

---

## BACKING UP USING CONSTRUCTOR SERVER MANAGER (CSM)

---

### OVERVIEW

Constructor Server Manager or CSM has been designed to replace the existing 'Database Manager'. Database manager has been in existence for some time now and needed to be upgraded.

CSM has been designed to be a reliable tool for all your backing up and restoring needs with added features such as 'email notifications' alerting you to failed and successful back-ups and far more detailed error reporting on why a back-up may have been unsuccessful.

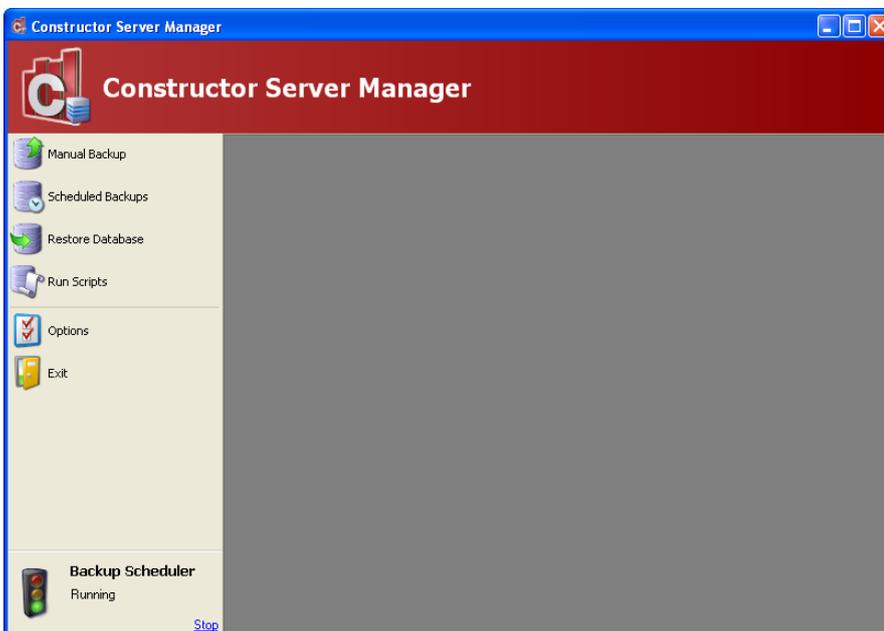
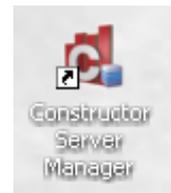
This article will take you through a step by step process of using Constructor Server Manager for your database requirements.

### INSTRUCTIONS

#### Manual Backups

To begin a manual backup, double click the CSM icon located on your desktop after installation.

This will open the 'Main Menu' screen.

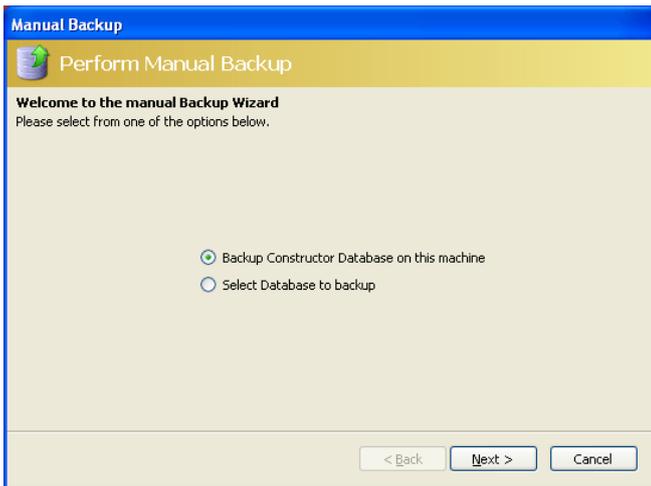


From this screen all the tasks that the server manager performs can be run from this screen.

Click the 'Manual Backup' button to begin.

Each task within the server manager is colour coded with easy to understand instructions.

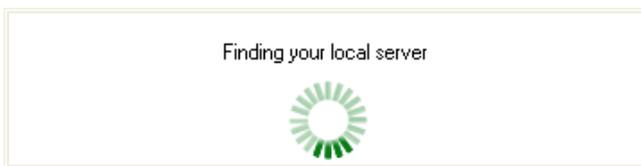
---



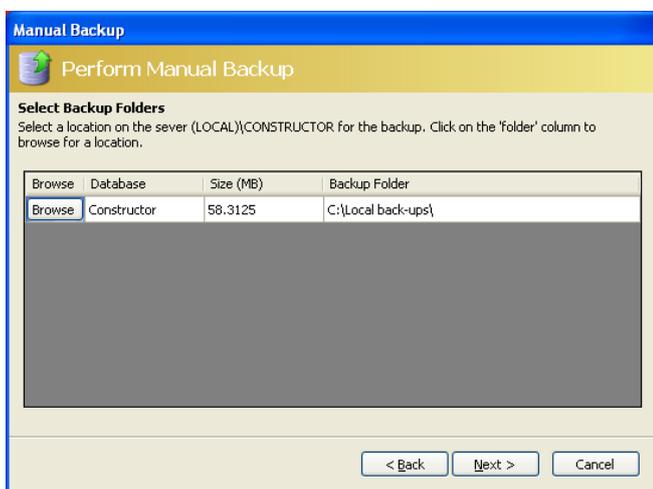
Select the first option if the database is located on the machine you are working on.

If the database is on a different machine to which you installed CSM, choose the second option and select the required database.

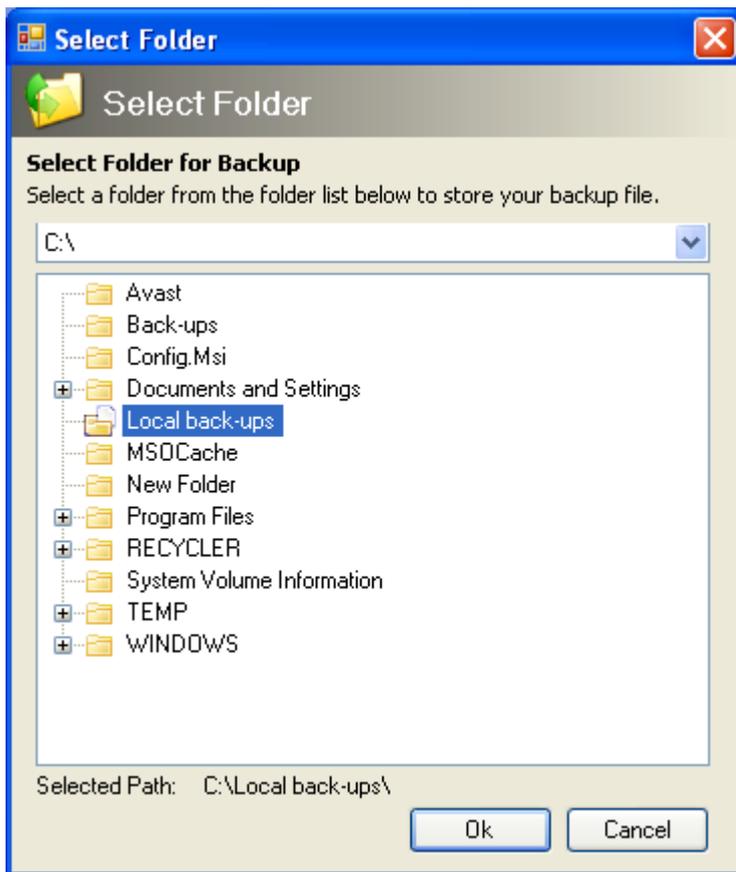
Click 'Next'.



The server manager will briefly display this message until the server is found.



The next screen displays the correct server name in the window and will automatically select a default location to save the backup to. Click the 'Browse' button to select a suitable folder to save your backups into.



If using a 'Vista' operating system, select or create a folder directly under the 'Local' disk for best results as often 'Local disk>Programme Files' is locked from saving files into.

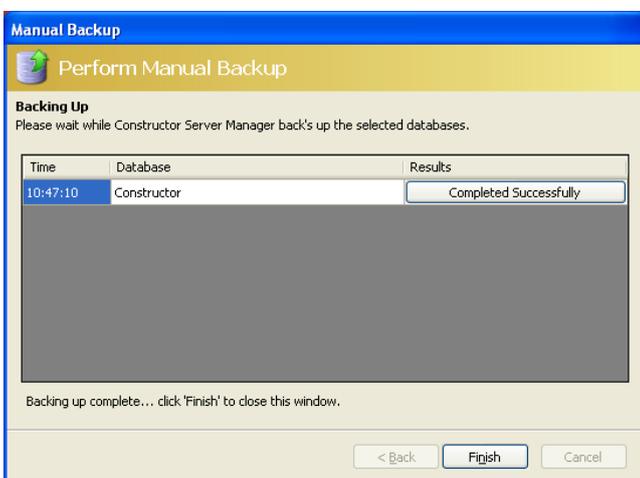
Backups can be done directly to 'USB flash drives' or mirrored drives from the manual backup, which previously has been unavailable.

Select a suitable folder and click 'OK'.

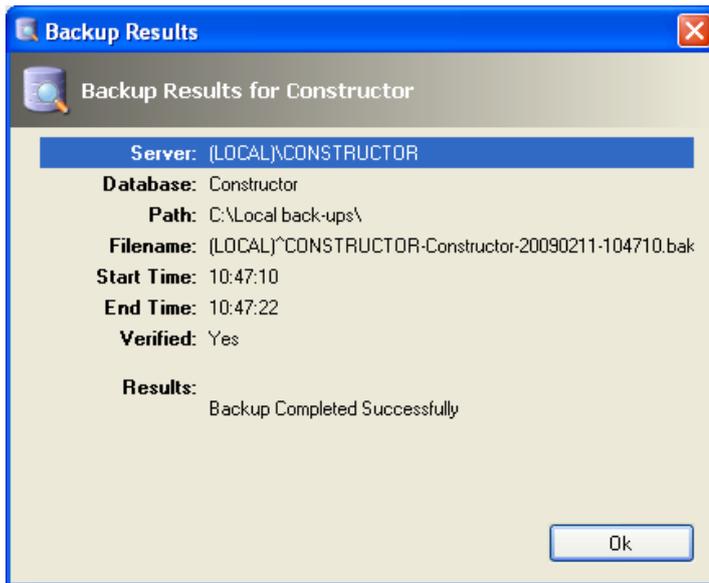
Click the 'Next' button on the 'Perform Manual Backup' screen to continue.



The backup will now begin.



Once the backup has completed, the results column will display 'Completed successfully'. You can click this 'button' to view details of the backup.

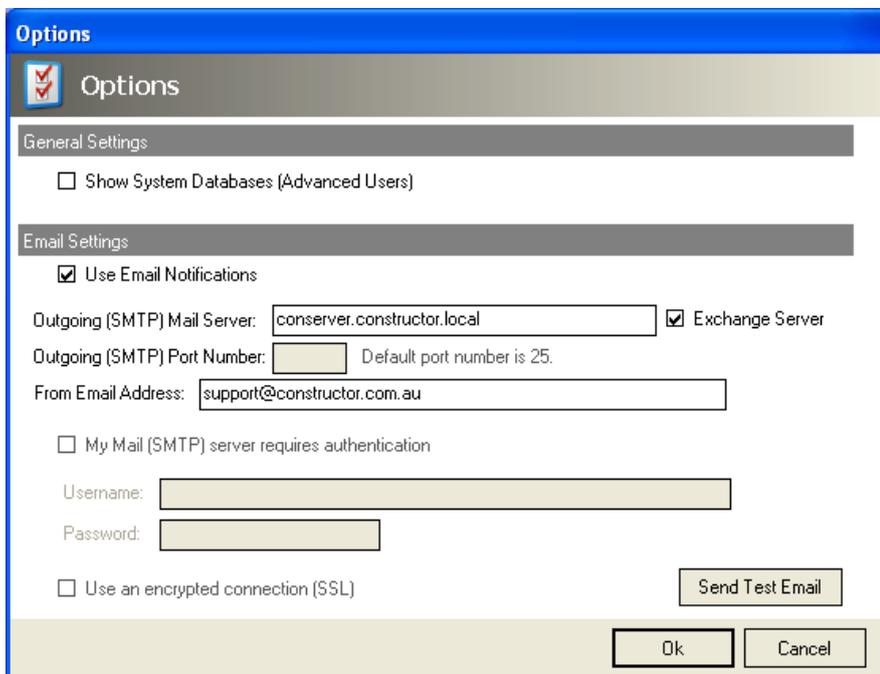


You can view details of the successful backup.

Click 'OK' to this screen and then 'Finish' on the 'manual backup' screen to complete the manual backup process.

## SCHEDULED BACKUPS

A new feature of the server manager is now being able to send email notifications of your backup. This is recommended so you have peace of mind that your backed up data is being saved successfully. Before creating a scheduled back up, you need to set your email details in the 'Options' area.



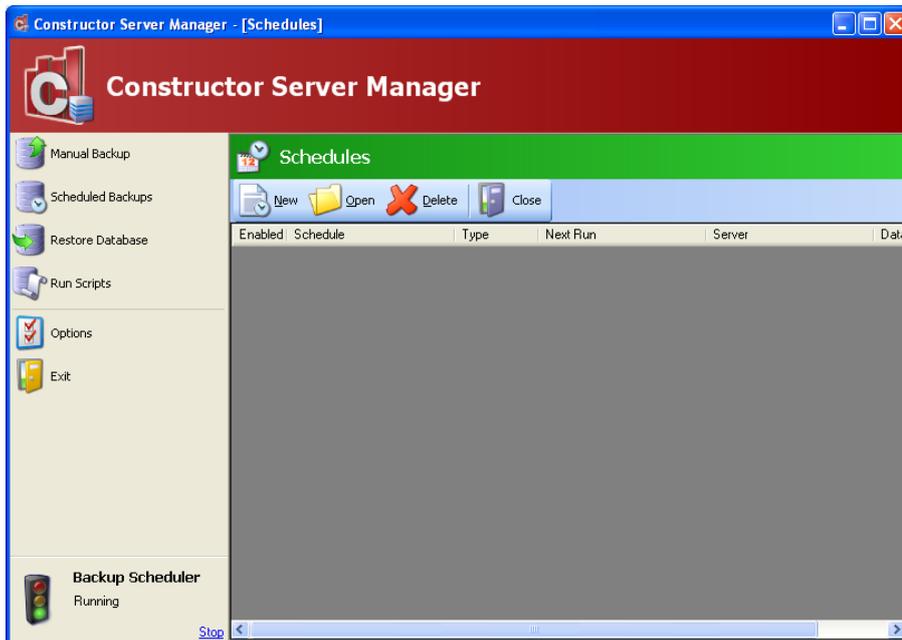
Click the 'Options' button on the main menu.

Tick the 'Use email notifications' and type in the name of your outgoing mail server.

You will also need to add a 'From' email address. This will be 'who' you receive the email notification from after a schedule has been completed. This can be your own email address.

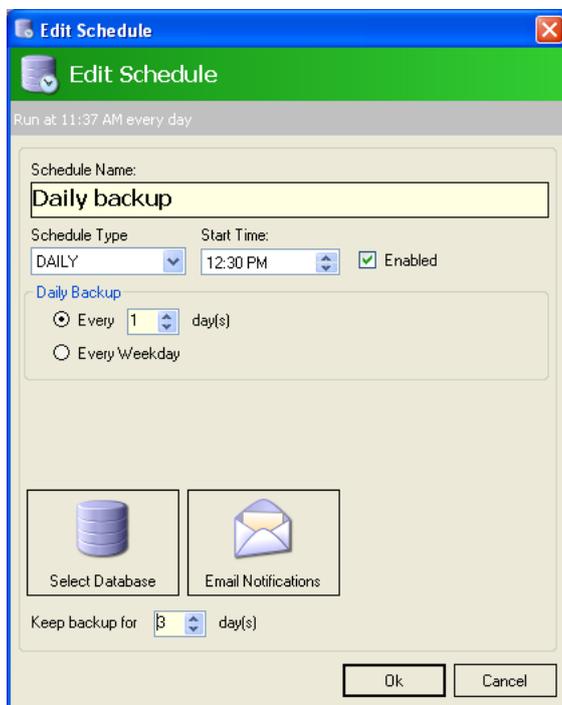
Use the 'Send Test Email' button to make sure the email address' are set up correctly. An email should appear in your inbox within a minute or so.

To create a scheduled back up, click the 'Scheduled Backup' button.



The 'Schedule' menu now appears with several options.

Click the 'New' button to begin creating a shedule for your backups.

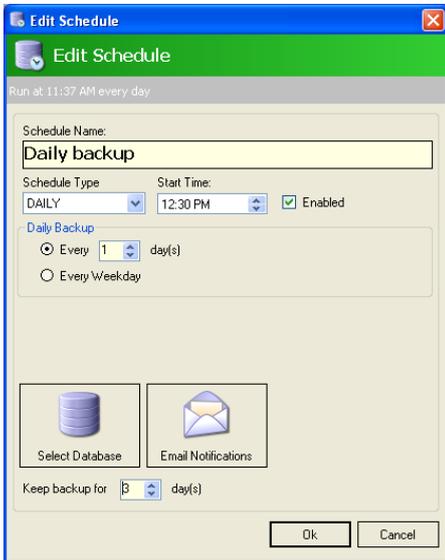


Because you can create multiple schedules, you need to give your backup a 'shedule name'. This will allow you to run multiple scheduled backups, each to a different location for extra security or ease. For example, you may back up to a local drive and a removeable backup drive at the same time.

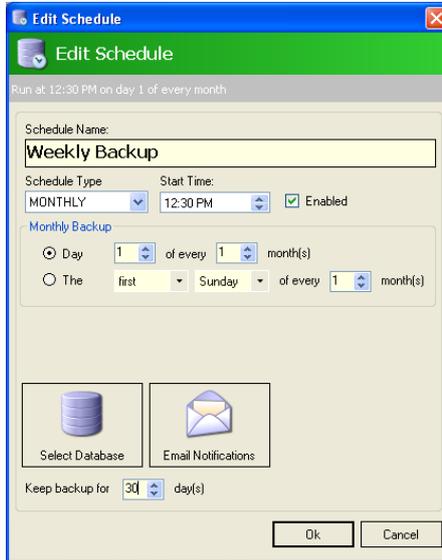
Set the 'Schedule type', which can be set as Daily, Weekly and Monthly and set the 'Start Time' of the schedule.

## Examples of 'Schedule Types'.

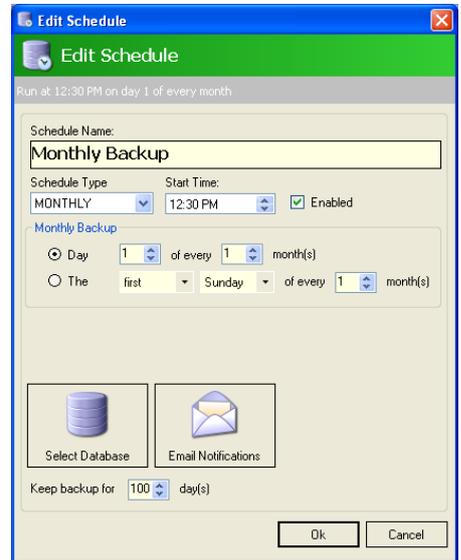
### Daily



### Weekly



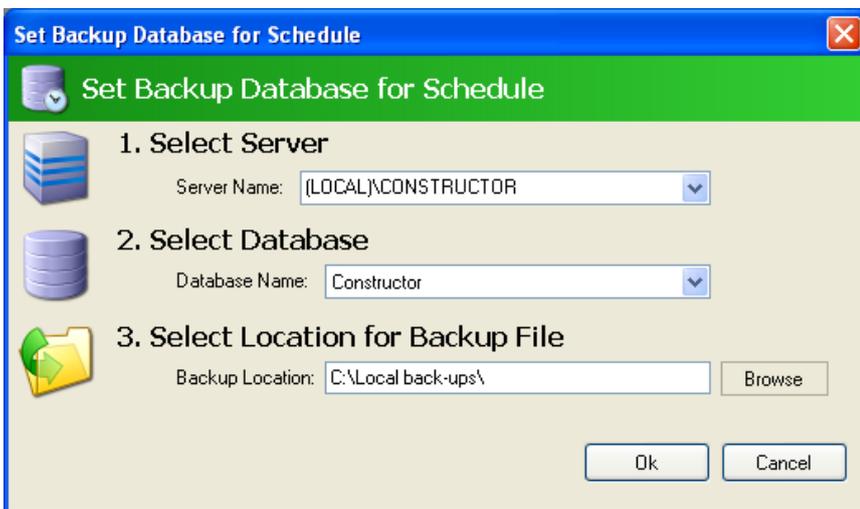
### Monthly



When setting the 'Keep backup for' option, remember it will always work in days, so if your backup is a monthly backup, you must set the 'keep for...' for a suitable amount of days. Note the days in the examples above. The backup will be removed after that period of time.

If you set the 'Keep for...' to '0' (zero) days, backups will not be deleted.

Once the schedule information is set, click the 'Select Database' button.

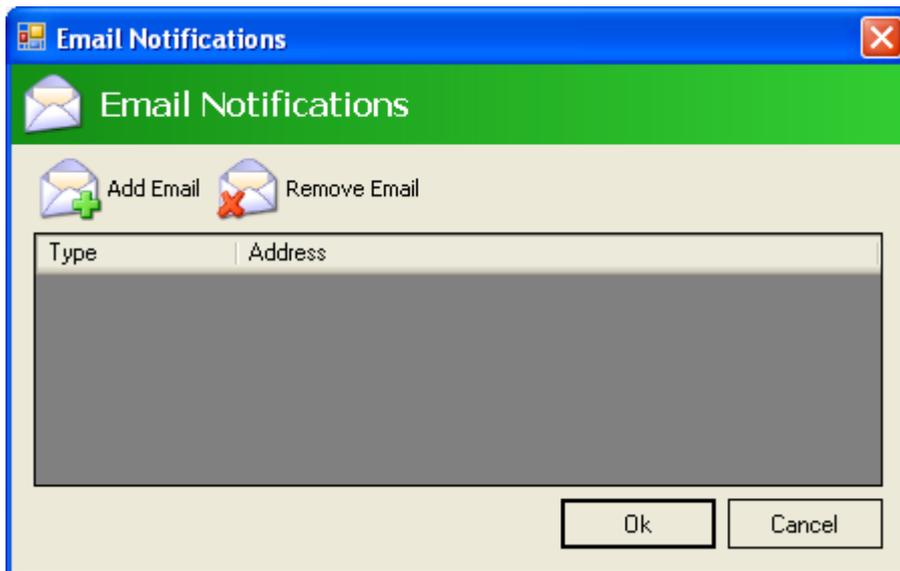


Your local server and database should be automatically selected once you open this dialog box. If you have multiple servers, you can select the appropriate server and database.

Set the location where you would like the scheduled backup to go and click 'OK'.

If you require a backup to go to two locations, you will need to create a second schedule.

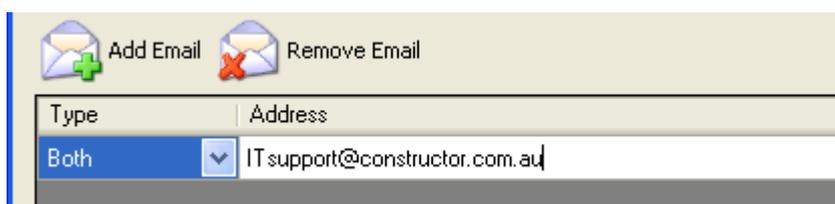
Click the 'Email Notifications' button to bring up this dialog box.



Click the 'Add Email' button to add email addresses that are to receive email notifications for the backup. You can add multiple email addresses to this box to receive notifications.

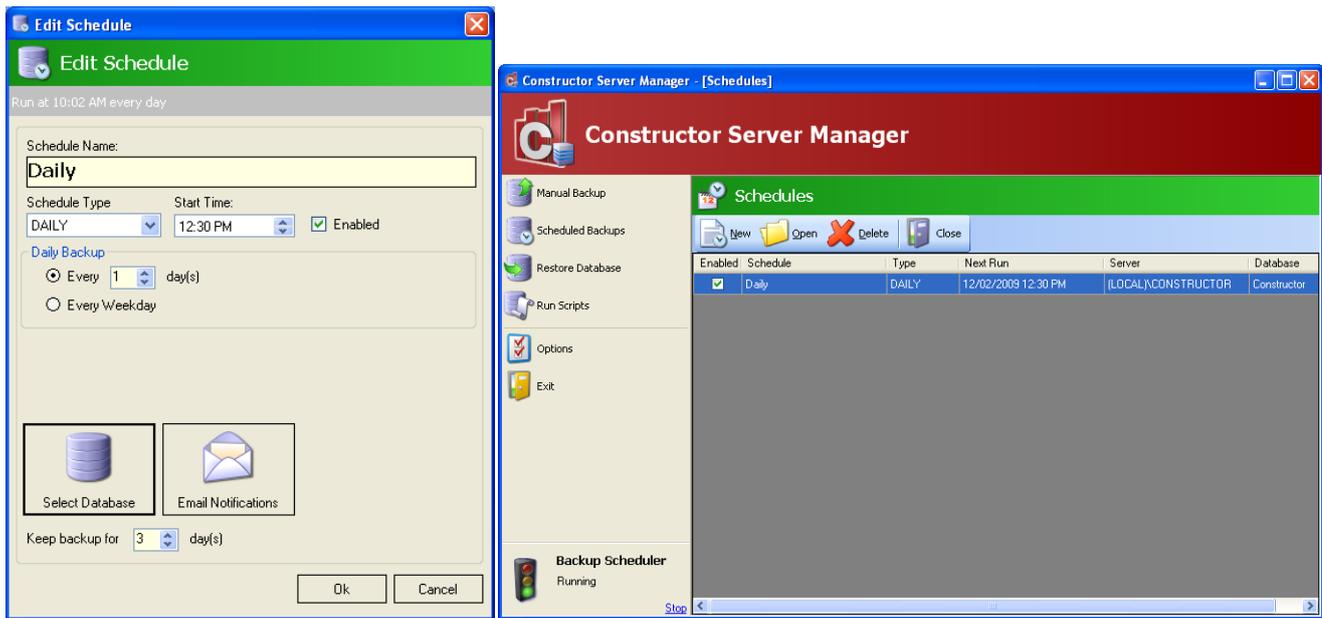


There are three options to choose from for the notifications. For example, you may wish to set 'both' to your email address and only 'fail' to your IT support.



Type in the relevant email address and click OK. This will set the notifications.

---



Click 'OK' to the Edit schedule box once you are satisfied that the schedule is set up correctly and the schedule will be set in the Constructor Server Manager 'Schedules' list.