

Configuring the Backup in Tracker 11

Overview

If you are upgrading from Tracker 10, your old backup will not work and you **MUST** follow the instructions below to get a proper backup.

Types of Backup in Tracker 11

Auto Backup Database - The Auto Backup Database feature backs up the entire database once per day *only when the last copy of Tracker is closed. The Auto Backup Database is enabled by default with 3 copies to keep* when Tracker is installed and it is found in **Tracker Options** under the **General** tab. Files are stored in the **\\ServerName\Tracker\BackupConfigurations** folder and are named AutoBackup_YYYY-MM-DD_HHMMSS.bak. Once 3 copies of the database exists, Tracker will then overwrite the initial (oldest) one.

Backup - This is a scheduled backup feature in Tracker which backs up the entire database into the **\\ServerName\Tracker\BackupConfigurations** folder and its name is defined during the setup. This feature is found in **Tracker Options** under the **Backup** tab and *must be configured manually*. The Backup feature creates a task in the Task Scheduler on the Server or the Local computer.

Configuring the Backup in Tracker

To configure the Backup in Tracker, open **Tracker Options** and click the **Backup** tab. *All fields must be filled in before clicking the Save button*. Each setting is explained below:

The box on the top left shows active backup jobs that have been created and are currently in use. If no jobs are listed, click the **<New Backup>** option, and fill in the required fields to create one.

Backup Type - Allows the user to select *Daily, Weekday or Weekly*. **A Daily Backup is strongly recommended.**

Start Date - Opens the calendar to select the initial date of the backup.

Start Time - The time the backup should start. This option can be changed by hour, minutes, AM/PM.

Backup Enabled - Enables / Disables the selected backup job from the list. [Usage: highlight a backup job; check/uncheck the Backup Enabled box and click the Save button].

Show Disabled Tasks - Displays tasks that are not enabled in the Task Scheduler. Use the **Backup Enabled** option to enable backup jobs if desired.

Machine Name - ServerName or (local). This is the computer where the task will be added to the Task Scheduler. *It is recommended to be installed on the Server, especially if your office is equipped with a dedicated server.*



Note

The computer where the Task Scheduler will run from must remain turned ON during the schedule backup times or the backup will not run.

Delete - Highlight a backup job from the list of jobs and click the Delete button to remove it. This action will permanently remove the backup job from the Task Scheduler.

Save - Once all fields (including the Backup file path and log) are filled in, saves and adds the task to the Task Scheduler.

Backup Details

Backup Filepath - *This is where the backed up database will be stored. It is recommended to keep the file in the \\ServerName\Tracker\BackupConfigurations folder. If you select another location you must configure your backup accordingly.*

Log Filepath - Location of the log file. It is recommended to keep the file in the same folder as the backup file.



Note

If you chose a different path for the backup, you will need to configure [BackTrack](#) or your own backup accordingly.

Number of Versions - If more than one is specified, Tracker will create an additional backup file during the scheduled times. When the number of versions have been reached, Tracker will then overwrite the initial (oldest) one.

Backup Now! - Backs up the database immediately to the specified **Backup Filepath** using the specified **Log Filepath** and the specified **Number of Versions**.

Restore Database - Restores the database from the selected database backup. A checkmark box to backup the database using the above options before performing the database restore operation is automatically checked.



Note

Every time a new backup job is created a .xml file is added to the \\ServerName\Tracker\BackupConfigurations folder. It is extremely important that this file remains intact or the Task Scheduler will fail to backup.

Files to be Backed Up

Installation files can be replaced by The Bridge Network and are not required to be backed up. This however is optional and can be backed up if preferred.

- The following files and folders must be backed up from the Tracker folder on the file server:
 - ✓ BackupConfigurations (*Autoback, Fee Guides and Task Scheduler files. **May also include the Tracker database if configured in the Backup Filepath.** Backup this folder and any other folders where the database reside.*)
 - ✓ Docs (*T-Word, scanned and attached documents.*)
 - ✓ Images (*X-Rays, PANS, Digital Photos from ChairSide Imaging. **Please verify Tracker Options | Environment.***)
 - ✓ Videos (*Videos taken from within ChairSide Imaging. **Please verify Tracker Options | Environment.***)
 - ✓ controlinfo.tlf (*License file. A new one can be obtained by calling 1-800-922-7434 ext.2.*)



Note

Make sure your backup runs from the file server not to increase network traffic.



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