

Backup MIE Trak

It is very important to backup the MIE Trak system daily for numerous reasons. A proper backup procedure could possibly save you from starting over from scratch.

Many Backup Systems do not allow backing up of OPEN files. MIE Trak keeps files open if someone does not log out or the barcoding and/or kiosk is up and running. Make sure your system is backing up open files. See below for the procedure to backup files which are open when your backup system does not backup open files.

Monthly Full Backup

This should be done whenever a new version of the software has been installed and on a regular monthly basis.

Perform a full backup of your entire MIE Trak system. This includes the VFTW\ folder and all its subfolders. If your main MIE Trak folder is not VFTW then backup that folder. This should be stored both onsite and offsite so you need 2 copies.

Kick everyone out of MIE Trak, Barcoding, Scanview and any other applications which would be using MIE Trak. After backing up your system you need to verify the backup is good and there were no errors during the processing of the backup.

Daily Backup Rotation

You should backup the MIE Trak key files daily. You should have 7 or more backups which you will rotate. The reason you want to rotate your backup media is if something goes wrong with a backup you have another backup to revert backup to. Each day do a backup to a media and rotate through the medias so you have 7 backups not including the full backup.

Key Files/Folders To Backup Daily

The key folders to backup daily are all your

All Division Folders

vftw\reports

vftw\repxt

How To Backup Open Files

If your backup software does not allow you to backup open files the following procedure will work. The DOS Copy command will copy open files so you need to write a batch script to copy your division data to another temporary folder. Once the data is copied to the temporary folder you backup the temporary folder.

Example

1. MKDIR Z:\temp\backup_division_xxx
2. Copy z:\vftw\division_xxx*.* z:\temp\backup_division_xxx*.*
3. Backup software will backup the z:\temp\backup_division_xxx folder

NOTE : You can run a task scheduler to do this automatically if you desire. The big benefit of copying the division files to a temporary folder is that the files are available to be looked at without going to your backup tape, etc.