

# **DBBackup**

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# 1 Welcome

## 1.1 Introduction

Welcome to DBBackup.

Can you afford to lose any of your PhonePad data? If not then it's important that you back it up on a regular basis. This utility provides a way for you to easily make backups of your PhonePad data, either manually or automatically. And the great news is users don't have to be logged out of PhonePad when you do the backups. DBBackup can backup your data while users are still logged in.

To get started, read the following topics:

[Backing Up the Database](#)

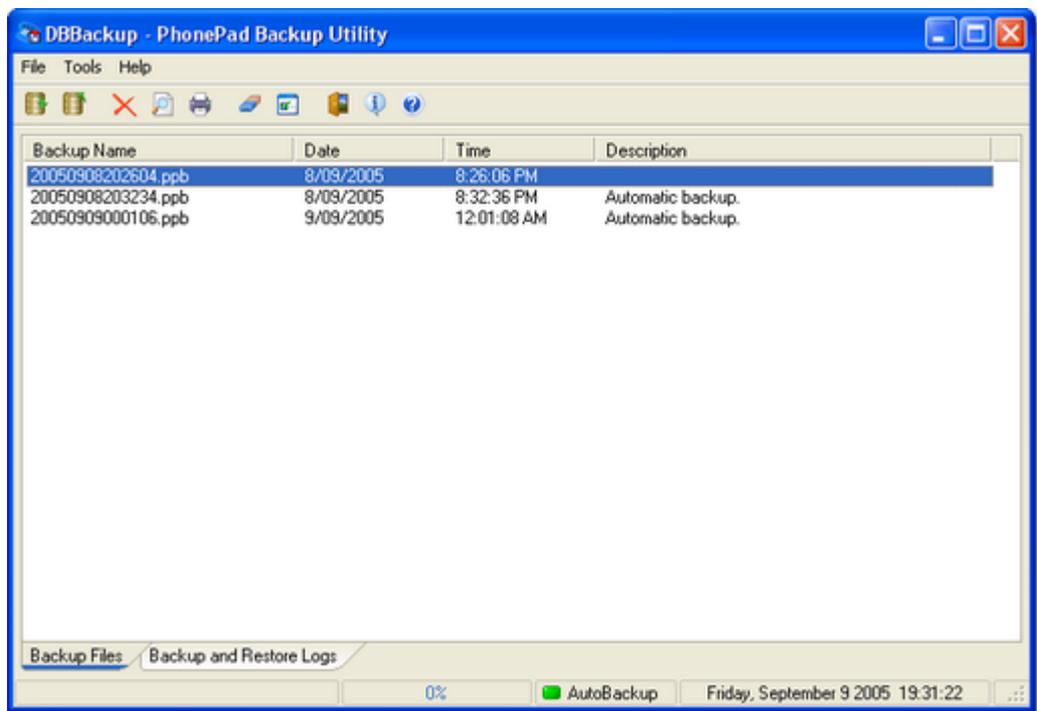
[Restoring the Database](#)

[Automatic Backups](#)

## 2 Getting Started

### 2.1 Main Window

DBBackup's main window consists of the [menu bar](#), [toolbar](#) and [status bar](#). It also features a tabbed interface that allows you to display either the [backup list](#) or the [backup and restore log](#).



## 2.2 Menus

You can access DBBackup's features via the [menus](#) on the menu bar. Many of these features are also available from the [toolbar](#).

### File menu

*Backup* Creates a backup of the PhonePad database. The database files are compressed and stored in a single file in the specified backup directory.

*Restore* Restores a backup of the PhonePad database. The database files stored in the backup file are extracted and placed in the specified PhonePad data directory. The existing database files are automatically overwritten.

*View Details* Displays details about the backup, including the name of the backup file, the date and time it was created, any description added at the time of backup, and the actual contents of the backup file.

*Print* Prints the [backup list](#).

*Delete* Deletes the selected backup file. Use with caution as this operation cannot be undone.

*Exit* Exits DBBackup.

### Tools menu

*Clear Log* Deletes all entries in the [Backup and Restore Log](#).

*Options* Allows you to configure various settings.

### Help menu

*Contents* Displays online help (which you are now viewing).

*Popup Hints* Enables/disables popup hints (the little hints that appear over toolbar buttons).

*About* Display information about this application.

## 2.3 Status Bar

The [Status Bar](#), situated at the bottom of the main window, is divided into 4 segments.



The first segment displays toolbar button and menu hints, as well as status messages when a backup or restore is being performed.

The second segment is a progress bar which displays the progress of a backup or restore operation.

The third segment displays the status of the [AutoBackup](#) option. A green light indicates that the [AutoBackup](#) option is enabled while a red light indicates that the [AutoBackup](#) option is disabled.

The fourth segment displays the current date and time.

## 2.4 Toolbar

The toolbar can be used to quickly access many of DBBackup's features. These commands can also be accessed via the [menus](#).



## 3 Using DBBackup

### 3.1 Automatic Backup

One of the problems with backing up data is that people tend to forget to do it, and don't realize they haven't been doing regular backups until they have a hard-disk crash and need to restore their data. DBBackup can be configured to backup your PhonePad database automatically so you don't have to remember to do it.

Setting up AutoBackup is easy. Just follow these steps:

1. If you haven't done so already, enter the locations for the [Backup Directory](#) and [Data Directory](#).



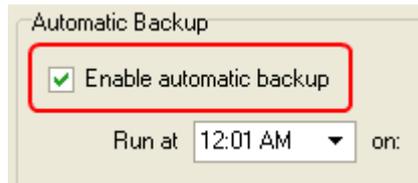
Location of Backup Files

Backup Directory: X:\Backups\PhonePad

Location of Database

Data Directory: G:\PhonePadData

2. Check the *Enable Automatic Backup* checkbox.

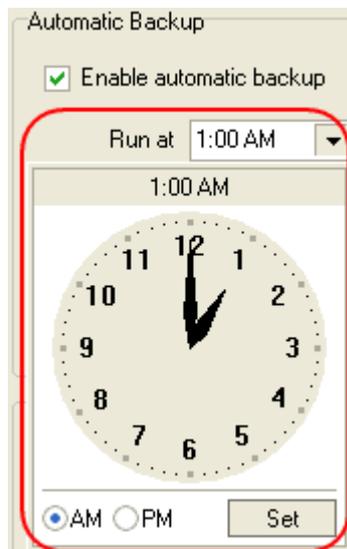


Automatic Backup

Enable automatic backup

Run at 12:01 AM on:

3. Select a time to run the backup. This would normally be at the end of the day but doesn't have to be.



Automatic Backup

Enable automatic backup

Run at 1:00 AM

1:00 AM

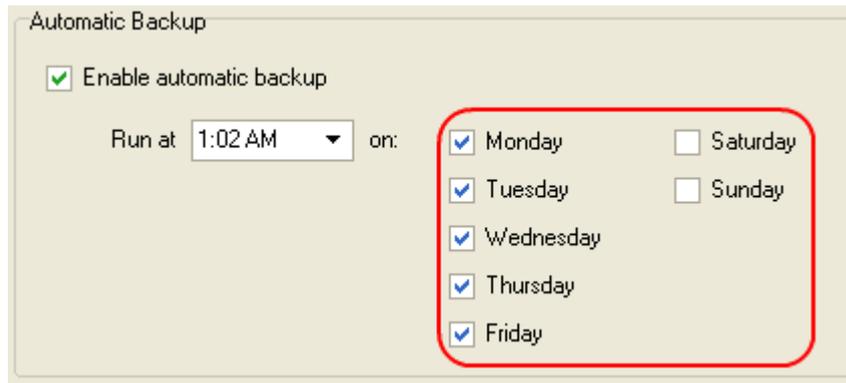
11 12 1 2 3 4 5 6 7 8 9 10

AM  PM Set

To set a time, you can use either the time edit box or the drop-down clock. With the time edit box you can change the hours using the *Page Up* and *Page Down* keys and *up* and *down* cursor keys to change the minutes.

With the drop-down clock you can change the hours using the *Page Up* and *Page Down* keys or the left mouse button. The *up* and *down* cursor keys or the right mouse button can be used to change the minutes. Using the <CTRL> key in combination with the right mouse button changes the minutes in increments of 5.

4. Select which days you want the automatic backup to run on.

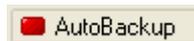


5. Click [OK](#).

When AutoBackup is enabled the AutoBackup indicator on the status bar will be green.



The indicator is red when AutoBackup is disabled.



Backups performed by AutoBackup will appear in the Backup List with a description of 'Automatic backup'.

Time	Description
8:26:06 PM	
8:32:36 PM	Automatic backup.
12:01:08 AM	Automatic backup.
8:07:16 PM	Backup before updating PhonePad to Version 4.04.

## 3.2 Backing Up the Database

To backup the PhonePad database:

1. Click on the  button on the [toolbar](#), or select [Backup](#) from the [File](#) menu.
2. If you have the description option enabled, you will be prompted for a description to add to the backup (see [Options](#)).
3. The database will then be backed up.
4. A message will advise you when the backup has been completed. The new backup file will appear in the [Backup List](#).

### Notes on Backups

- One of the great things about DBBackup is that **it can perform backups while users are still logged in to PhonePad**. There is no need to get users to logout before running a backup.
- Descriptions are useful for differentiating between the various backups. For example, if you were about to upgrade PhonePad to a new version, you could backup the database and add a comment something like '*Backup before 4.23 upgrade*'. Then, if something went wrong with the upgrade, you could easily identify which backup to restore from.
- It is recommended that you backup your PhonePad data at the end of **every day**. If your office is not open on weekends then there is probably no need to include Saturday and Sunday. Using [AutoBackup](#) makes this a set and forget task.
- If possible, backup your data to a different hard-disk to the one your PhonePad database resides on. It is recommended that you backup to a hard-disk as other media can be slow, which will result in a noticeable drop in response speed if users are accessing PhonePad at the time the backup is being performed.
- If your network has its own backup system in place, it won't be able to backup your PhonePad data if users are logged in when it runs. To get around this, use [AutoBackup](#) to backup your PhonePad to a directory where your network backup system can pick up the files.

### 3.3 Backup List

The [Backup List](#) displays a list of all backups that have been performed. It shows the name of the backup file, the date and time the backup was done, the size of the backup file, and any description that was added at the time of the backup.

Backup Name	Date	Time	Description
20050908202604.ppb	8/09/2005	8:26:06 PM	
20050908203234.ppb	8/09/2005	8:32:36 PM	Automatic backup.
20050909000106.ppb	9/09/2005	12:01:08 AM	Automatic backup.
20050909200713.ppb	9/09/2005	8:07:16 PM	Backup before updating PhonePad to Version 4.04.

Double-clicking on a backup will display the details of the backup.

See also:

## [Viewing the Details of a Backup File](#)

### 3.4 Backup and Restore Log

If enabled (see [Options](#)), DBBackup logs the details of all backups and restores performed. You can view the backup log at any time by clicking on the Backup and Restore Logs tab on the main screen.

Date & Time	Details
09/09/2005 20:07:14	Starting backup of table Messages
09/09/2005 20:07:14	Backing up table Messages (data) 201728 bytes
09/09/2005 20:07:14	Backing up table Messages (index) 57856 bytes
09/09/2005 20:07:14	Backing up table Messages (BLOBs) 260096 bytes
09/09/2005 20:07:14	Backup of table Messages completed
09/09/2005 20:07:14	Starting backup of table Receptionists
09/09/2005 20:07:14	Backing up table Receptionists (data) 3336 bytes
09/09/2005 20:07:14	Backing up table Receptionists (index) 41472 bytes
09/09/2005 20:07:14	Backup of table Receptionists completed
09/09/2005 20:07:14	Starting backup of table Recipients
09/09/2005 20:07:14	Backing up table Recipients (data) 231656 bytes
09/09/2005 20:07:14	Backing up table Recipients (index) 70144 bytes
09/09/2005 20:07:14	Backup of table Recipients completed
09/09/2005 20:07:14	Starting backup of table Sent
09/09/2005 20:07:14	Backing up table Sent (data) 180536 bytes
09/09/2005 20:07:14	Backing up table Sent (index) 483840 bytes
09/09/2005 20:07:14	Backup of table Sent completed
09/09/2005 20:07:14	Starting backup of table TimeZones
09/09/2005 20:07:14	Backing up table TimeZones (data) 16576 bytes
09/09/2005 20:07:14	Backing up table TimeZones (index) 33280 bytes
09/09/2005 20:07:14	Backup of table TimeZones completed
09/09/2005 20:07:14	Starting backup of table Users
09/09/2005 20:07:14	Backing up table Users (data) 16576 bytes

Backup Files: **Backup and Restore Logs**

The log can be cleared by clicking on the  toolbar to clear the log (or select [Clear Log](#) from the [Tools](#) menu). This option deletes the log from your hard-disk.

### 3.5 Deleting a Backup File

Once you have a number of backups, you may want to delete some of the older ones.

To delete a backup file:

1. Select the backup file in the [Backup List](#).
2. Click on the  button on the [toolbar](#), or select [Delete](#) from the [File](#) menu, or right-click on the [Backup List](#) and select [Delete](#) from the popup menu.
3. You will be asked to confirm the deletion. Click [Yes](#) to delete the file.

**Warning** - Once you delete a backup file, it cannot be undeleted (except from the Windows Recycle Bin).

## 3.6 License Agreement

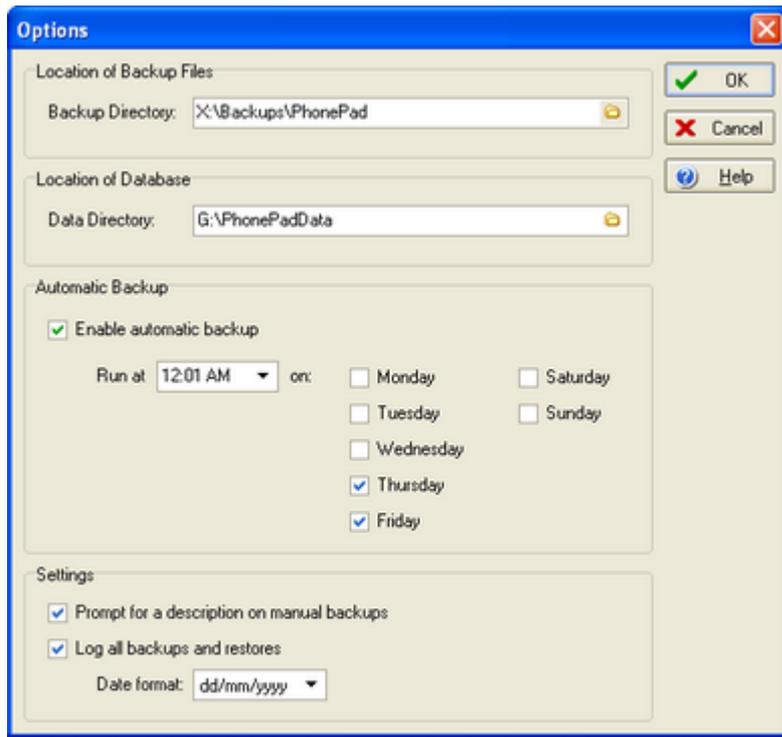
By installing and/or using PhonePad DBBackup, you accept the terms and conditions of this license agreement.

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## 3.7 Options

The [Options](#) window allows you to configure some of DBBackup's features.



## Location of Backup Files

### *Backup Directory*

Specifies the location of the backup files.

## Location of Database

### *Data Directory*

Specifies the location of the PhonePad database.

## Automatic Backup

### *Enable automatic backup*

When checked, [automatic backups](#) will be performed at the time on the days selected.

### *Run at*

Used to specify what time of day the [automatic backup](#) should be run.

### *Monday - Sunday*

Place a check in the check boxes to indicate which days the [automatic backup](#) should be performed.

## Settings

### *Prompt for Description on Manual Backups*

If checked, you will be prompted for a description of the backup whenever a backup is performed.

### *Log all Backups and*

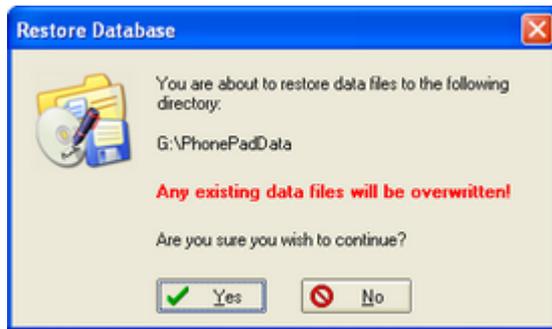
If checked, logs all backups and restores performed.

## Restores

### 3.8 Restoring the Database

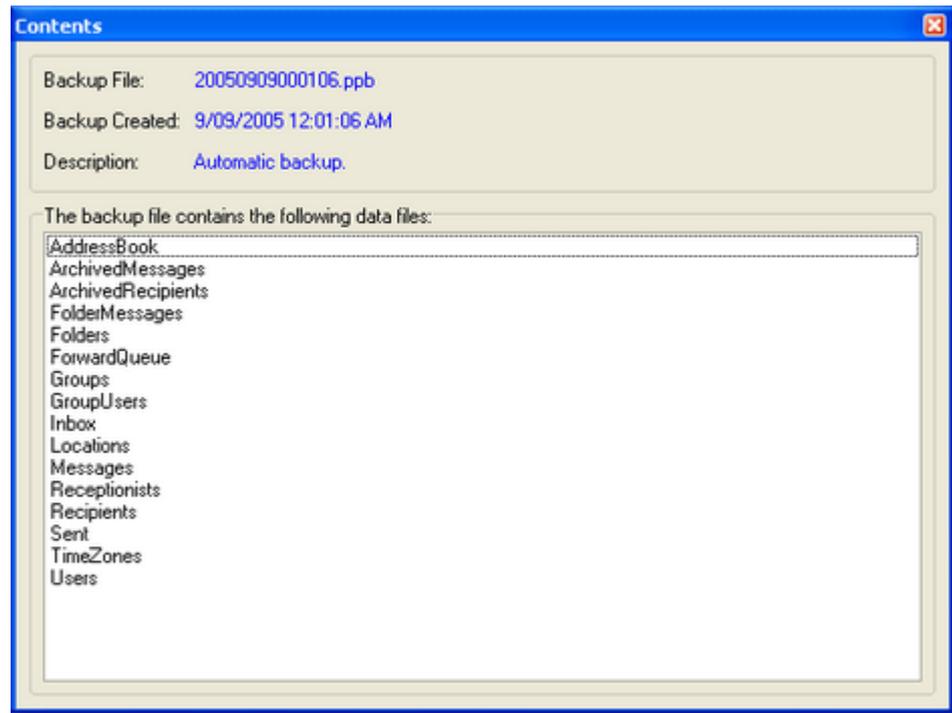
To restore the PhonePad database from a backup:

1. Select the backup file in the [Backup List](#).
2. Click the  button on the [toolbar](#), or select *Restore* from the *File* menu.
3. You will be asked to confirm the restore.
4. The current database files will then be overwritten from the backup.
5. A message will advise you when the restore has been completed.



### 3.9 Viewing the Details of a Backup File

The details window displays information about when the backup file was created. It also shows the contents of the backup file.



To view the details of a backup file, double-click on the file in the [Backup List](#). You can also click on the  button on the [toolbar](#), or select *View Details* from the *File* menu.