

# Project Database Co

Developer of  
ExhibitOffice + ManagEvent

## Back Up

Backing up your Database software on the P2P HOST or FileMaker Server, and the Documents on the File Server, is critical. Practically all your companies information is going here.

In the IT business we have a saying: "Its not if it will fail...It is when...And will YOU be ready."

Ask yourself these questions:

- What will I do tomorrow if I come in and the FileMaker Server is dead and unrecoverable?
- What will I do tomorrow if I come in and the sprinkler system was going all night?
- What will I do tomorrow if our office is gone because a Hurricane hit it?
- What will I do tomorrow if someone stole all our computers overnight?

I'm not saying this just to scare you, I'm saying this to get your attention!

When it happens to you, will you be ready?

Do not underestimate Murphy's Law in fact I think Murphy is an optimist the reality can be far worse.. It will cost you dearly. Calling Support will do you little good; we can not recover what is gone.

Invest in the best hardware you can afford (not cheap stuff from the guy down the street who puts it together in his basement), backup religiously, double-check your backups are working, invest in a fire safe from OfficeWorks to store backup media, and re-evaluate your backup strategies, drives and network resources, with your IT consultant on a regular basis. Your business is too important.

Okay, now that I have your attention, go back to the manual for your deployment configuration:

- Filemaker Server (same as database server)
- Pier to Pier Host (same as single user installation)



**Mac Users:** The screen images below are for Windows, but the exact same applies to your operating system. Download the Filemaker Server Administrators Guide from the Download section to learn more about FileMaker Server on the Mac OS.

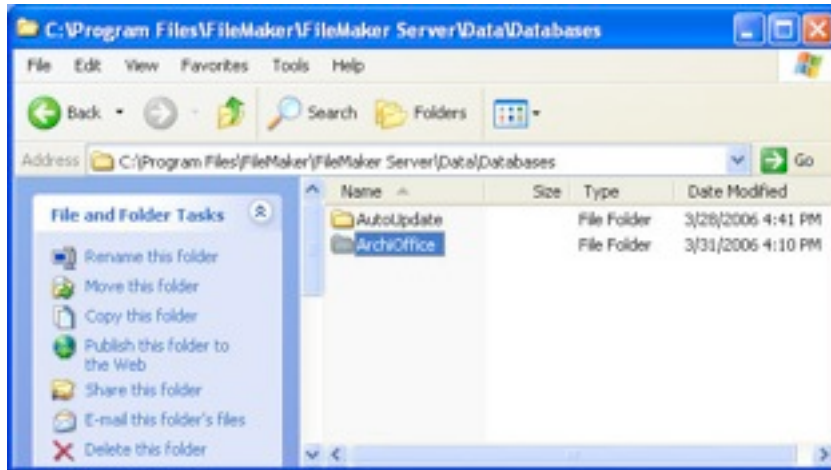
## FileMaker Server

- **Databases:** When FileMaker Server 10 is installed , it will be installed at "C:\Program Files\FileMaker\FileMaker Server" on the PC platform, or "Applications: FileMaker Server" on the Mac platform. Within this directory you will find a "Data" folder. In this folder is the "Backup" directory and the "Database" directory where the "Database" files should be installed.

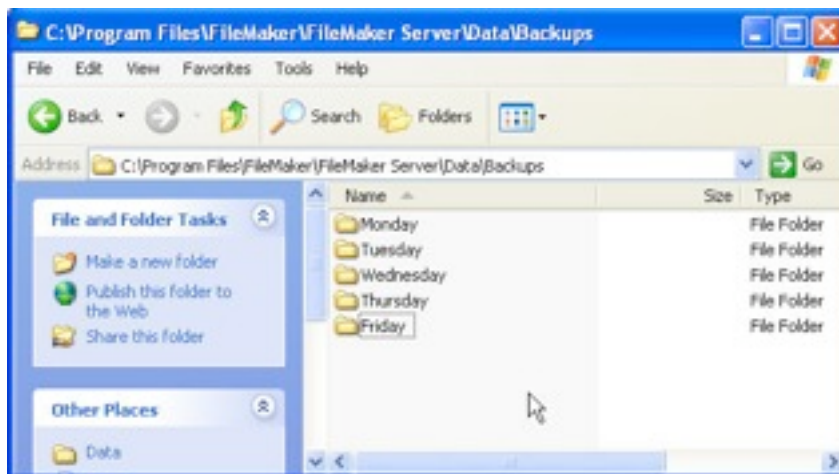
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Here is the folder located in the "Databases" folder.



Create for yourself backup folders where you will want to have the FileMaker Server copy all the database files to, on a regularly scheduled basis. Here we are demonstrating a daily backup, but you could do a noon and evening backup every day if you wanted to.



These are the directories that you will want to have your backup software copy to tape or external media. Most of our users use Retrospect for their backup needs.



**Never, Never, Never, backup the primary "Database" folder.** These files are in constant use by the FileMaker Server, and you will corrupt the files if you even look at them. Exclude this folder from any backup software jobs you may be running on the network (i.e. Backup Exec). Talk with your IT guy; you may not know what he is all backing up.

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- You need to add/modify the FileMaker Server Schedules by logging into the FileMaker Server application (download the Filemaker Server Administrators Guide), adding additional jobs (how about a noon backup?; clients will not be a problem as they will just be temporarily suspended by the server).
- **Documents:** This is where all the company documents are being filed. Every last file that is being checked-in and created from the database; CAD, VectorWorks, PDF, JPG, WORD, Excel, Email, etc. Back it up; its your life.

## P2P Host

First thing I will say is upgrade to Server as soon as you can afford it. It is more stable (does not crash like a workstation), 40% faster, and at least automates a nightly backup. You will forget to backup your P2P HOST, and Murphy's Law states...

- **Database** - You need to completely quit the database on the P2P HOST and ensure that no clients are in the system. Then manually backup everything in this folder. Next morning, you have to Login to the database on the P2P HOST before anyone else can connect. A pain, I know, but do it.



**Never, Never, Never, backup the "Database" folder** while it is running or a client is connected.

- **Documents** - Same as for Server. This is where all the company documents are being filed. Every last file that is being checked-in and created from the database; CAD, VectorWorks, PDF, JPG, WORD, Excel, Email, etc. Back it up; its your life.