

SQLBAK Configuration

Note: SQLBak will be installed with BAS applications. It is recommended that SQLBak be configured on the Host Machine or Server.

Setting up a Job

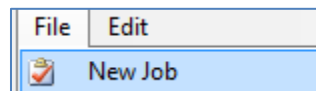
1. From the Host Machine or Server, double click on the SQLBak icon located on the desktop. *If an icon cannot be located please create a shortcut and launch SQLBak from its directory. Typical installation paths have been listed below:*

- C:\Program Files\BAS\SQLBak
- C:\Program Files (x86)\BAS\SQLBak



If the SQLBak directory cannot be found please contact a BAS Representative as SQLBak may not have installed properly.

2. Go to File → New Job



“Configure” a Job

1. Type the name of the job into the **Job Name** field (ex. NY_Clerk).

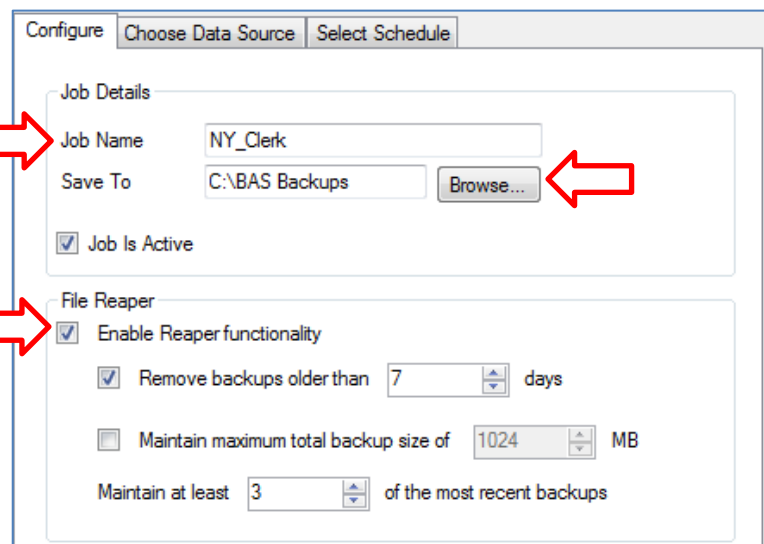
2. Click the **Browse...** button next to the **Save To** field. Select **Make a New Folder** in the desired location and name it **BAS Backups**. Click **OK**.

Note: It is recommended that users return to the backup folder following SQLBak set-up and configure the folder to be shared with domain users.

3. The **Job Is Active** checkbox should remain checked.

4. Check **Enable Reaper Functionality**. The reaper functionality will remove backups that exceed the system settings. Users must choose one of the following reaper criteria:

- a. **Remove Backups Older Than X Days** – Existing backups will be removed if the creation date exceeds the limit.



- b. **Maintain a maximum total backup size of X MB** – Will retain as many backups as possible without exceeding the size limit of the designated backup folder.

Note: In case of a SQLBak failure. It is recommended that users maintain at least 3 of the most recent backups. The system will default to retain at least 3 backups, however users may increase or decrease this number as desired.

“Choose Data Source”

1. In the **Select Server** field, enter the SQL Server name which hosts the database to be backed-up (ex. servername\squlexpress).
2. Under **Select Authentication**, choose **Integrated Authentication (Windows)**.
3. In the **Choose Database** field, type the database name to be backed-up (ex. NY_Clerk).
4. Click **Test**
 - a. If the connection succeeds, please continue to the *Select Schedule* Tab.
 - b. If the connection fails check that the server and database information is correct. If everything appears correct, change the Authentication type to **SQL Server Authentication**.
 - i. Type “sa” into the Username and “5csGPRVwh8LT” into the Password field. (Older customers may need to use “BASWord” instead.)
 - ii. Click Test again. If the connection still fails please contact BAS for assistance.

The screenshot shows a dialog box titled "Choose Data Source" with three tabs: "Configure", "Choose Data Source", and "Select Schedule". The "Choose Data Source" tab is active. It contains the following fields and controls:

- Select Server:** A dropdown menu showing "Server\Squlexpress" with a "Refresh" button to its right. A red arrow points to this field.
- Select Authentication:** A section with two radio buttons: "Integrated Authentication (Windows)" (which is selected) and "SQL Server Authentication". A red arrow points to the "Integrated Authentication (Windows)" radio button.
- User Name:** A text input field.
- Password:** A text input field.
- Choose Database:** A dropdown menu showing "NY_Clerk" with a "Refresh" button to its right. A red arrow points to this field.
- Test:** A button at the bottom of the dialog. A red arrow points to this button.

Set a "Schedule"

1. Select the **Daily** option.
2. Choose a time of day for the backup to run.
Note: the machine must be turned ON in order for a backup to occur. Do not schedule a backup to run during hours when the machine is off.
3. Click **Save** at the bottom of the screen and close the window.

Configure | Choose Data Source | Select Schedule

Occurs

☐ Manually

☒ Daily

☐ Weekly

Daily

☒ Occurs once at: 9:15 AM

☐ Occurs every : 1 Hour(s)

Starting at : 12:00 AM

Ending at : 11:59 PM

Duration

Start Date 3/1/2007

☐ 4/30/2014

☒ No End Date

Testing the Job

1. The new job will appear listed on the main screen. Right click on the new job.
2. Select **Run Job**.
3. It may take a few minutes for the backup to complete.
 - a. A backup is completed when the *Last Success* date displays the current date.
 - b. If a **Red X** or a **Yellow Triangle** appear next to the job listing, then the backup has failed
 - i. The primary cause for backup failure is that the program is timing out. Go to:
Edit→Preferences→Job Execution
Check *Adjust Timeout Command* and change the time limit to 9999. *Save* then close the window. Run the backup again.
 - c. If the backup continues to fail a BAS Representative should be contacted to remedy the problem.

	Name	Server	Catalog	Last Success
▶	NY_Clerk	nfex2\sqlexpress2008	NY_Clerk	Never

- View
- Delete
- Add New Job
- Run Job

Note: It is strongly recommended that a secondary backup to an external source be performed regularly (i.e. online backup, external hard drive, thumb drive, tape drive, etc.) BAS is not responsible for data loss due to improperly backed-up files or system failure.

If you have any questions, please contact a BAS Customer Service Representative at 518.371.6869 or support@basgov.com. Someone will be happy to answer your questions.