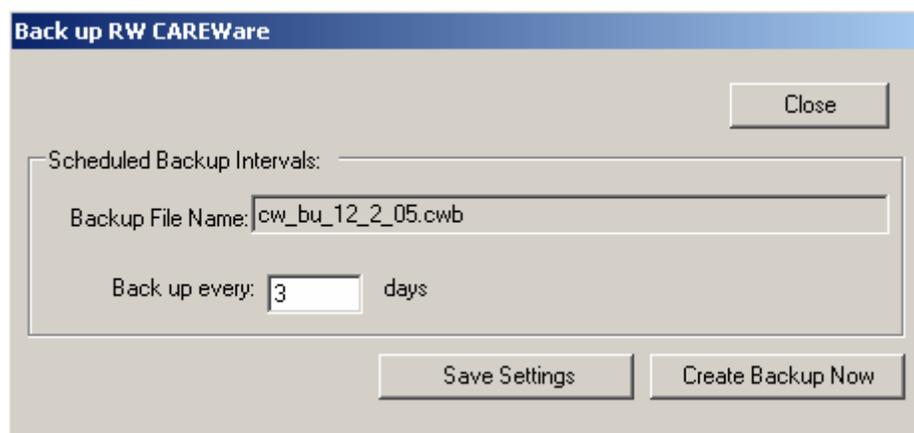


Managing your CAREWare Data

Your agency should implement a clear database backup plan for CAREWare (and any other important applications). For those running CAREWare on a network system (LAN or WAN), it is likely that your system is backed up regularly, perhaps each evening. Users should perform regular backups of data with a frequency based on how much data you enter each day.

CAREWare provides a backup utility that is accessed as follows:

- Log in under Central Administration
- Select 'Administrative Options' and then 'Backup.'
- Click 'View Data Backup Options'. You'll see a screen like the following:



The screenshot shows a dialog box titled "Back up RW CAREWare". It has a "Close" button in the top right corner. Below the title bar, there is a section labeled "Scheduled Backup Intervals:". Inside this section, there is a text box for "Backup File Name:" containing the text "cw_bu_12_2_05.cwb". Below that, there is a "Back up every:" label followed by a spinner box containing the number "3" and the word "days". At the bottom of the dialog, there are two buttons: "Save Settings" and "Create Backup Now".

- CAREWare will create a backup file and append the date of the backup to the name of the file. In the above screen, the backup was run on 12/2/05 and the file is named 'cw_bu_12_2_05.cwb'.
-  Here we set the backup to run every 3 days; you can of course change this setting to meet your needs. *It is important to note that these backup files will accumulate on your computer and begin to take up a lot of memory, especially if you backup on a daily basis.* Therefore, we recommend that you develop a policy to delete backups that are older than, say, a week, depending on your computer's hard-drive capacity.
- The backup file will be written to the default SQL Server database location, as noted in the next message that appears after a successful backup on a single PC: 'C:\Program Files\Microsoft SQL Server\MSSQL\$CAREWare\Data.'
- If you want to backup your database to a location other than the default drive described above, your administrator will need to modify the 'BusinessTierSettings.xml' file located in your CAREWare Business Tier folder.

To do this, you'll need to open up '**BusinessTierSettings.xml**' in Notepad (or any basic text editor.) Toward the bottom of the file you'll see the settings for the location of the backup and restore. For example

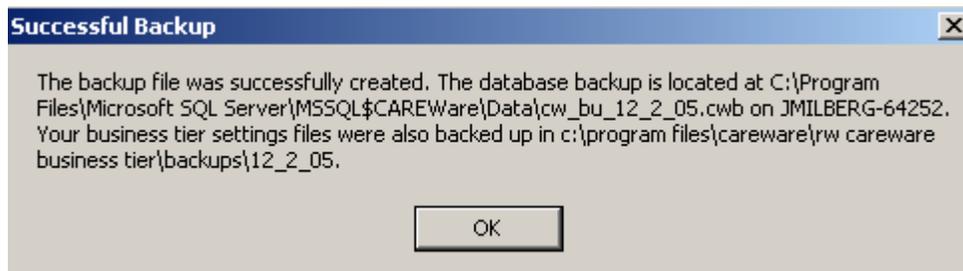
```

- <local_string_storage>
  <description>SQLServerRestoreFromDirectory</description>
  <Value>C:\Program Files\Microsoft SQL Server\MSSQL$CAREWare\Data</Value>
</local_string_storage>
- <local_string_storage>
  <description>SQLServerBackupDirectory</description>
  <Value>C:\Program Files\Microsoft SQL Server\MSSQL$CAREWare\Data</Value>

```

Change the location of the folder in each of these settings and then save the file. You should test that these changes work.

When the backup has completed successfully, the following message will appear:



Date Restore:

If for some reason you need to re-load a backed up CAREWare database, you will need to do this through the **Restore** command.

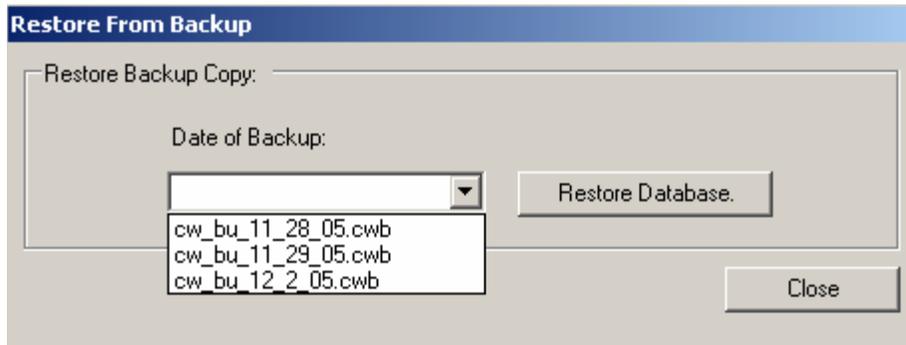
- Click 'View Data Restore Options' on the Data Backup menu

You'll see a screen like this; you'll need to supply the SQL Server SA Password.



- Press Continue, and you'll see the following (although the file dates will obviously differ). In this screen there are 3 backup files. Most likely you would select the most recent.
- Select the appropriate backup database and then click 'Restore Database.'

- Note: If your SQL Server is on a different computer from your Business Tier then there won't be a list of files to pick from; you will need to type in the name of the file.



Log files:

Along with the CAREWare database backup files outlined above, CAREWare also creates an adjoining log file that contains all changes to the database. The log files are numbered sequentially and created after approximately 200,000 changes to the database. The log files are central to the Store and forward process, and running audit trail (change log) reports.

In addition to the main log file, every time you run a backup, CAREWare creates an incremental log backup file.

Here's an example listing of data and log files in the default database directory, C:\Program Files\Microsoft SQL Server\MSSQL\$CAREWARE\Data:

Items to note:

- The main CAREWare database is 'CW_data.MDF'.
- Database backup files, named and dated when these were backed up, are the top 3 on the list (e.g. 'cw_bu_11_28_05.cwb')
- The main change log file appears here as 'CW_CHANGE_LOG_0000.MDF'; as new change log files are created, they will be numbered sequentially. Each file has a maximum size capacity (approx. 200,000 records).
- Change log backups, also named on the date of backup are listed, e.g 'CW_LOG_BU_0000_11_18_05.cwb'.

Name ^	Size	Type
 cw_bu_11_28_05.cwb	30,739 KB	CWB File
 cw_bu_11_29_05.cwb	32,723 KB	CWB File
 cw_bu_12_2_05.cwb	65,444 KB	CWB File
 CW_CHANGE_LOG_0000.MDF	20,480 KB	MDF File
 CW_CHANGE_LOG_0000_Log.LDF	5,120 KB	LDF File
 CW_clean.cwb	7,699 KB	CWB File
 CW_Data.MDF	34,688 KB	MDF File
 CW_Data_Log.LDF	1,024 KB	LDF File
 CW_LOG_BU_0000_11_18_05.cwb	31,076 KB	CWB File
 CW_LOG_BU_0000_11_28_05.cwb	15,507 KB	CWB File
 CW_LOG_BU_0000_11_29_05.cwb	15,507 KB	CWB File
 CW_LOG_BU_0000_12_2_05.cwb	31,012 KB	CWB File

Additional Backup Recommendations-Disaster Recovery Plans

As noted above, the database backup utility will write all files to your SQL Server default drive.

- We strongly recommend that you go a step further and regularly back up that entire folder on an external hard-drive or CD (or memory stick, for the time being). Then, if your computer goes down or crashes altogether, you'll have all your data backed up on another device or machine. We can always reload the latest version of the software, but can't say the same for your database unless you have a backup!
- **When hard drive capacity is an issue:**

It is likely that your backup files will begin to take up a lot of space on your computer. Therefore, we recommend that you move some of the older backups off your active drive. For example, you might not need any backup database older than a week.

To move a SQL server database out of your active folder, you must first STOP the SQL server service. To do this, go to

- Control Panel
- Administrative Tools
- Select Services
- Look for the entry for 'MSSQL\$CAREWARE'. Highlight this entry, then click STOP the service on the left.
- Once this service is stopped, you can now move the older backups off the c-drive folder. Furthermore, you might want to delete altogether database backups that are older than a month, or just keep one backup per month for anything more than a month ago. This would depend on how much data you enter on a daily basis.
- Don't forget to RE-START the MSSQL\$CAREWare service other wise CAREWare won't run!