
Technical Document

Title: The Importance of Backing Up Your Data
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The Importance of Backing Up Your Data

How effective would you be if your e-mail, electronic business documents or your TEA data files were wiped out? How many hours would it take to rebuild this information from scratch? How would you service your customers without your vital system data?

Backing up your files is usually the last thing on everyone's mind. Nevertheless, it is critical. Imagine if a lightening storm affected your server and all data was lost! If you've been running regular backups, you would simply restore the information onto the new hard drive. With only a few hours of work your office would be back up and running. Daily backups take little time. While a system is being backed up, you can continue to work. In fact, most backup systems can be setup to run every day at a certain time, without user intervention. Far too often little problems turn into big headaches, which all can be avoided with regular data backups.

Most of you have some type of network in the workplace that is managed by a network support person (either internally or on call). Their responsibilities should include scheduling, automating, performing—and if necessary—restoring backups. Don't be afraid to ask questions to ensure your backups are working properly. After all, if your server is damaged and your TEA data is lost, it won't be the network technician re-entering your valuable data!

Backing up your data regularly is vital insurance against a data catastrophe. Developing a solid backup plan requires some investment of time and money—however, the cost is far less than the impossible task of recreating data for which no backup exists! If you are responsible for backing up your TEA data, put a schedule in place and maintain it. If a major system failure occurs—whether it the result of a hardware failure, power outage or a user error—you'll be prepared to deal with it. Don't wait until after such an event to start thinking about backing up your data.

In the mean time, if you don't have a backup system currently in place, you can implement a simple but effective backup for your TEA data files by compressing your data files and storing them on CDs. One readily available tool that is commonly used to compress a large volume of data is WinZip. It is easy to use and can provide you with simple, quick, reliable way of "backing up" your TEA data files. For details about WinZip, go to: <http://www.winzip.com/> if you do not already have this tool available to you.

Creating a Backup of Your TEA Data Files Using WinZip

- 1 Make sure no one is currently using TEA or the TEA Administration module on any computer.
- 2 Start **WinZip**. Make certain you are running WinZip Classic, not the WinZip Wizard.
- 3 Create a new archive by selecting **File | New Archive** from the main menu or by clicking the **New** button. This activates the New Archive dialog box.
- 4 Type the name of the archive you want to create, not the names of the files you want to compress in the File name box. This dialog box works similarly to standard Windows file dialog boxes, so you can choose the drive and folder where the archive will be created. The names of any existing archives on the selected drive and folder are listed to help you choose a name that is not already in use.

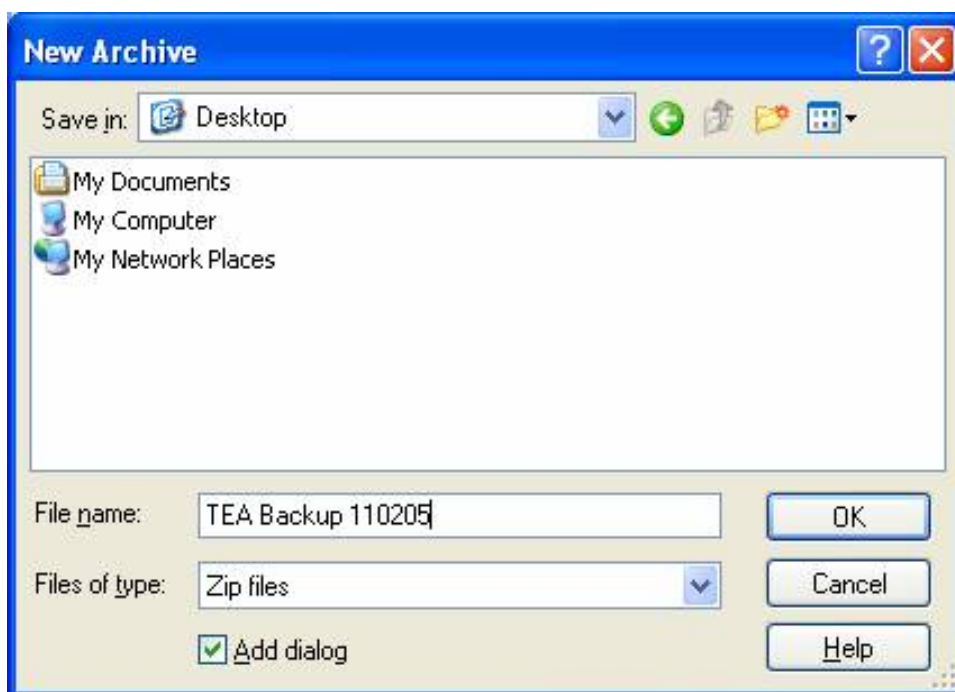


Figure 1: Create a New Archive and Select **Add dialog** as indicated at the bottom

- 5 Normally after creating an archive you will want to add files to the archive, so verify that the **Add dialog** check box is checked to automatically activate the Add dialog box.
- 6 Click **OK**.
- 7 In the Add dialog box, navigate to the **TEA Data directory** in the "Look in:" box at the top. This directory contains the files you want to add to the archive. You should see the familiar names of the TEA databases in the file list.

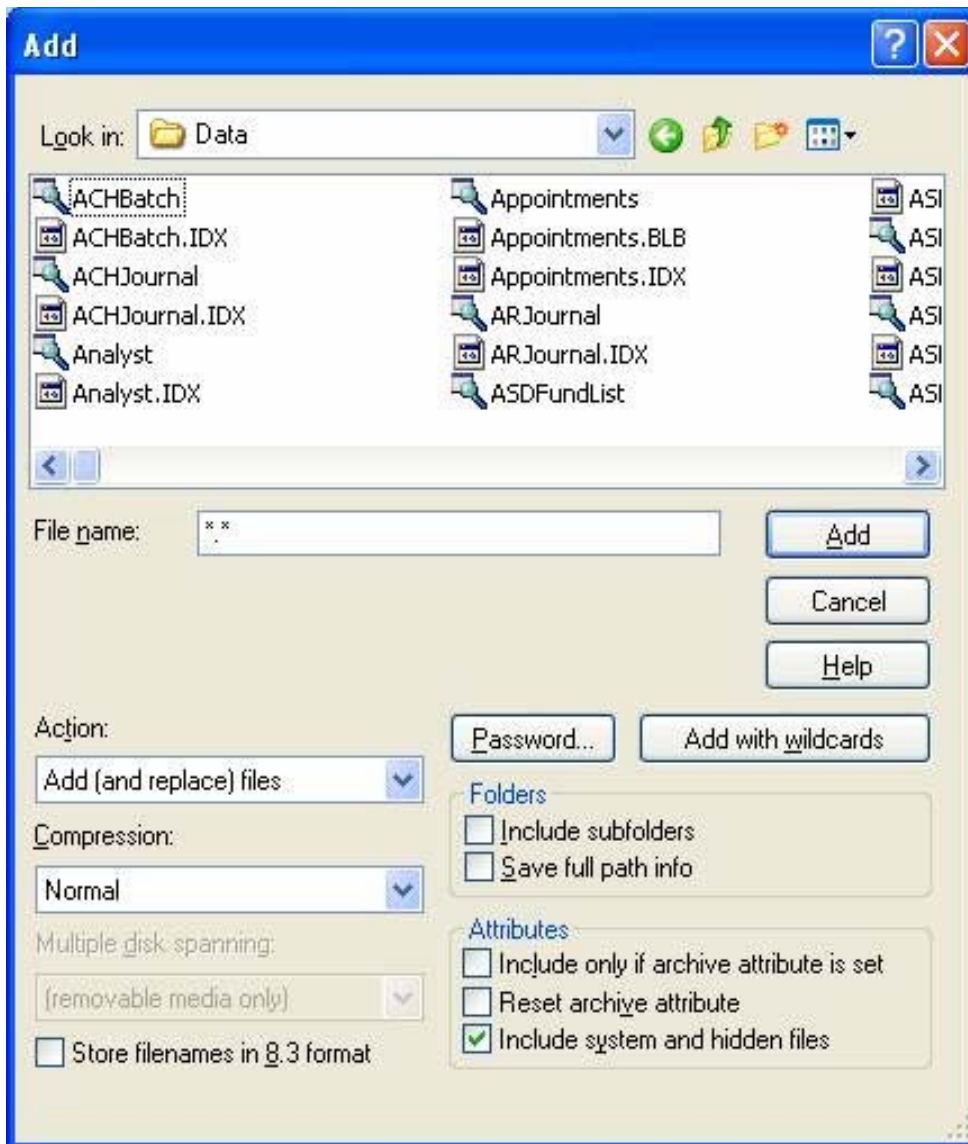


Figure 2: In the Add dialog box, navigate to the **TEA Data directory** in the Look in drop-down box at the top

- 8 In the File name field, leave the default file name of "*.*". This will mean all files in the selected directory will be added.
- 9 From the Action drop-down menu, select **Add (and replace) files**.
- 10 From the Compression drop-down menu, select **Normal**.
- 11 Under Attributes ensure that the **Include system and hidden files** check box is checked.
- 12 Click the **Add with wildcards** button. Once WinZip finishes, it will update the file list in the main window to reflect the new files in the archive.

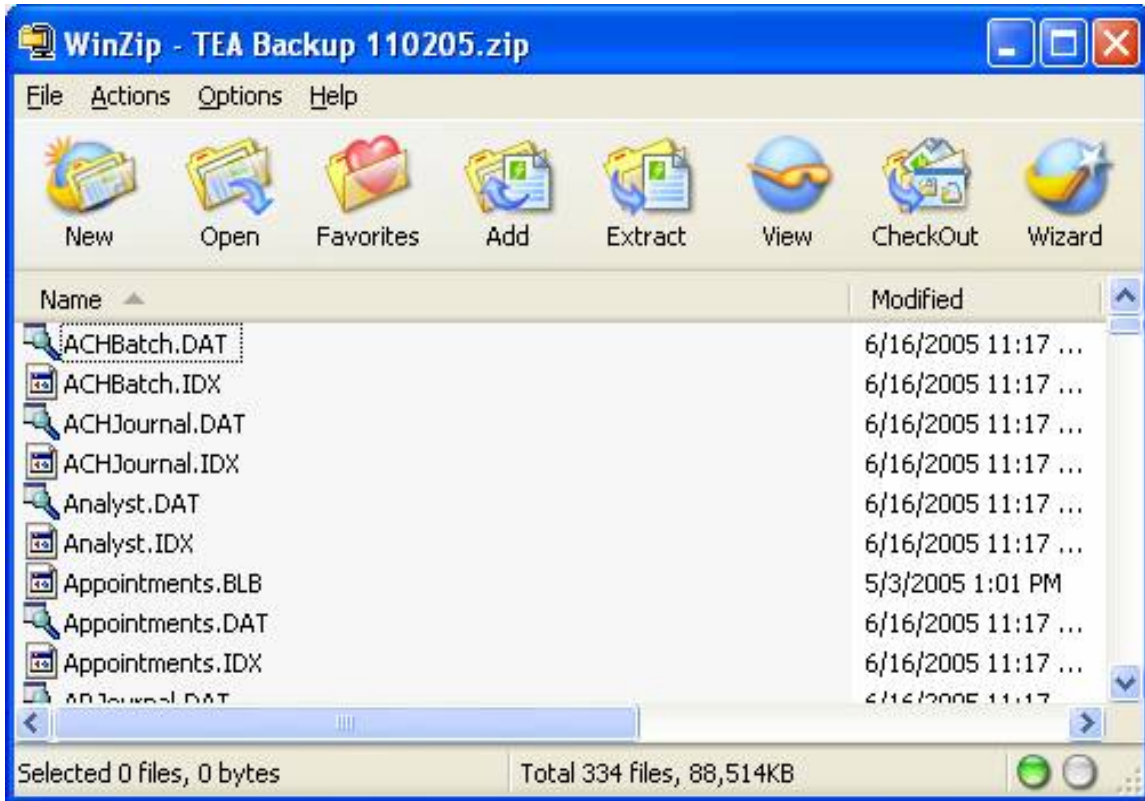


Figure 3: Once WinZip finishes, it will update the file list in the main window to reflect the new files in the archive

13 Close WinZip.

For more information on using WinZip go to <http://www.winzip.com/> or, if you already have it installed, consult the WinZip Help files from the WinZip Help Menu.