MiDatabank Backup and Maintenance

It is important that regular backups are made of the following:

- The MiDatabank database
- The Directory for the File Attachments

Database backups are often configured using the facilities available within SQL Server itself, or using professional third-party backup software that supports the back-up of SQL Server databases. Please note that simply taking a copy of the database files or a mirror image of the hard disk containing these files is not sufficient since the database files will be in use and cannot be directly copied. It is imperative that the backup software has been designed to handle backups of SQL databases.

It is usually the responsibility of the IT department to schedule and perform these backup operations. In most organisations there is designated 'Database Administrator' or a person who has some familiarity with Microsoft SQL Server. As a general guideline, it is recommended that

- The database is backed up every two hours
- The directory is backed up every night

For small centres receiving a low volume of enquires, it will be possible to reduce the frequency of back-ups. For example, if the centre receives just one enquiry per week it may only be necessary to backup the database on a weekly basis.

Special Note for IT Support:

When configuring backups, do not rely on just simply taking a copy of the hard disk or folder that contains the SQL database. **Backups must be taken using the facilities available within SQL Server,** or by using a professional third-party database backup software. For example, using SQL Server Management Studio the database administrator would typically configure a maintenance plan that takes backups on a regular basis.

Each backup creates a file with the .bak extension. It is important that bak files are created as part of the backup process. It is the bak files that should be regularly copied to another location for safe storage, rather than the actual database files.

If you would to talk further regarding MiDatabank backups, please call the CoAcS helpdesk on **01225 731329** or email **helpdesk@coacs.com**