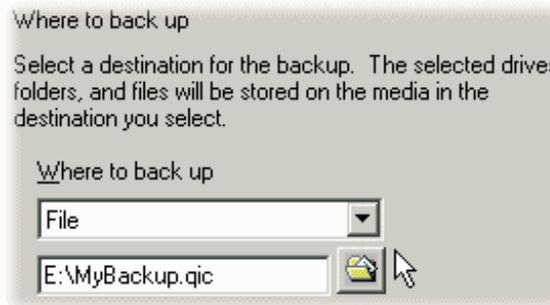


Figure 5: Where to Store the Backup

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.qic*.



An example of such software would be Adaptec DirectCD.

Figure 6: Backing up to file

Next, you will be asked if you want to compare the backup / verify and compress the backup data. Always select the option to compare the backup. Compression is not necessary unless your data exceeds the tape capacity. Click on *Next*.

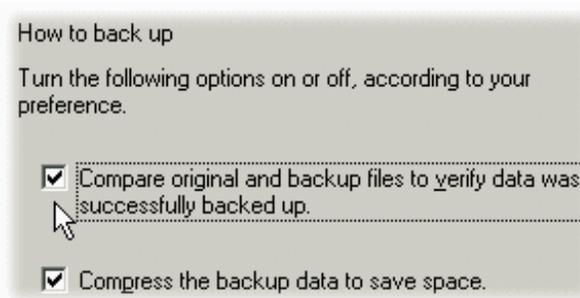


Figure 7: Advanced Backup Options

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 prompt you before replacing any contents on the tape and to run the backup right now.

Once you have clicked on *Start* to proceed, you may be prompted to replace the data on the tape. Click on *YES* to proceed with the backup. You may also be prompted to name the backup job. Enter something meaningful, like "04/01/01"

Full Backup.”

The *Backup Status* window will be displayed. The backup could take several hours. Please wait while the backup completes.

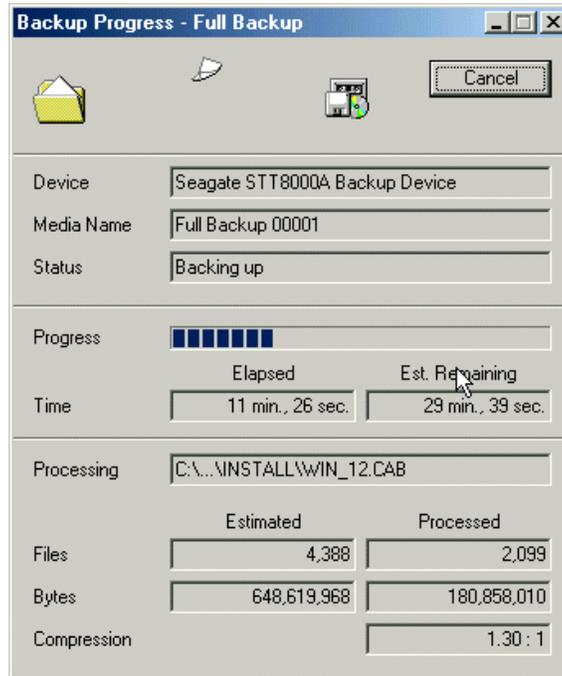


Figure 8: Backup progress window

After the backup has completed, the verify cycle will begin. Again, please wait. Once the verify cycle has completed, Windows will notify you with a small button. Click on *OK* to continue.



Figure 9: Backup progress window

Finally, the *Backup Progress* window will display. Look for the words “*Backup complete – No errors*” in the *Status* line.

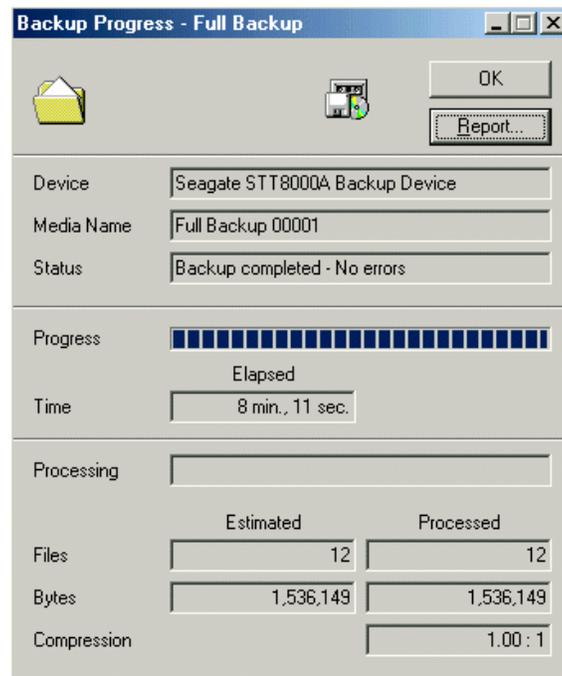


Figure 10: Backup completed with no errors

If the status line indicates that the backup completed with errors, or if the backup failed, please check the backup report by clicking on the *Report* button.

If your backup completed without errors, 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.

Opening Existing Backup Jobs

Once you have completed the initial backup, there will be a backup job named "Full Backup." In the future, you can start the same backup job by opening this backup job by doing the following:

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Figure 11: Accessing UBL Monitor

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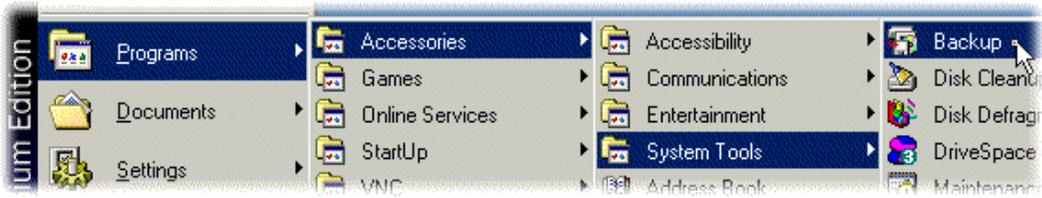


Figure 12: Accessing Backup

You will see the following screen. Insert a tape into your tape drive.

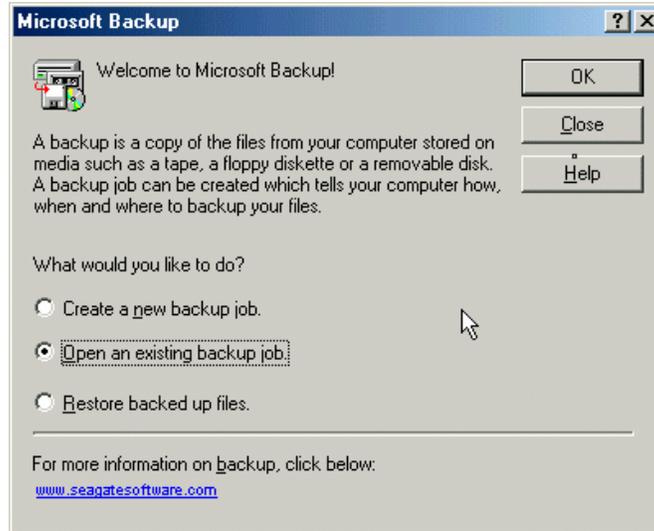


Figure 13: Windows Backup Welcome Screen

Click on *Open an existing backup job*, then click on the *OK* button.
Next, select the “Full Backup” job, and click on the *Open* button.

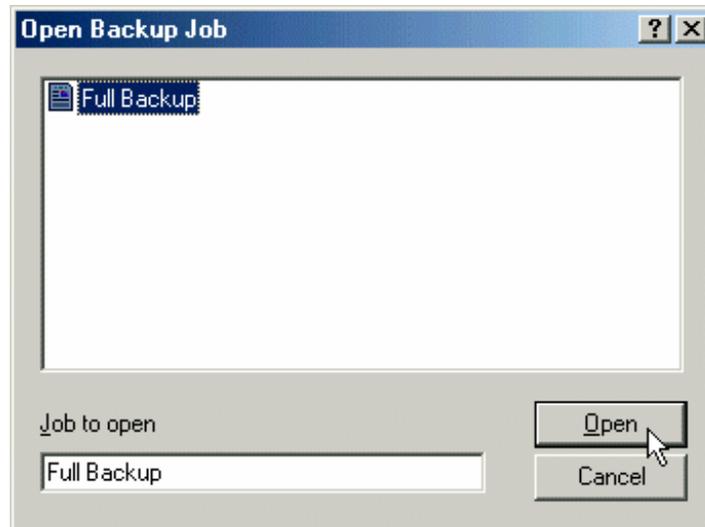


Figure 14: Windows Backup Welcome Screen

Instead of being presented with another wizard, you will see the main Microsoft Backup window... Click on the *Start* button to start your backup.

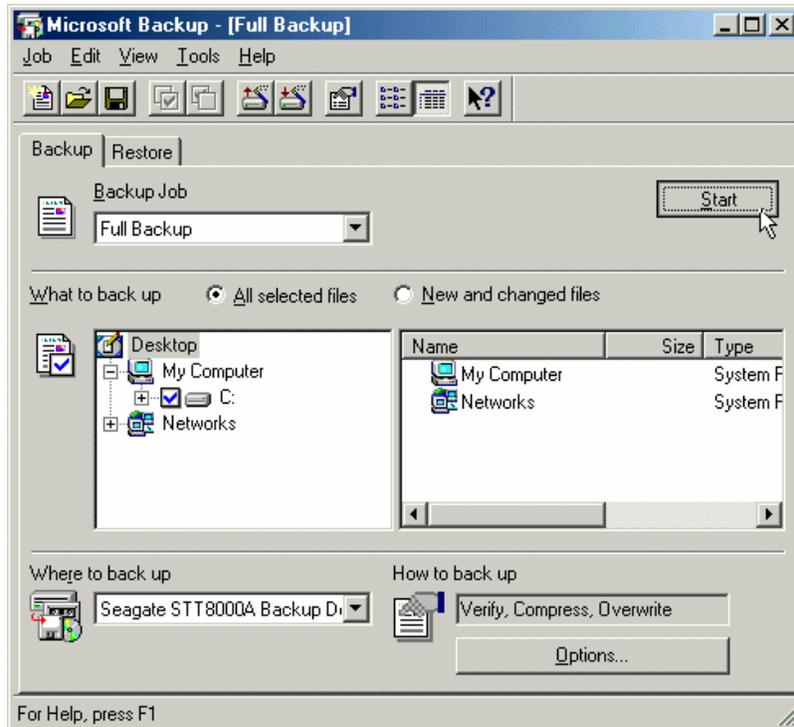


Figure 15: Starting the Backup Job

Backup Job Preferences

If you do not want to be prompted each time to overwrite the media, or to change compression settings, click on the *Tools* menu and choose *Preferences*. Here you can setup these options. Be sure to click on *Job* menu and choose *Save* when you are done.

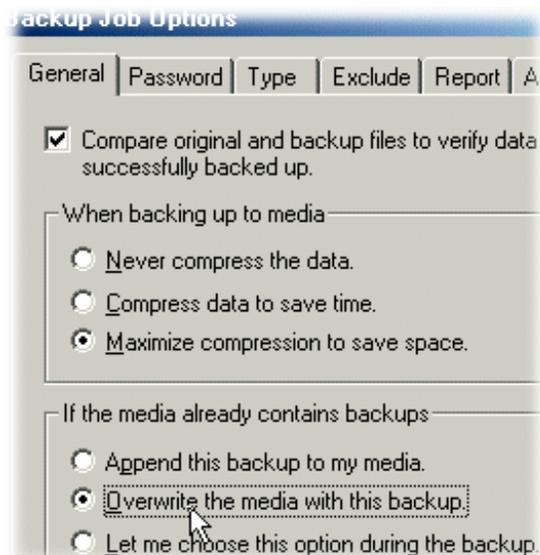


Figure 16: Backup Job Options