Database backups

Configuring the database backups

Use the **Configuration** tab to set up the database backup location and time, as well as the number of backups to retain. Data that is backed up includes the Administration Client configuration settings and mappings, the reporting job data, and any global Prinergy work categories and types that you configured.
Important: Your backup configuration changes do not take effect until after you restart the Business Link software.

1. In the Administration Client, click the **Configuration** tab.
2. Click the **Backup Configuration** triangle to expand the pane, and set up the backup options (see table below).
3. Click **Save**.
4. On the **Status** tab, restart the connectors either now or when you finish setting up the **Configuration** tab.
   - If a connector is currently stopped, click **Start**.
   - If the connectors are currently running, click **Stop**, and then click **Start**.
5. Click **Refresh**.
6. On the **Status** tab, restart the connectors either now or when you finish setting up the **Configuration** tab.

Backup configuration options

Backup Storage Directory	Specify a location for storing server backups. If you do not specify a directory, backups default to the host installation's data folder. **Note:** It is a best practice to back up this directory every day to tape, preferably in conjunction with the daily backup of the Oracle database in the Prinergy software. To do this, specify the same folder that Prinergy uses.
Backup Time (Hours: Minutes)	Using the 24-hour time format, specify when the automatic backup is to start. Backups occur as scheduled, even if no data is collected. **Note:** If backing up in conjunction with the daily backup of the Oracle database in Prinergy, set this time to be before the Prinergy backup time.
Number of Backups Retained	Specify the maximum number of backups to store. When this number is exceeded, the oldest backup is automatically deleted.

Monitoring automatic database backups or performing manual backups

Use the **Backup** tab in the Administration Client window to monitor the backups or perform an unscheduled backup. You can:

- Check the date and time for the next scheduled backup.
- Perform a backup between scheduled backups by clicking **Back up Now**. The regularly scheduled backup will still take place.
- Monitor the status of previous backup attempts.

Backup restoration

If your computer's operating system or hardware fails during operation, you might need to restore the database, your Administration Client settings, and any global work types or categories that you previously defined.

Note: An automatic restoration method is not currently available—contact a service representative if you require a database restoration.