System Backup Procedure

Your valuable data is at risk if you do not perform regular backups. Epicor Eagle software can automatically backup your information every day.

Objectives

- Backup Basics
- Creating a Shutdown Queue
- Backup Scheduling
- Confirm the Backup Status

Backup Basics

Open *Network Access* and sign on to view the *Backup File Maintenance.* Type *MBC* and click *Enter.*

Backup schedules are typically based on a six or seven-day cycle, depending upon how many days a week your store is open.

If you perform a *Secure Data Backup* then the labels for each day will start with *SDB* an be followed by a number**.** *This* section shows the date of the last seven backup attempts, what time they were attempted, and whether they were successful.

If you perform *Tape Backup*, then the labels start with *BK* followed by a letter**.**

Eagle also offers a combination of both backups as you can see here. CDs, DVDs, and USB drives are automatically labeled. Tape sets are labeled when your system is installed. All forms of backup will be referred to as *media* in this course.

Media can be relabeled at any point by running *WLABEL* in *Network Access*. Running *RLABEL* identifies the current media's name. For more information about these procedures, refer to the *Eagle Online Help.*

Creating a Shutdown Queue

To set up automated backup, you must create a *Shutdown Queue.* From the *Network Access Function* prompt, type *CEQ* and press *Enter.*

The *Create an End-of-Day Report Queue* screen displays. Enter the name of the Report Queue *here*.

Use the letters *SHUTDWN.* Notice there is no letter O. You can not use *SHUTDOWN* as that is the name of another program.

In the *Function Name* field, type *SHUTDOWN.*

In *Comment* lines, type a comment to identify this queue, such as **"CLOSING REPORT".**
Click *Display.*

On the Shutdown Queue Settings page leave *these* options as is. Press the down arrow on your keyboard to reach *Backup Settings.*

In the *Label a non-backup tape?* field, Select *Y* if you want *BACKUP* to label a non-backup tape with the expected tape set and overwrite the original contents of the tape. Select *N* if you don't want *BACKUP* to overwrite the inserted tape if it is not a labeled backup tape.

In the *Re-label an Incorrect Backup Tape?* field, select *N* if you don't want BACKUP to re-label a backup tape that does not match the expected tape set.

Select *Y* if you want BACKUP to re-label the tape to the expected tape set. We recommend *"N"* so the labels on your tapes do not change.

Eagle will never overwrite the last successful backup. This preserves your data in case you left the media in from the previous day

Click *Add* to save your changes.

Click **END** to exit the program.

Backup Scheduling

To schedule a backup, select *Systems Management.* Then select *Schedule End-of-Day Queue* or type *SEQ* in the *Launch Bar.* Select *Add* from the ribbon menu.

In the *Queue name* drop-down, choose *SHUTDWN.* Determine what time you want the backup to run by selecting the *Schedule Name.*
Click *OK.*

SHUTDWN is now listed on the *End-of-Day Queue*. Under the *Enable* column, select the value *Y* and click *OK.*

Click *Change* to save your update.

Confirm the Backup Status

Storing the backup media in a different offsite location ensures redundancy.

Confirm that the backup was successful each morning and then Swap out the CD, tape, or USB.

If the previous day's backup was successful and not removed, the current day's backup will not run.

From the *Utilities* menu, select *Show Application/System Logs*. Here we see that last night's backup was updated.

You can also open the *Eagle Event Journal Viewer* and sort the Description field using the word "backup".

Another source of information is *MBC.* Success indicates that your backup was completed for the associated date.

Recap

Backups are vital to ensure your stores' critical data is protected.

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