

Data Backup

It is extremely important that back up copies of both your data and the UNIX system are taken on a regular basis.

Data Copies

You must implement a procedure to carry out a **DAILY BACK UP** of your data and also an additional backup **BEFORE PROCESSING MONTH END** for Sales, Purchase and Nominal Ledgers.

THE ROUTINE MUST BE RUN WITH EVERYONE ELSE OFF THE SYSTEM

1. DATA BACKUP **SYSCOPY** (DAILY AND AT MONTH END FOR EACH LEDGER)
 - 1.1. Put the appropriate backup tape in the drive (the drive should rewind the tape for a few moments)
 - 1.2. At the login prompt, enter **root** and <enter> or <return>
 - 1.3. At the Password prompt, enter the root password (e.g. abacus, apricot etc), and <enter> or <return>
 - 1.4. At the \$ or # prompt enter **syscopy** and <enter> or <return>
 - 1.5. The following screen will be displayed

```

IBCOS                      DAILY Backup Routine          Version 3.19 - 1299

GOLD is locked out for new users...

          *** Status ***

Date: Fri Sep  7 17:46:15 BST 2001

2 other Users (apart from root):

User   Tty    Login@  Idle  JCPU  PCPU  What
root   tty01   6:12pm  3:06  51:25  -    -sh
gold   tty13   8:57am  -     13     8    dbr ADS0:HELP TNMBR=165
gold   tty17   9:28am  7:55   5     3    dbr /u/gold/ads0/HELP TNMBR=166

Select (M)essage, (C)opy, (S)tatus or (Q)uit :

                                     Syscopy Data - UNIX - V901
  
```

- 1.6. If other users are displayed, you must either QUIT or run the COPY on a delayed start. An immediate copy may result in a corrupted copy being made.
- 1.7. Entering C to copy will prompt for the number of hours to delay the start, or using the <enter> or <return> will start an immediate copy.
- 1.8. The system will now copy your data onto the tape. When this routine is complete you will be returned to the \$ or # prompt.
- 1.9. If q had been entered, the screen would display the following

```

Select (M)essage, (C)opy, (S)tatus or (Q)uit : q
GOLD has been unlocked and is available...

The backup routine was cancelled.

xxxxx:tty01 root >

                                     Syscopy Data - Quit - UNIX V901
  
```

- 1.10. Remove the tape and type: exit <enter> or <return>, which will produce the login prompt.

System Copy

At least once a month it is essential that a System Copy be taken. This routine must be in **addition** to any data copies taken by the standard SYSCOPY command. To take a System Copy your machine must be shutdown and rebooted in single user mode. This procedure also clears temporary files on the Server, releasing space on the hard disk.

1. With all other users off the system, shut down the system as follows:
 - 1.1. Login on the Main Console, entering **root** <enter> or <return>, followed by the root password.
 - 1.2. At the root prompt, \$ or #, type **down** <enter> or <return>.
 - 1.3. To the prompt 'Do you wish to continue' respond **y** <enter> or <return>.
 - 1.4. The system will go through the procedure of shutting down, and will prompt

Safe to power off
Or
Press any key to reboot

- 1.5. Press any key to reboot the system. The system will automatically go through a number of procedures, wait....
- 1.6. The system will prompt: with **boot:**. Press <enter> or <return> to continue.
- 1.7. The message 'Type CONTROL-D to proceed with normal startup or enter root password for system maintenance' will be displayed.
- 1.8. **Enter the root password** <enter> or <return>.
- 1.9. Put the appropriate backup tape in the drive (the drive should rewind the tape for a few moments)
- 1.10. At the prompt type **syscopy** <enter> or <return>.
- 1.11. A copy of the UNIX system and all its settings will be created, and when complete, the system will return to the prompt.
- 1.12. Hold down the **Ctrl** key and at the same time press **d**. This will restart the system in multi-user mode and display the login.
- 1.13. To resume normal use, enter **gold**.

EXTREMELY IMPORTANT

Data and System copies should be kept in a safe place, such as a fireproof cabinet, or another building. Alternatively arrange for someone to take the tape home.

A charge may be made if this tape is required and is not available.