



HOW TO:
Backup AIRS using AIRS Utilities
(3 Easy Steps)

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INTRODUCTION

In case of a disaster, you must be able to recover your data. This is why backups are extremely important. *Restoring* data from a Backup is your first line of defense against unexpected system failure or data corruption.

- The idea of a backup is to minimize the impact of failure to the normal operation of your business. It is a lot easier to recover from the loss of one or two days of work rather than an entire month or more.
- A *reliable* backup will contain all the necessary tables.
- An *incomplete* backup may not be worth much if it is missing data. Therefore, all tables/files must be available when the backup is in progress.
- *Options* for backing up AIRS include utilizing one (or more) of the following.
 1. Backup using AIRS Utilities which zips up the necessary AIRS files
 2. Network backup
 3. Manually zipping up the AIRS directory using WinZip, PKZIP, etc.
 4. Copy the whole AIRS folder to some other media (CD, CDCD, External Hard Drive, etc.)

Backing up AIRS is very simple and quick when using the Backup Utility located in AIRS Utilities.

- The time it takes to complete will depend on the size of your database, speed of your equipment, architecture, distance from server, etc.
- The Upgrade process automatically creates a backup of AIRS so you do not have to.

The following pages show you how to run a backup using 2 mouse clicks once you've logged into AIRS Utilities.

BACKUP USING AIRS UTILITIES

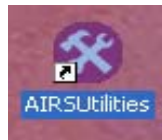
Please note the following.

- *Everyone must be logged out of AIRS for the Utilities to run.*
- *Only users with “System Administration Privileges” can log into the AIRS Utilities.*

This is really a very simple process. The steps include 1) logging into the *AIRS Utilities*, 2) selecting the *Backup* option, and 3) clicking on the *Begin Backup* button. The details and additional information of the steps follow.

A) STEPS:

1. Start **AIRS Utilities** by double-clicking on the *AIRS Utilities* shortcut found on the desktop. (An example is seen below.)



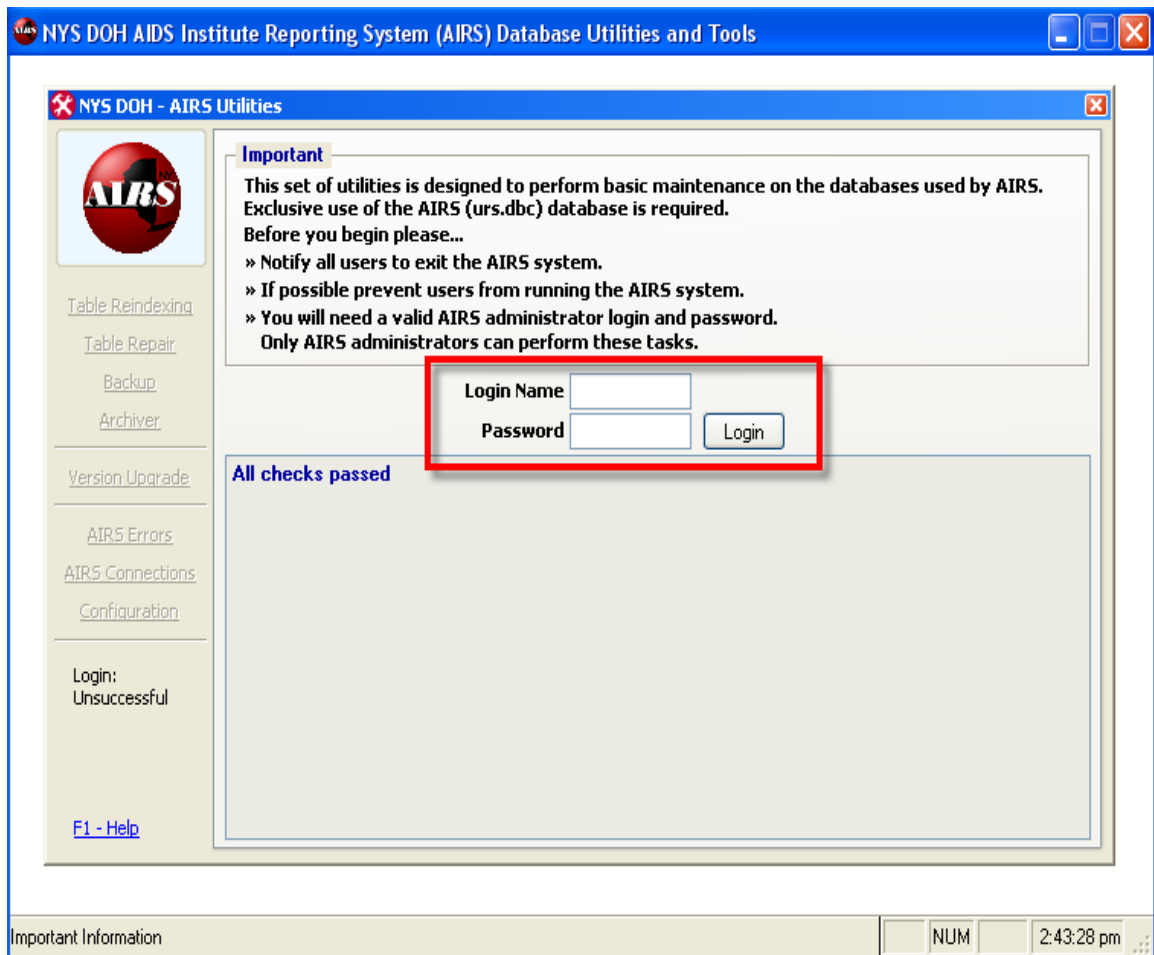
Note: If the shortcut is not found, you may try to access it directly by one of the following methods.

- a. Click on the Windows [Start] button, click on *All Programs*, click on *AIRS*, and select *AIRStutil*.



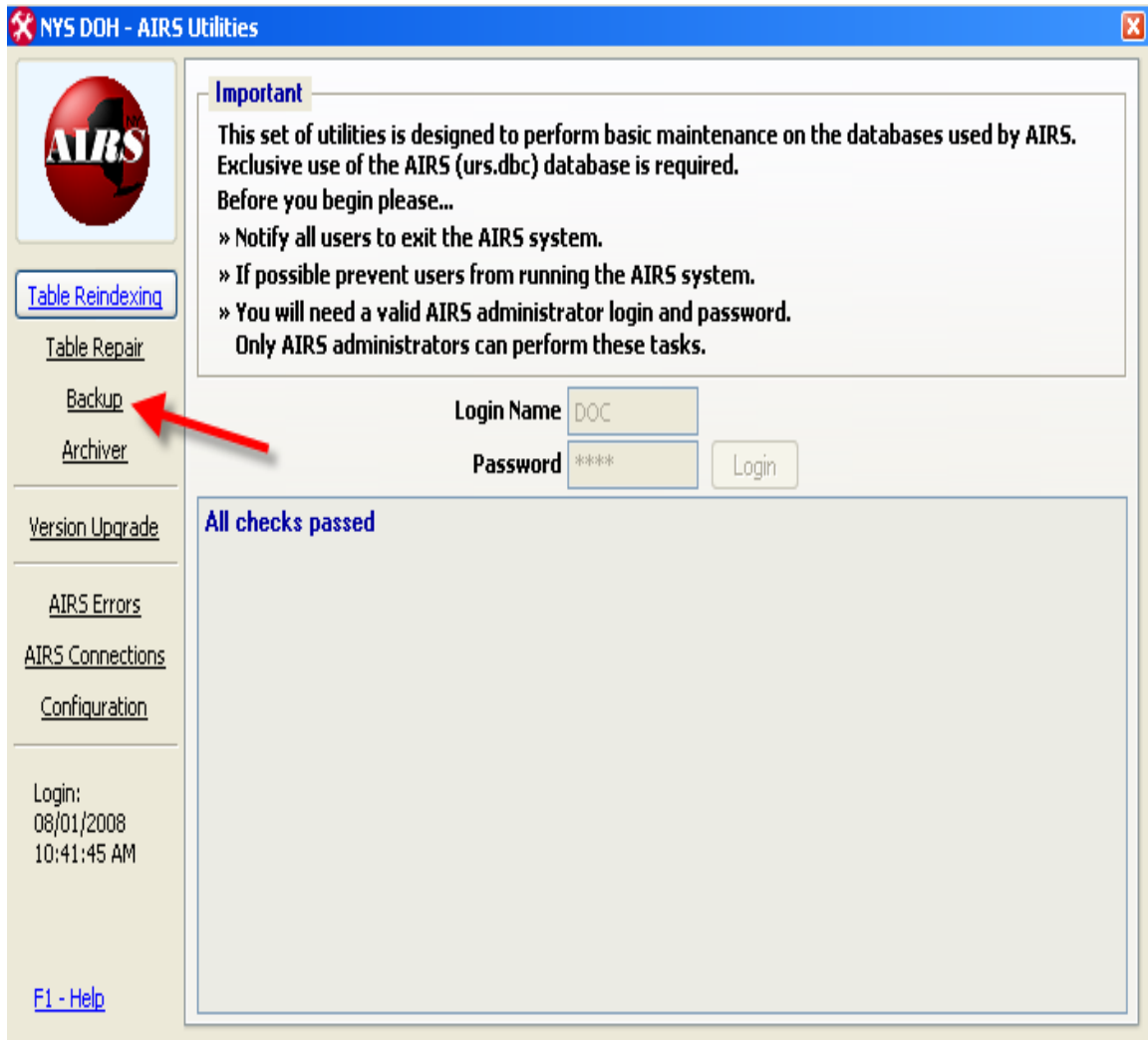
- b. Locate and double-click on the [airsutilities.exe](#) file found in the *AIRS\Utilities* folder.

2. Log in.

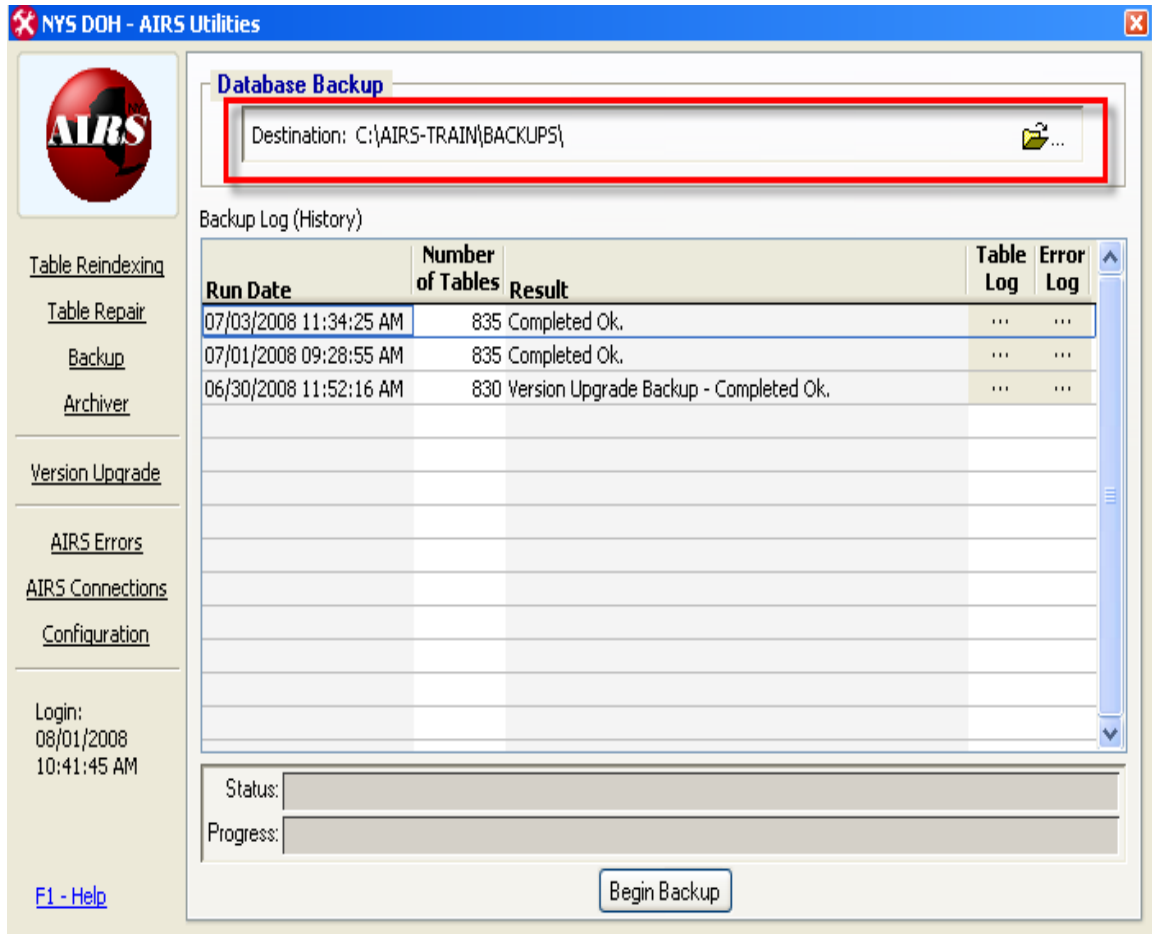


- a. Be aware that the *Password* is case sensitive (just like the AIRS login).
- b. Note: If the *Login Name* and *Password* fields are not available (they will be gray and inactive), you will not be able to run the Backup (or any AIRS Utility options except the Configuration for viewing and setting) at this time. This can happen for the following reasons.
 1. Someone is logged into AIRS,
 2. The system “thinks” someone is logged in due to an invalid logout, or
 3. The *Configuration* settings are incorrect for the AIRS folder and files. See the *Appendix* for additional information.

3. Click on the **Backup** option found on the left menu.

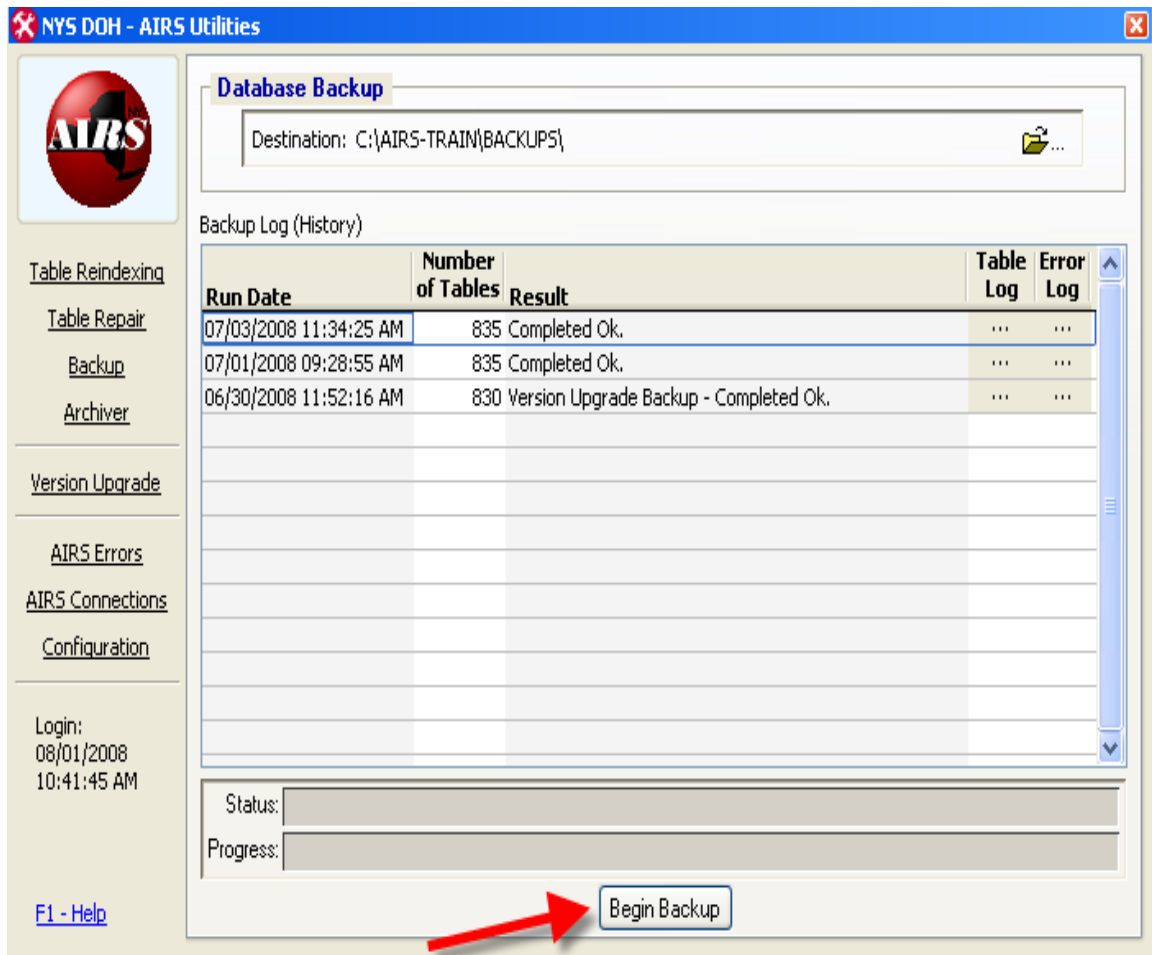


4. Note the *Destination*. This is the (default) location where the backup Zip file will be found once it is created.
 - a. If the 'Destination' is okay, you may proceed to Step 5.



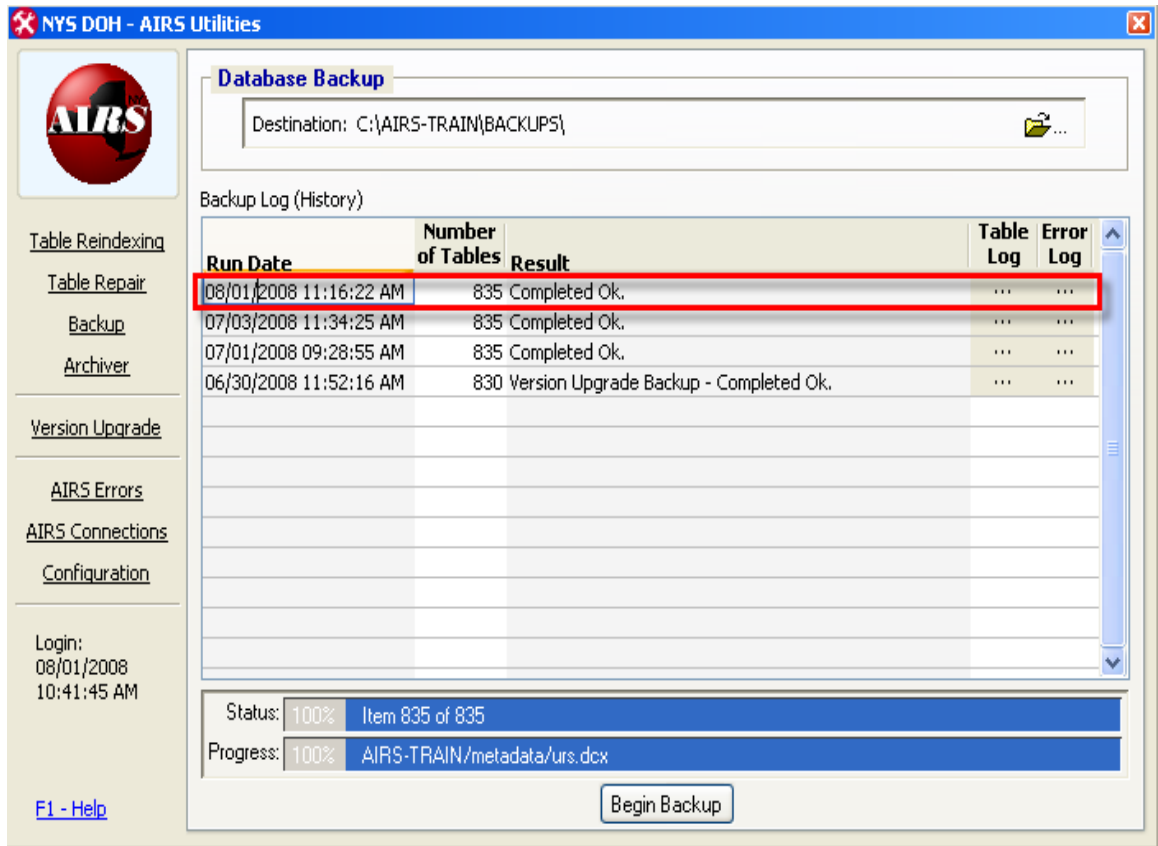
- b. If the 'Destination' needs to be changed, you have 2 options.
 - To Permanently Change the Path of the Backup: Go to the *Configuration* option and change the path to the "Backup (.ZIP)" field.
 - To Change the Path for this Backup Run Only: Click on the folder icon on the far right of the *Destination* to browse and select another folder.


5. Click on the **[Begin Backup]** button to start the Backup.



- a. The Status (of the full backup) and Progress (in backing up each file) bars become active.
- b. The grid shows the history of past backup runs that occurred using AIRS Utilities. This includes backups made during the Upgrade process. For example, see the 6/30/08 backup run (3rd line).

- c. When complete, a new record is added to the top line of the grid.



6. **Close** the AIRS Utilities by clicking on either of the 2 red  s (unless you want to select another utility on the left menu).
- a. The newly created zip file will be found in the “Destination” folder with the filename having the format of **bk_yyyymmddhrmnss.zip** where,

bk = backup
yyyy = Year
mm = Month
dd = Day
hr = Hour
mn = Minutes
ss = Seconds

For example, the “bk_20080801111622.zip” file was created on 08/01/2008 at 11:16 AM. Be aware that the Hour is in military time so 1 PM would be 13, 2 PM would be 14, etc.

B) ALTERNATIVE WAYS TO RUN THE BACKUP USING AIRS UTILITIES

In addition to running the **airsutilities.exe**, there are two other ways that the Backup from the AIRS Utilities can be run.

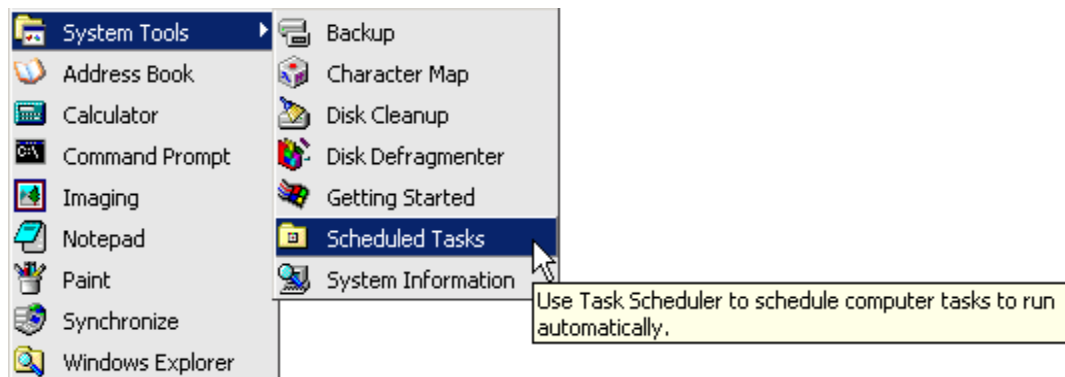
1. START | RUN:

Click on the Windows **Start** button and then click on **Run**. Next to “Open”, enter “...AIRS\Utilities\AIRSUtilities.exe **BACKUP**”

- Where the “...” is the path to the AIRS folder
- Where the word “BACKUP” must be in CAPS since this is a case sensitive.
- Note: The Backup will use the AIRS Utilities *Configuration* settings.

2. SCHEDULED TASKS:

The command for Start | Run (above) can be set up as a Windows *Scheduled Task* to run in an unattended mode. (Click on... Start | Programs | Accessories | System Tools | Scheduled Tasks)



- Windows Network, Security Authentication is used to execute the program(s).
- The automated task will log the user into the network, run the task, and log the user out when task is completed.
 - User should check AIRS Utilities Backup Log to be sure that the backup ran successfully.

RECOMMENDATIONS

- You can **backup from AIRS Utilities even if you have Network backups!**
In fact, we *strongly* recommend that you do so.
 - You will likely have faster access to these file (than working through your agency's IT Department).
 - You control how long you want to keep past backups.
 - Better assurance that the file(s) needed will be found without a problem.
- If you have Network backups, you should find out:
 - **How frequently backups are performed.** Ideally, a nightly backup is performed of all AIRS files (and possibly your entire network drive) using a different CD/DVD/Tape for each nights' backup.
 - **How long backups are kept.** This is extremely important since some agencies only keep the past week or two.
- Back up all AIRS files prior to making any major changes to your database or computer. As previously mentioned in the Introduction section, this includes:
 - Before any *Hotfix/Patch* to AIRS is applied.
 - Before any *Table changes* to AIRS are made by a Support Technician.
- If using AIRS Utilities, set up a regular schedule for the backups.
 - If you have a network backup that includes AIRS, we suggest you run AIRS Backup once per week.
 - If you have no network backup, you should run the AIRS Backup more than once per week.
- Manage the zip files. If you are using AIRS Utilities, the zip files will continue to be created and stored in the 'Destination' folder. Backups are not overwritten. We suggest you manage these by a) deleting old unnecessary ones or b) removing them after copying/burning them to CD, DVD, External Hard drive, etc. The latter is a second layer of protection in case the hard drive containing the live database and the backup fails.

APPENDIX 1: If You Cannot Log Into AIRS Utilities...

1. Check the *Configuration* option in AIRS Utilities. Make sure that the paths to the folder options are properly.
 - o Production = The path to the AIRS folder
 - o Backup (.ZIP) = The path to AIRS\Backups
 - o Upgrade VUP = The path to AIRS\Utilities\Vup_data

2. Make sure everyone is logged out of AIRS. To see which users are logged in:
 - a. Close AIRS Utilities
 - b. Log into AIRS
 - c. Go to the *System* menu
 - d. Click on the *System Options and Security Setup*
 - e. Click on the [+] sign to the left of *Login History*
 - f. Select *Display history of system logins*
 - g. You should see at least one record (your login) without any information in the Log Out column.
 - h. If there are other users seen who have no date/time in the Log Out field, contact and ask them to log out of AIRS.
 - i. Once this is accomplished, log out of AIRS
 - j. You should be able to log into AIRS Utilities

3. If there are users who say they are not logged in (since they were kicked out or prematurely ended their AIRS session), you must “clear their connection”. To do so,
 - a. Remain in the *Display history of system logins* screen.
 - b. Right click on any record
 - c. Select “Clear All Active Connections”
 - d. Log out of AIRS
 - e. Try to log into AIRS Utilities

APPENDIX 2: Technical Information

- The Backup using AIRS Utilities does not include all folders and files found in the AIRS directory.
 - Only the DATA and METADATA (used to restore/repair table structures) folders are included in the zip file.
 - For the *Restored* system to run, however, the other AIRS subfolders and files will need to be obtained (from Support).
- The Backup performed when the Version Upgrade process is run also does not include all folders and files found in the AIRS directory.
 - Only the DATA folder, METADATA folder, SETUP.EXE, and URS.EXE files are included in the zip file.
 - For the *Restored* system to run, however, other AIRS subfolders and files will need to be obtained (from Support).
- *Optional:* You can choose to “Password Protect” the Zip file.
 - A Password can be set up in the *Configuration* option of the AIRS Utilities.
 - Be sure to remember/keep the password. No files can be extracted from the backup without it. There is no way to find out what was entered for the Password.