

Backup & Restore Procedures

For Stand-alone and Network - Small
Implementations Only

February, 2007

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Publication Numbers

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New Data Backup/Restore Procedures

ARTA Deposit Version 6.0 and above now requires SQL Server Express rather than MSDE for stand-alone and small network installations only. However, SQL Server Express does not provide the SQL Server Agent program, which was previously used by the ARTA Deposit backup program to schedule and execute backups. With Version 6.0 and above, Windows Task Scheduler will be used to schedule the database backups. As a result, the existing backups scheduled for ARTA Deposit Version 5.1 and earlier will no longer execute.

ARTA Deposit version 6.1 and above include the backup and restore information in the User's Guide, available within the application. Screen captures included in this document are for example only. Some information will be different (such as the computer, user, and server names) for each user.

Please Note: The screen captures in this document represent ARTA Deposit Version 6.0 (Example: ARTADeposit6_0). Substitute the correct version information when necessary.

Data Backup

The ARTA Deposit backup can be performed either of two ways:

- Use the .bat file supplied by Wolters Kluwer Financial Services or
- Use Microsoft SQL Server Management Express Studio.

To perform a restore of your backup the Microsoft SQL Server Management Express Studio must be used. Automatic backups can also be performed. Windows Task Scheduler will run a .bat file. The .bat file in turn executes an OSQL.exe file that completes the database backup.

Notes for When to Backup

Keep the following notes in mind when scheduling backups:

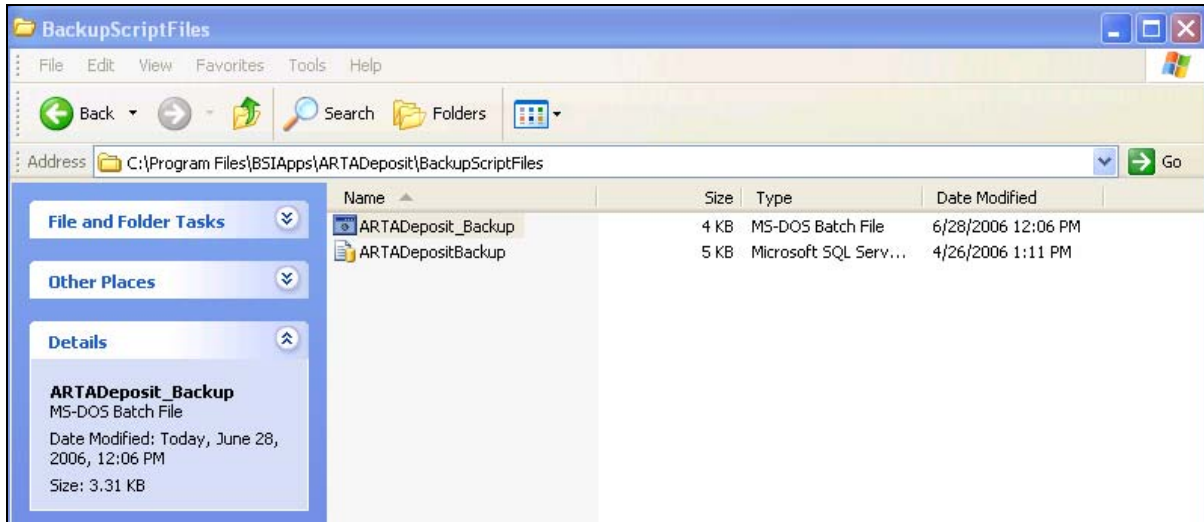
- The backup should be done at a time when no one is using ARTA Deposit.
- The process of running the backup is associated with the user who schedules the backup. Be certain that this user has administrative rights to the computer on which the backup will be run.

After the scheduling is complete, be certain to test the backup settings. Ensure the backup file is in the appropriate directory with the appropriate file name.

The file name for the backup includes the day of the week that the backup was executed. This will overwrite the existing backup data for the given day, as ARTA Deposit backup has done in the past. **Examples:** ARTADepositX_XMonday.bak, ARTADepositX_XWednesday.bak (where X_X represents the installed version of ARTA Deposit).

Complete Backup Using Batch File

1. Browse to C:\Program Files\BSIApps\ARTADeposit\BackupScriptFiles
2. Double-click ARTADeposit_Backup.bat, backup will be executed.



3. The backup file will be placed in C:\Program Files\BSIApps\ARTADeposit\Database\Backup

Backup batch file

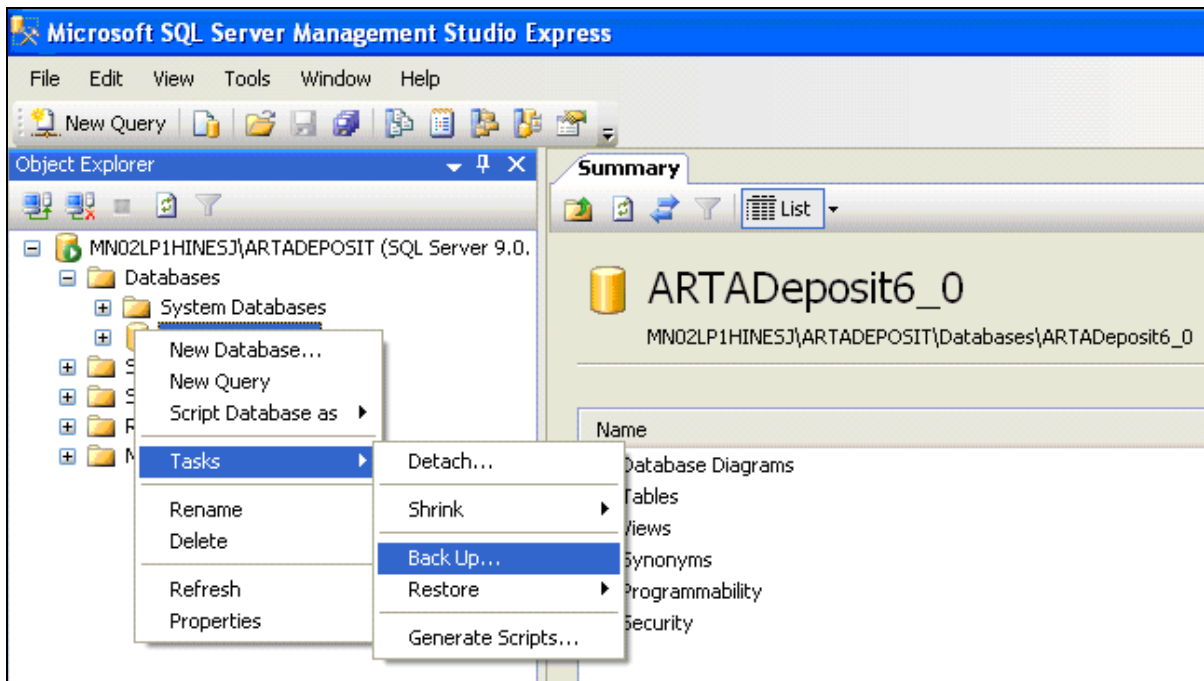
- **File Name:** The file name of the backup batch file will be ARTADeposit_Backup.BAT
- **Location:** The location of the backup SQL file will be \BSIApps\ARTADeposit\BackupScriptFiles
- **When executed the backup batch file will:**
 - Use OSQL to execute the SQL Backup file.
 - Use Windows security to login to the database server
 - Create a log file of the command.

Complete Backup Using Microsoft SQL Server Management Express Studio

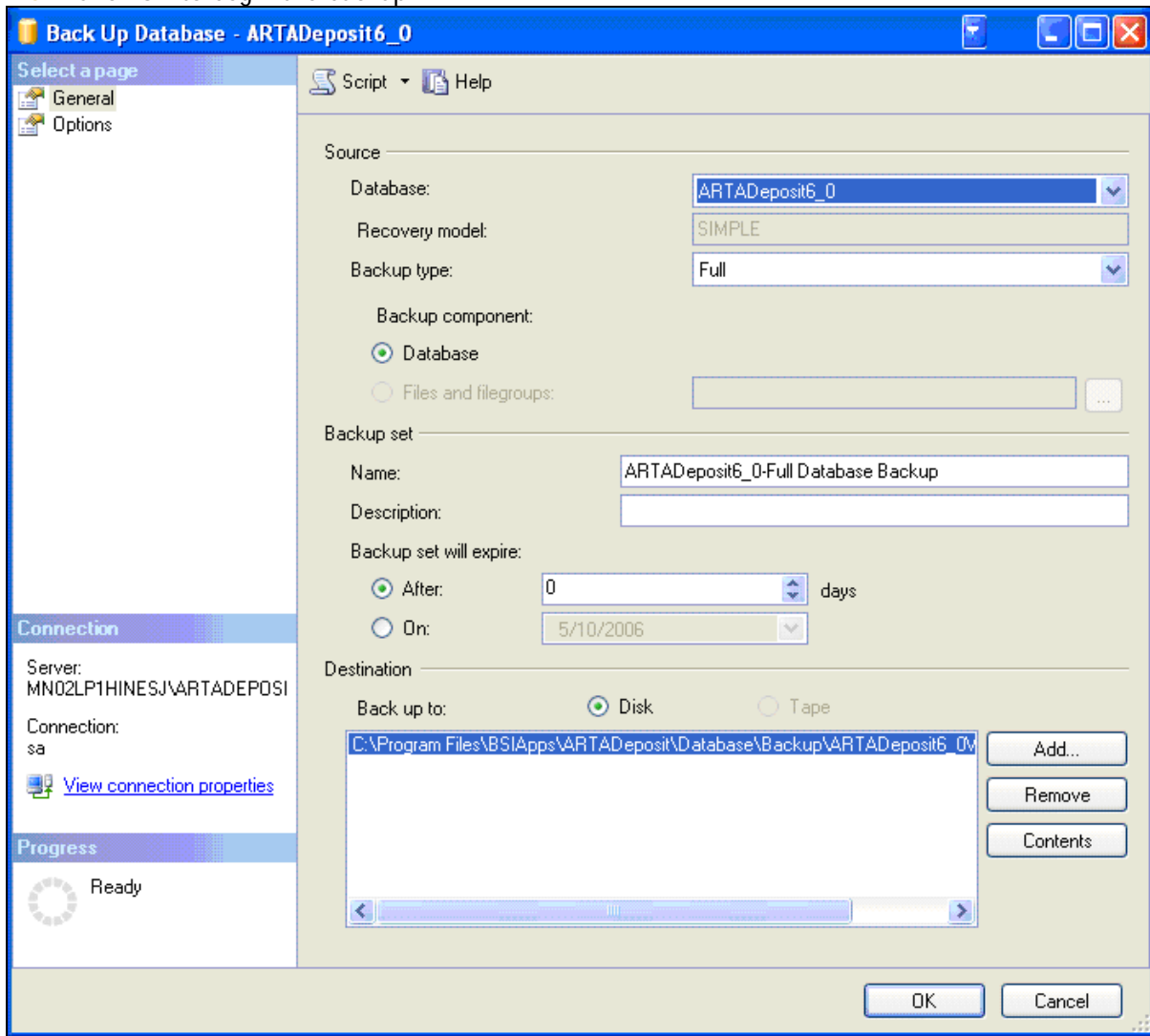
1. Open Microsoft SQL Server Management Express Studio by selecting **Start, Programs, Microsoft SQL Server 2005, then SQL Server Management Studio Express**. You may be required to complete the fields on the *Connect to Server* screen.
 - **Authentication:** select **SQL Server Authentication** from the drop down list.
 - **Login:** select **sa** from the drop down list.
 - Type the password for the sa account and click **Connect**.



2. Right-click on the ARTADeposit database, select Tasks, Back Up.



3. Click OK to begin the backup.



4. A message will display when the backup is completed successfully. Click OK to close the message window.



Backup SQL File

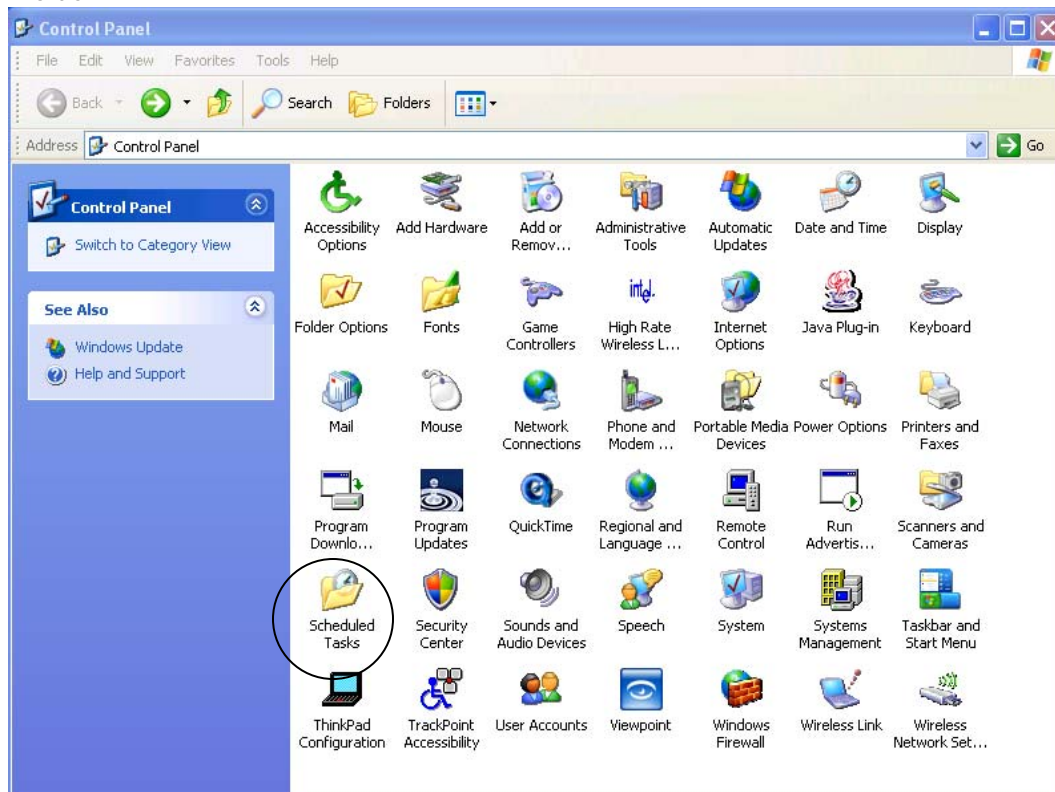
- File Name: The file name of the backup SQL script will be ARTADepositBackup.SQL

- Location: The location of the backup SQL file will be \BSIApps\ARTADeposit\BackupScriptFiles
- When executed the SQL Backup file will do a database backup for ARTA Deposit.
- The installation procedure will maintain the database name and location within the SQL Backup script file. This means the name of the database automatically will be set to the new database names for updates. No action will be required to maintain the scheduled backups as new versions of ARTA Deposit are installed.

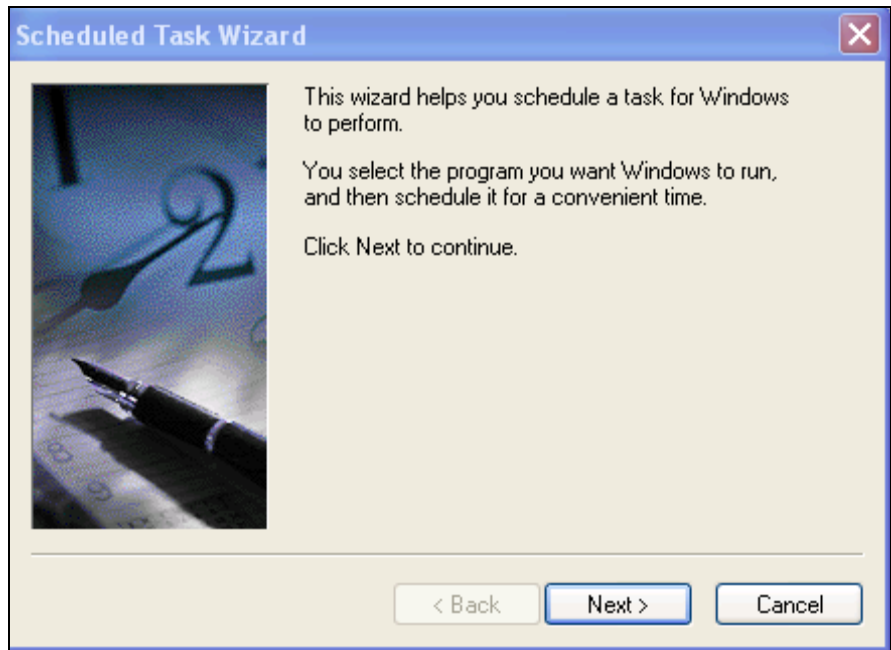
Working with Windows Task Scheduler for Automatic Backups

The Microsoft Task Scheduler is part of your Windows operating system that can be used to schedule tasks.

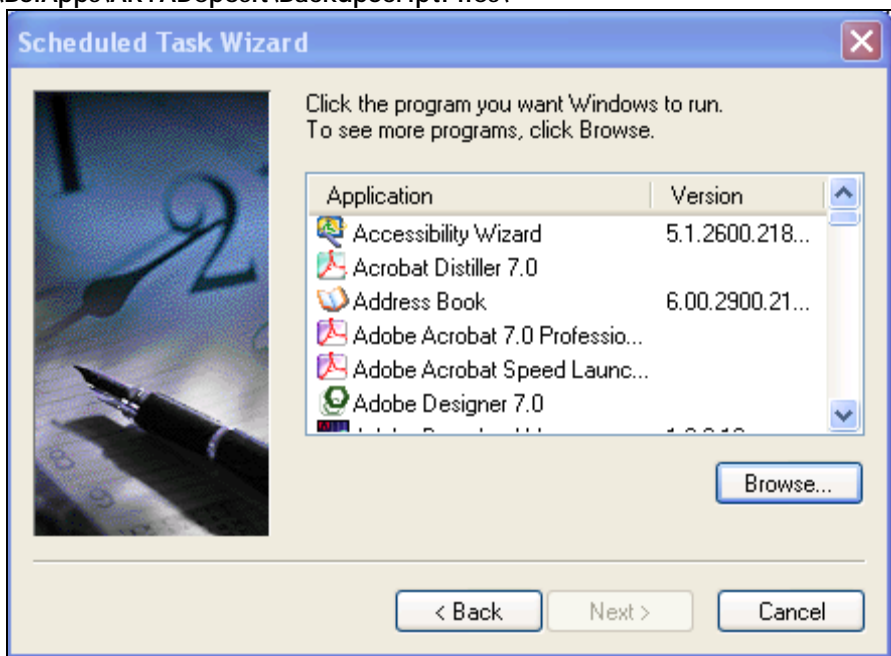
1. Open the **Control Panel** to access the task scheduler.
2. On **Windows XP and Server 2003** access the Control Panel to see the Scheduled Tasks folder.



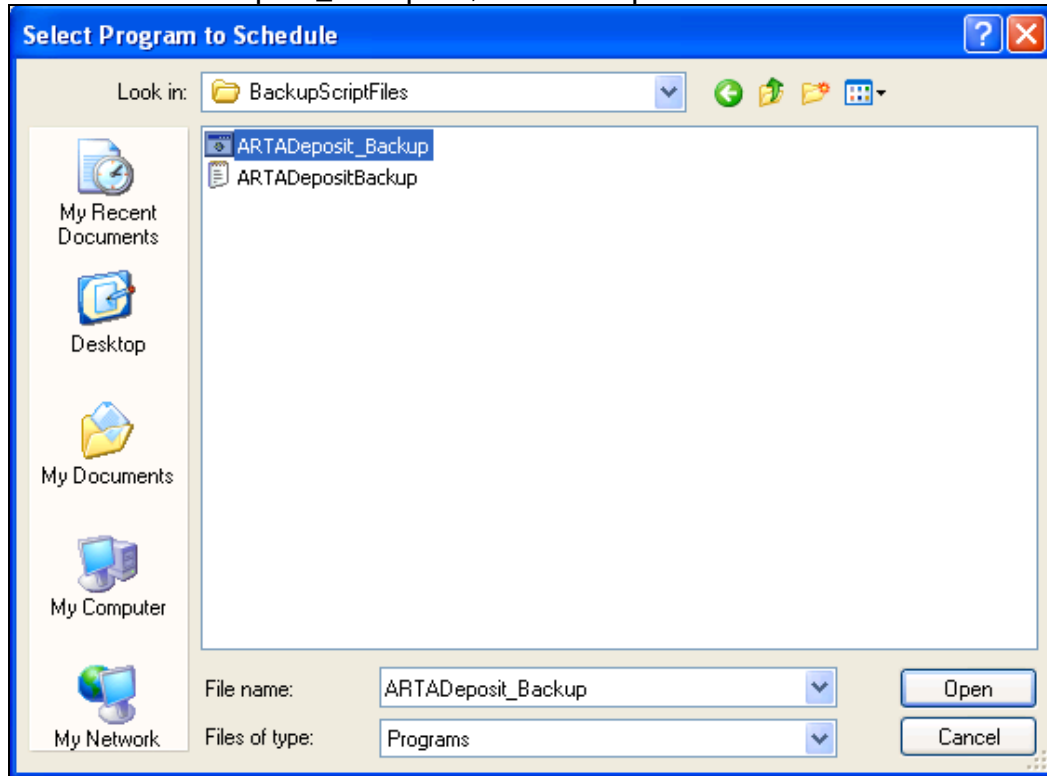
3. Double-click the **Scheduled Tasks** folder, then double-click **Add Scheduled Task**. The Task Scheduler Wizard will open. Click **Next** to begin the wizard.



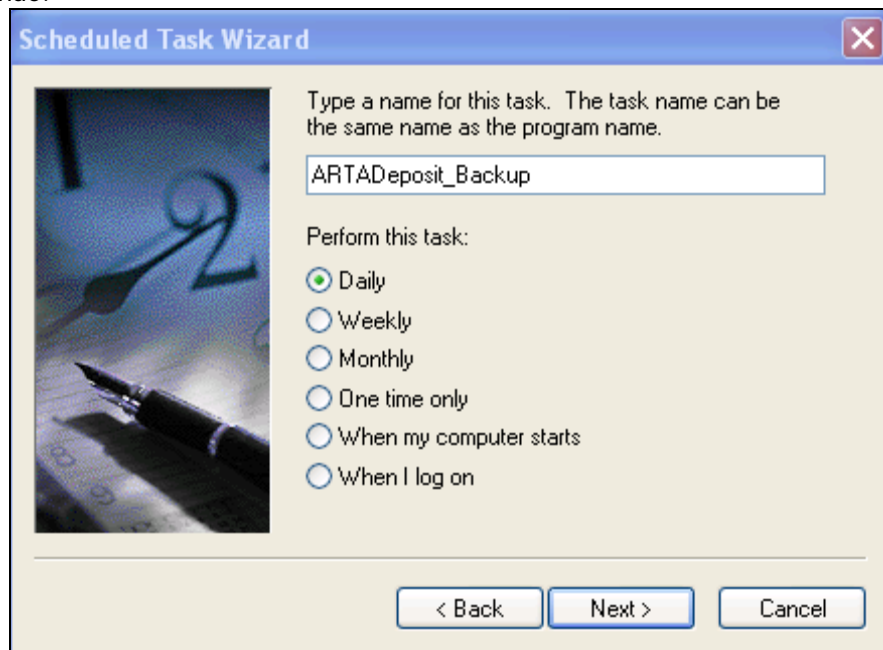
4. Rather than selecting a program, click the **Browse** button and navigate to the location of the batch file. The default for this is C:\Program Files\BSIApps\ARTADeposit\BackupScriptFiles\



5. Select the ARTADeposit_Backup file, then click Open.



6. Specify when the backup should be performed by selecting the corresponding option button. The example below shows the option to perform a backup every day. Click Next to continue.



7. On the next screen, specify the time of day and on which day(s) the backup should be run. Click **Next** to continue.
8. As noted above, the backup is associated with a user. Enter the user's information and password as required. Click **Next** to continue. If the password for the user changes after the backup is scheduled, open the Task Scheduler and enter the new password for the user.



9. A confirmation window will display. If the information is correct, click **Finish**. If not, use the **Back** button to return through the wizard and make appropriate corrections.

Restoring a Data Backup

Microsoft SQL Server Management Express Studio is now used to do restore of SQL Express databases. Follow the link below to download this tool from Microsoft.

<http://msdn.microsoft.com/vstudio/express/sql/download/>

Notes for When to Restore

Keep the following notes in mind when restoring a database.

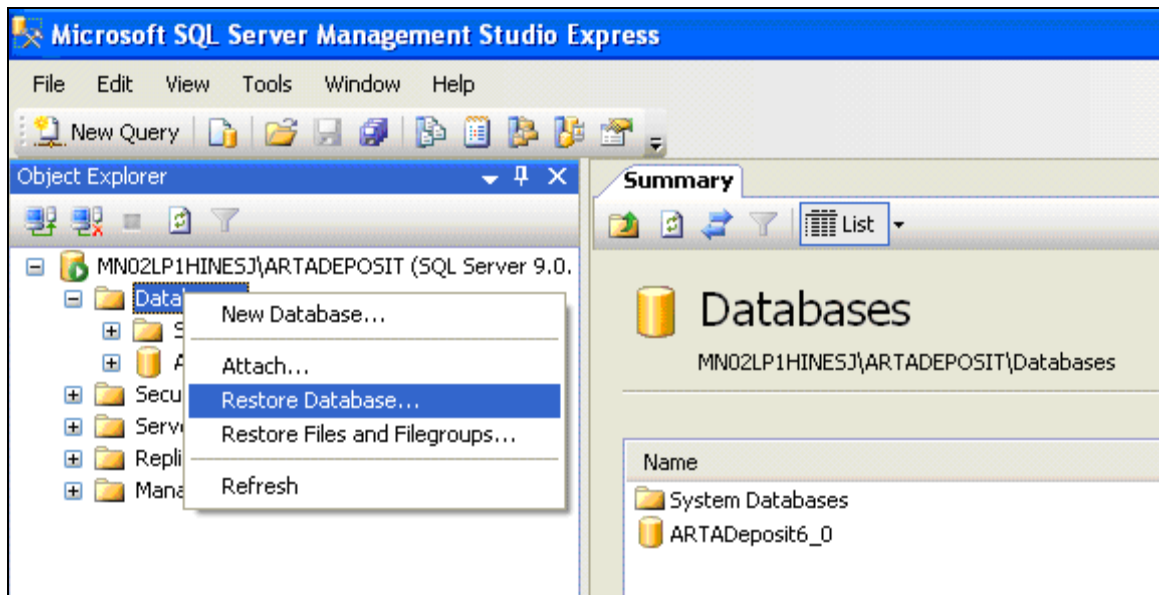
- The restore should be done when no one is using ARTA Deposit.
- Be certain to log in to the computer with administrative rights.

Restore Process

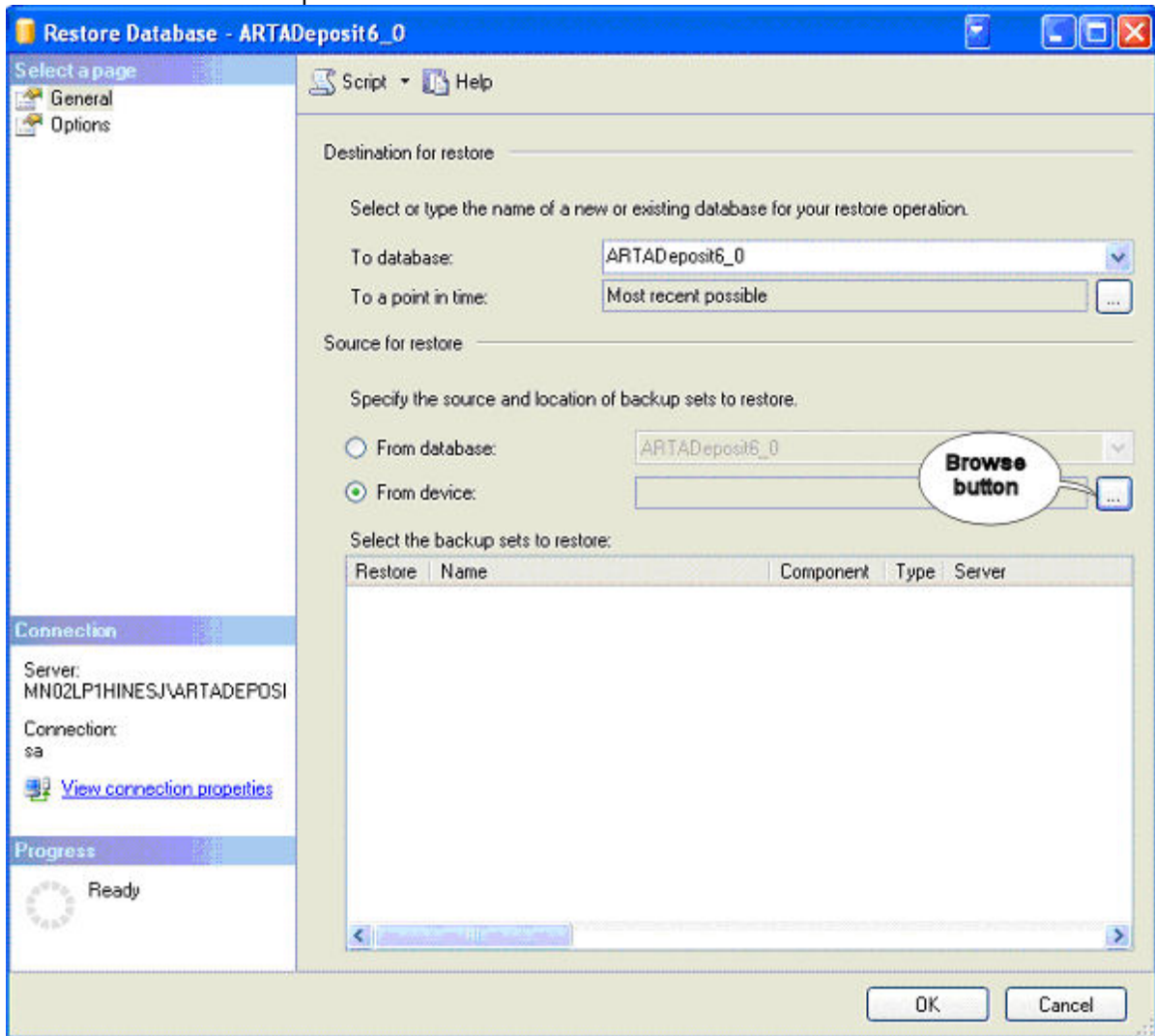
1. Open Microsoft SQL Studio Management Express by selecting **Start, Programs, Microsoft SQL Server 2005**, then **SQL Server Management Studio Express**. You may be required to complete the fields on the *Connect to Server* screen.
 - **Authentication:** select **SQL Server Authentication** from the drop down list.
 - **Login:** select **sa** from the drop down list.
 - Type the password for the sa account and click **Connect**.



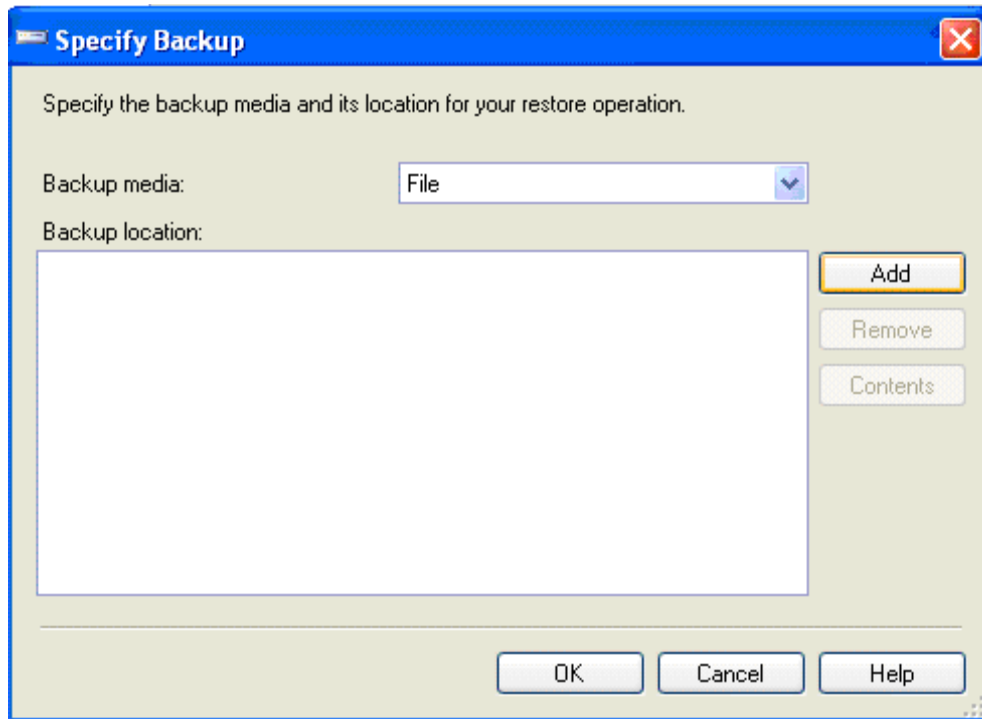
2. Right-click on the ARTADeposit database, select Restore Database.



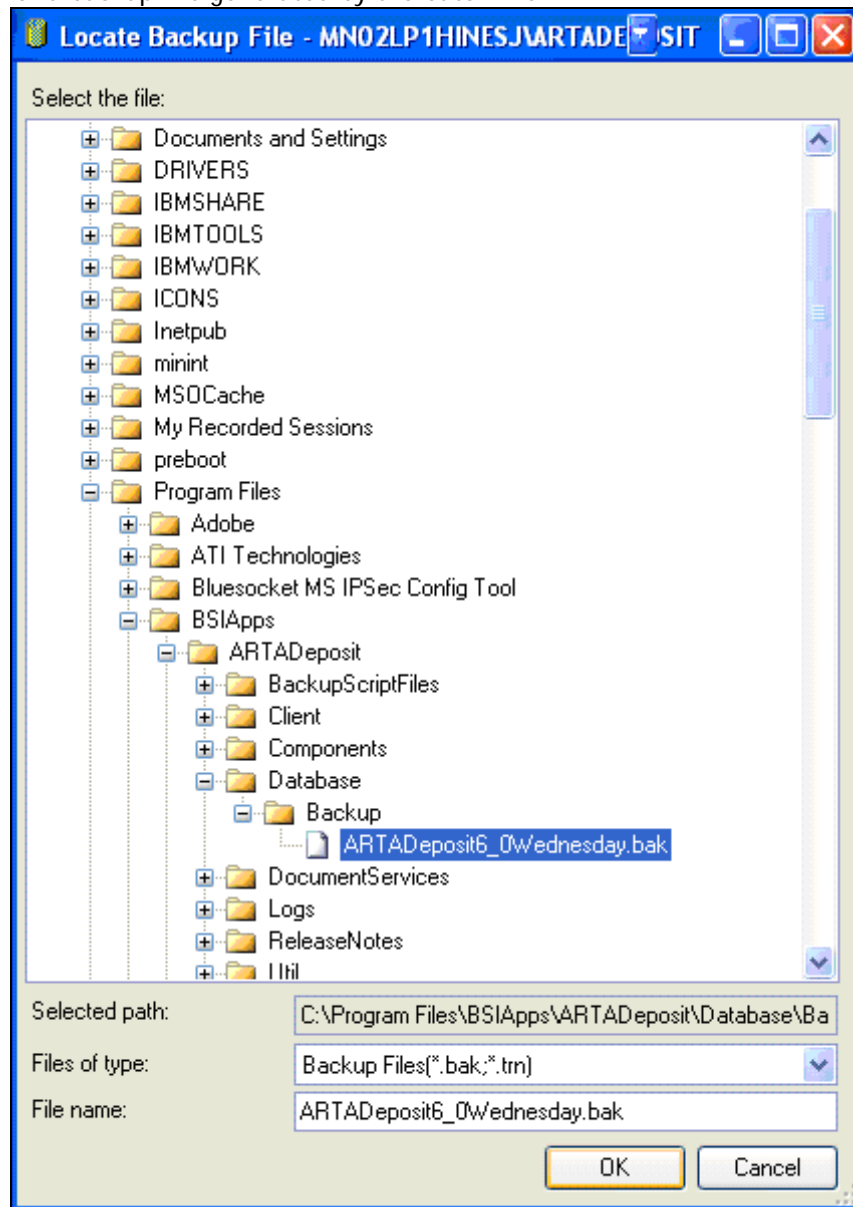
3. On the *Restore Database* screen be certain the ARTA Deposit Version 6.0 database name is listed in the To database field. Select the From device option, then click the browse button to locate the backup file to be restored.



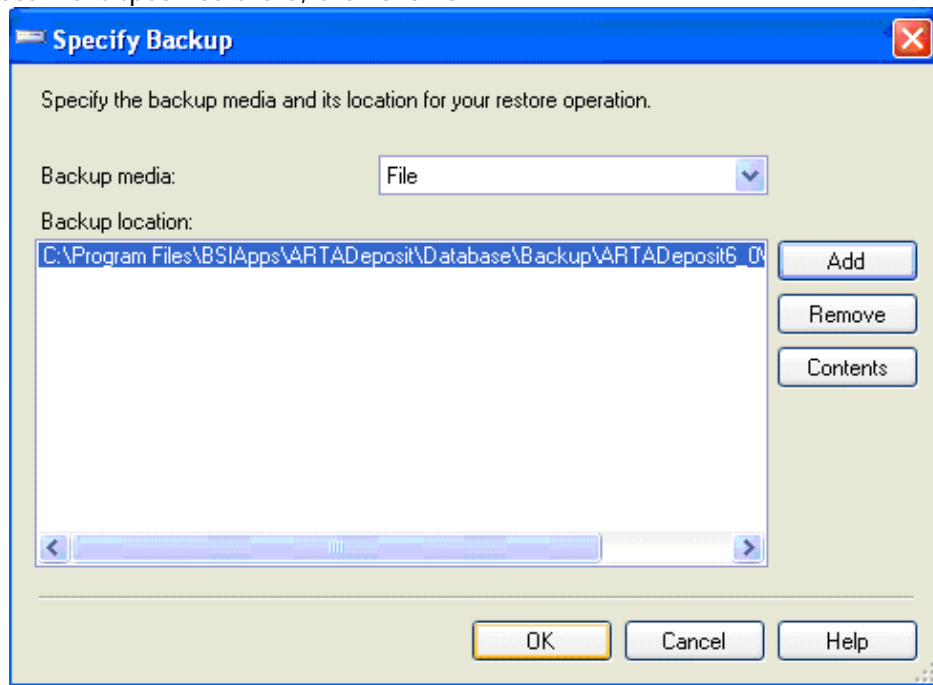
4. Click **Add**.



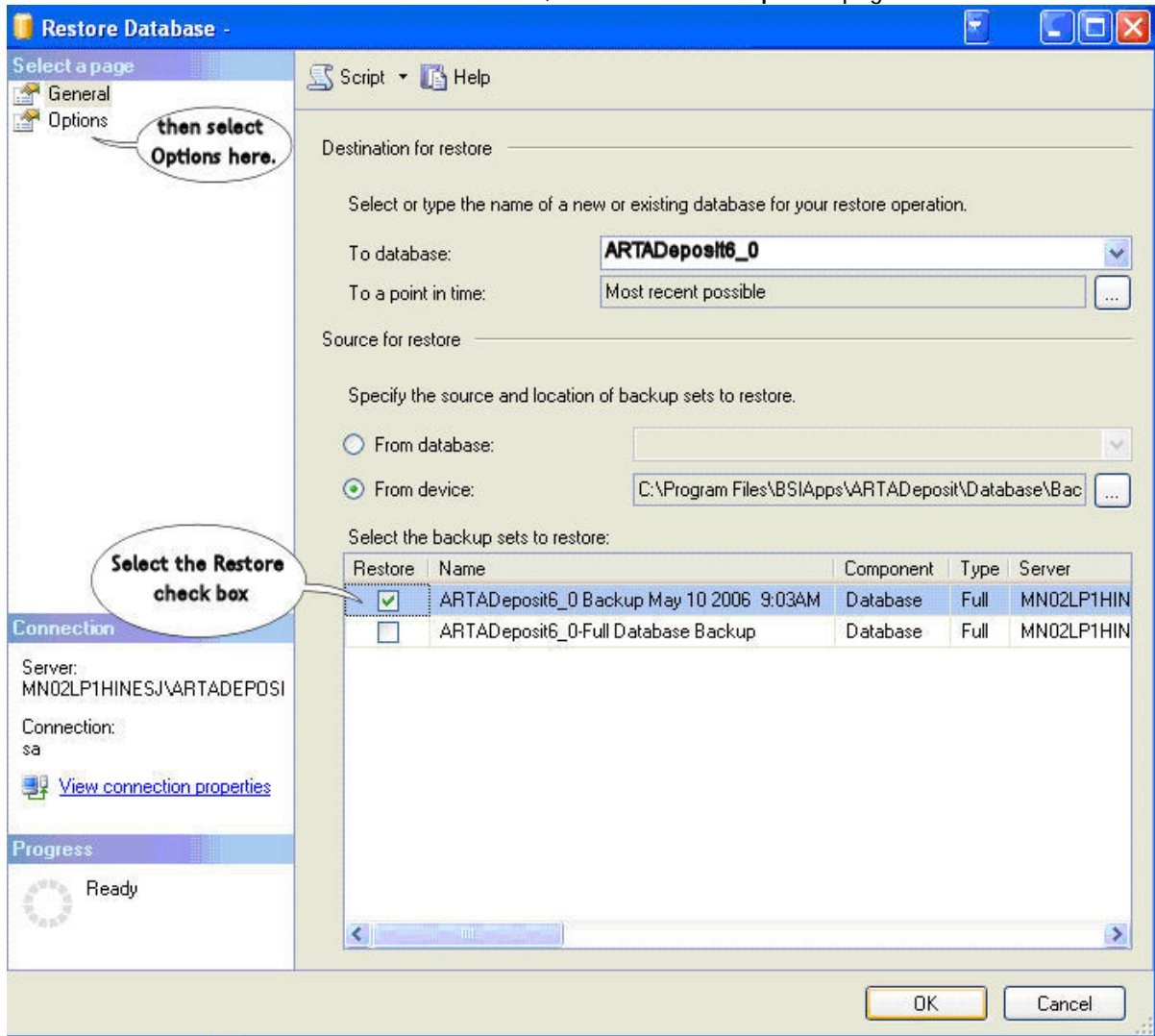
5. Navigate to and select the desired backup file, then click OK. This example shows the location of a backup file generated by the batch file.



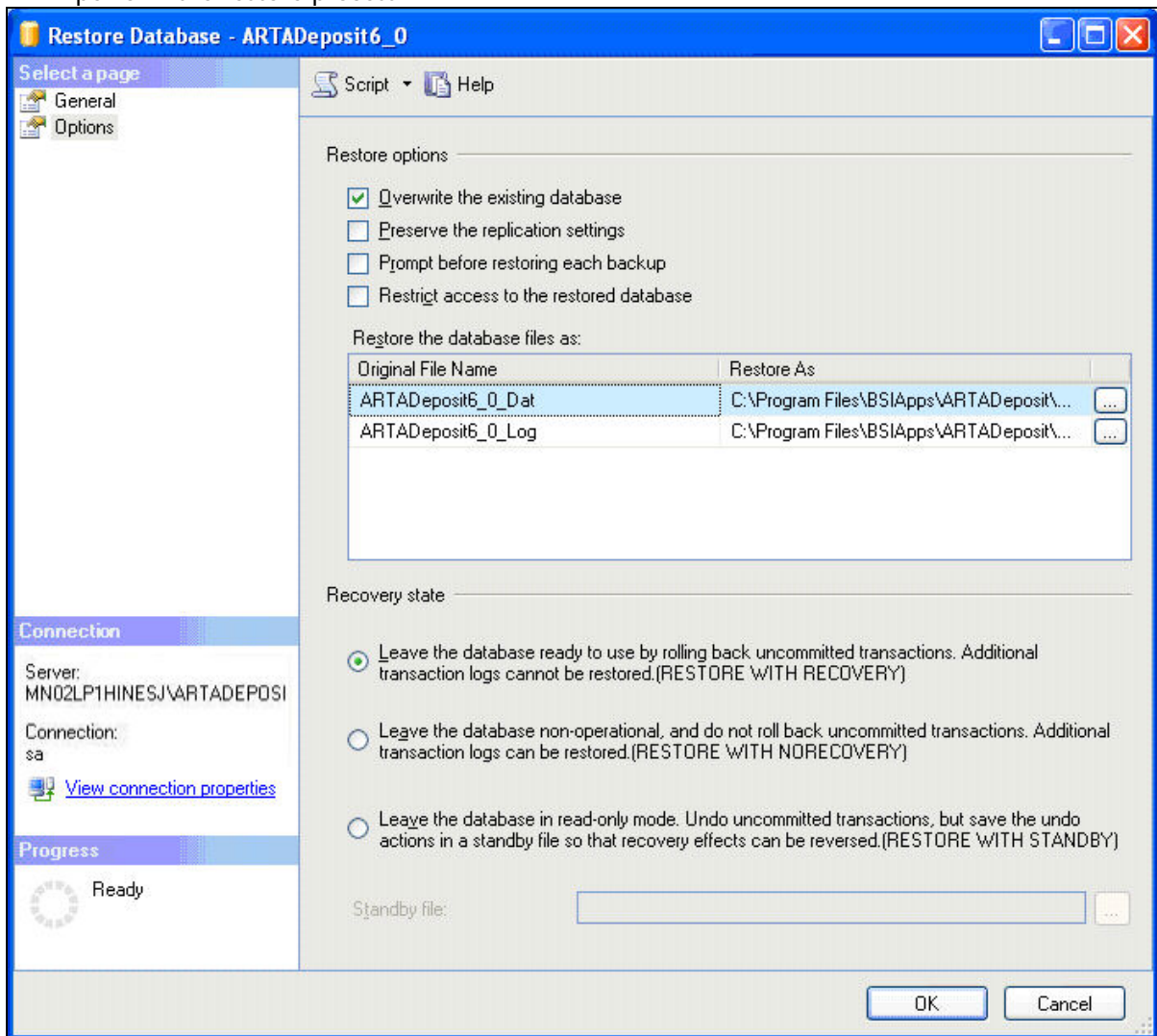
6. The *Specify Backup* screen, including the file to be restored, will display. Be certain the correct file is specified there, then click OK.



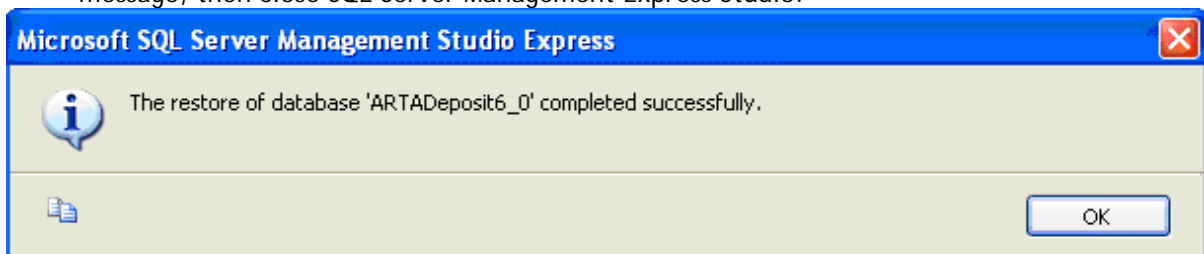
- The *Restore Database* screen, including the file to be restored, will display. Select the Restore check box next to the file name, then select the Options page.



8. Select the **Overwrite the existing database** check box under Restore Options. Click OK to perform the restore process.



9. A confirmation message will display upon completion of the restore. Click OK to close this message, then close SQL Server Management Express Studio.



This completes the database restore process. To confirm the restore was successful as noted, open ARTA Deposit and verify the data present.

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We believe you will find this to be a valuable and convenient source of support information as well as links to beneficial industry sites.

Downloading

To access the documentation as noted above and in the installation, go to our Software Support Web site, support.bankerssystems.com. Select Documentation in the left panel menu. Enter your login ID and password. If you are new to this site, register for a login ID and password. Once you are logged in, follow the links for ARTA Deposit Documentation.

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E-Mail

E-mail questions or issues to: artadepositsup@wolterskluwer.com.

Call

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- product name and version number
- customer number
- operating system and version number; service pack numbers, if installed

Fax

You may fax us at 320-240-4252. Attention: SupportLine

