

**RocketScan DVD Backup Procedure ~ EOY Backup
(revised May 13, 2010)**

Media backups (DVD+RW) must be performed for the EOY. The folders/files which are critical for backup are:

- C:\Program Files\Microsoft SQL Server\Mssql\$imageone\Data\MSSQL\$imageOne\Backups\daily.bak
- C:\Rocketscan\fmimages\xxxx (xxxx is year - for example, 0910)

It is also wise to create an 'Audit CD' image for all schools for the entire year to include on the backup image. (Use a separate DVD if over 25,000 apps for the year.)

Check to be sure C:\RocketScan\RocketScanFMA Audit folder does not exist or is empty – if it contains any CDx folders – CD1, CD2 ... - the procedure will not complete.

Open C:\RocketScan folder
(Start - My Computer - Local Disk C: - RocketScan)

Admin Module - Administration - Audit Management

- Click Select All
- Select date range (i.e., 7/15/2009 to present)
- Specify CD Creation Repository as C:\RocketScan
(Browse - My Computer - Local Disk C: - RocketScan)

Click Run Audit CD (When complete, close Admin module.)

Insert a DVD+RW disk in the DVD RW drive

Format the DVD to be sure it is ready for use:

Click Start - My Computer and right-click the DVD/CD-RW Drive (D:) icon and select Format or Erase

Click Start - My Computer
Double-click Local Disk (C:) Double-click Program Files
Double-click Microsoft SQL Server Double-click Mssql\$imageone
Double-click Data Double-click MSSQL\$imageOne
Double-click Backups
Right-click daily.bak and select Send to DLA Drive (D)
(a copy window should appear for 3-5 minutes)

Click the My Computer icon (in the left panel, under Other Places)
Double-click Local Disk (C:) Double-click Rocketscan
Double-click fmimages
Right-click current year folder (for example, 0910) select Send to DLA Drive (D)
(a copy window should appear for 5-10 minutes)

Click the My Computer icon (in the left panel, under Other Places)
Double-click Local Disk (C:) Double-click Rocketscan
Right-click RocketScanFMA Audit Rename to RocketScan Audit 0910
Right-click RocketScan Audit 0910 select Send to DLA Drive (D)
(a copy window should appear for 5-10 minutes)