

## Power Practice Backup Procedure

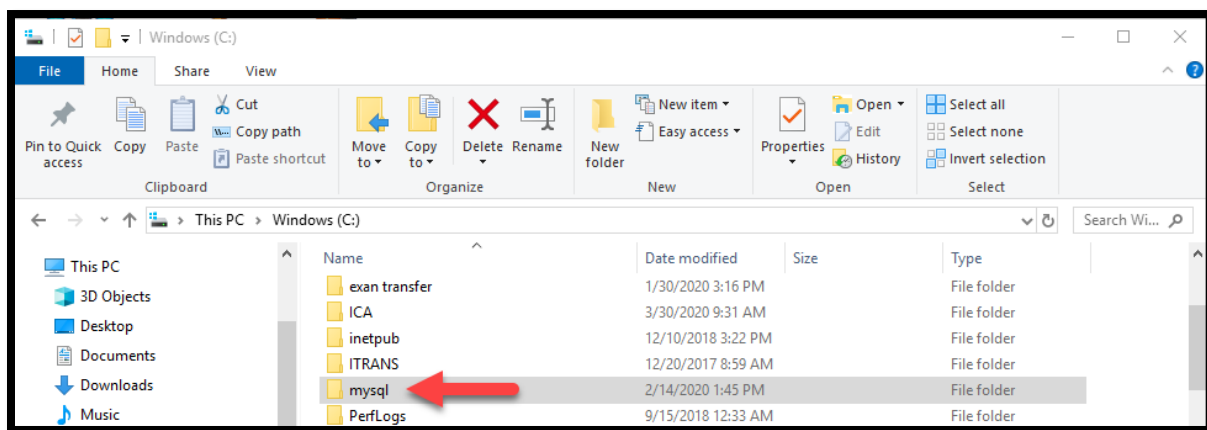
### IMPORTANT INFORMATION ABOUT YOUR POWER PRACTICE BACKUP

This document contains important information on backup procedures for the Power Practice software program. Please forward this document to your hardware support technician and have them confirm that your backups are functioning according to the following guidelines.

**NOTE: Exan Group takes no responsibility for the setup, verification or testing of your backup and/or restore procedures.**

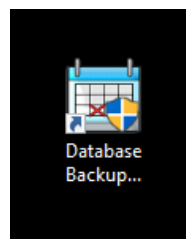
#### Step #1: Determining location of the data directory to backup

The Power Practice data is in the **C:\mysql\data** directory; this data directory should only be found on the **server machine**.



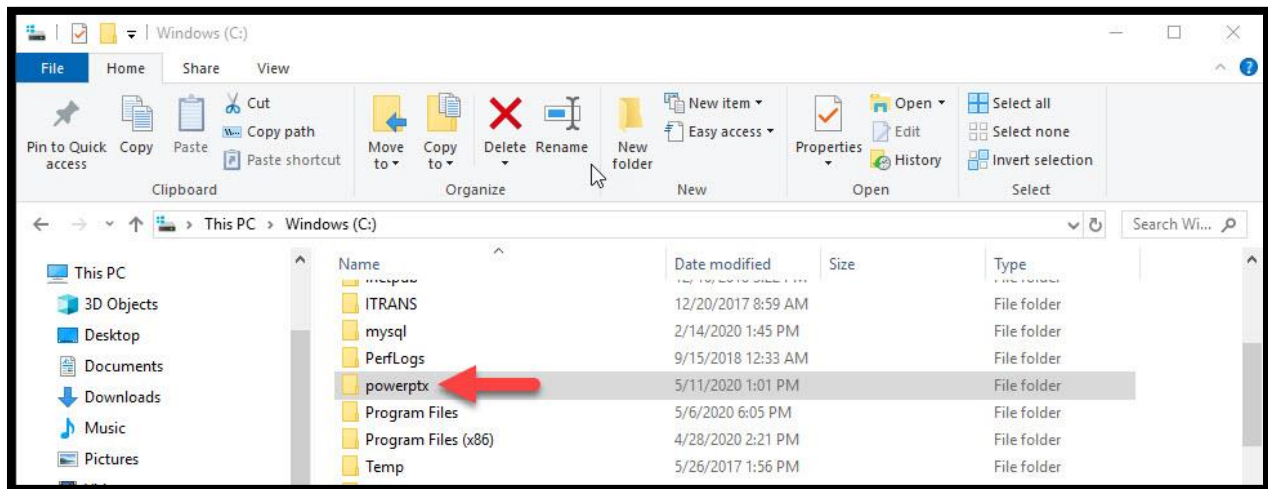
**MySQL server software keeps the data files open all the time;** most standard backup programs might get an error while trying to backup these open files within the **C:\mysql\data** folder.

- Power Practice has included a utility program called **Database Backup Utility (mysqlbackup.exe)** located in the root level of the **C:\Powerptx** directory, with a **shortcut on the desktop**.



## Step #2: The Backup...

- Run the **Database Backup Utility (Should only be run on the Server)** program to back up the files from the **C:\mysql\data** directory into the **C:\powerptx\data\mysqlbu<weekday>** directory
- Backup the **C:\powerptx** directory to an external device (CD, DVD, External Hard Drive etc.)



## Backup Strategies

- You should have one CDRW, DVDRW, Flash Drive or External Hard Drive for each workday in a week (Mon, Tue and Wed etc.) and rotate through them.
- You should have one CD, DVD, Flash Drive, or External Hard Drive for a backup done **BEFORE** running Month End; these should be put away and not used again.
- You should have one CD, DVD, Flash Drive or External Hard Drive for backup done **BEFORE** running Year End; again, these should be put away and not used again.

**Weekly backup storage** should be labeled Mon, Tue and Wed etc.

**Monthly backup storage** should be labeled Jan/13, Feb/13

**Yearly backup storage** should be labeled YE/2012, YE/2013

For your weekly backup CDRW's or DVD RW, you should not use them for more than 6 months before getting new ones, for security reasons, make sure to either format them completely or destroy it by breaking it in half.