



DBA Backup Manager

A solid backup routine is critical. You must actively ensure your database is backed up daily to **TWO** locations.



ON-SITE



OFF-SITE

PHASE 1 Schedule Daily Database Backups



Create Daily Backup Files (*.fbk)

Creates a special backup file for proper and optimal restore.



Create a Schedule for Each Database

- Main Company database
- System Database (system settings)
- Any secondary companies



Mirror Copy to External Drive/Device

Creates a backup copy during the scheduled backup—insurance for drive failure.



Schedule Off Hours

Run when the system is not in full use. Same start time for multiple databases is OK.



Schedule All 7 Days

Back up every day, even on weekends. DBA can be accessed remotely.



Backup Files Location

*.fbk files are stored in:
(drive)\ProgramData\DBABackup



NOTE: If the ProgramData folder is not visible, use Windows Help to show hidden files and folders.



Phase 1 is only the first step.

You must also perform Phase 2 – a daily server backup – to protect your backup files off-site.



PHASE 2 Schedule a Daily Server Backup



Start After Phase 1 Completes

Set the server backup start time after all database backups are finished.



How Much Time is Needed for Phase 1?

Can take an hour or more depending on database size.

- Observe time during Backup and Restore
- Or check timestamp on latest *.fbk file in ProgramData\DBABackup



Back Up to an Off-Site Location

Use remote backup software or a cloud backup service for protection against disasters or theft.



Include These Items in the Server Backup

- ✓ **DBABackup folder** (contains *.fbk files)
(drive)\ProgramData\DBABackup
- ✓ **DBA Reports folder** (custom layouts)
(drive)\Program Files (x86)\DBA Manufacturing\Reports
- ✓ **Folders with DBA documents and images**
(user-selected locations)
- ✓ **Folders for all non-DBA programs**
(all critical data on the server)

PERIODIC RESTORE – Optimize Your Database Performance



GBAK Boosts Performance

Backup and Restore (using GBAK) will:

- Rebuild indexes
- Remove obsolete records ("garbage")
- Defragment database pages
- Rewrite tables contiguously

Result: Smaller, faster, more efficient database.



Run Quarterly

Run Backup and Restore on your main company and any additional company databases every quarter for best results.



KEY TAKEAWAY

Daily backups in **TWO** locations
+ Quarterly optimization
= Protected data and peak performance



YOUR RESPONSIBILITY

Do not rely on outside experts or hosted solution backups. You must actively ensure your database is backed up daily to two locations.