

THE CCS BACKUP SYSTEM

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There are 2 levels of backup that can be made in the CCS System. These are the Job level and the application level. When backing up at the job level, all data pertaining to that job will be backed up. When backing up at application level, all data pertaining to that application will be backed up.

The only exceptions to this are the telephone list, subcontract adjudicator, material adjudicator and global documents, which are not backed up when a complete job backup is made. These documents need to be backed up separately.

A backup made at application level cannot be recovered at job level and a backup made at job level cannot be recovered at application level. This means that if you make a Candy or SitePlan backup, you will not be able to recover this on the Job level or if you make a backup from the Job Selector, you will not be able to recover it in Candy or SitePlan.

It is also not possible to recover a Candy backup from within SitePlan, nor is it possible to recover a SitePlan backup from within Candy.

There are five methods of making a backup in the CCS System. These are:

- Backup to floppy.
- Backup email.
- Backup to common.
- Backup to Network Archive.
- Backup to File.

An explanation is provided below of each backup type.

FLOPPY DISK BACKUPS

The floppy backup is the easiest method of backing up in CCS. This has problems however as often on site there are floppy disk failures which mean that these backups are not safe for long term storage.

Making a floppy backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Select the Job that you wish to back up.
- Click on the **Backup Job** SoftKey.
- Select **Backup to Floppy Disk**.
- Click on **Yes** twice.

CCS will now make a backup of the entire job. This job can then be recovered on other computers or stored for recovery later.

Recovering a floppy backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Click on the **Recover Job** SoftKey.
- Select **Recover from Floppy Disk**.

You will see a message stating that a new job was inserted into the Job Selector. Hit Enter. Note that CCS will not overwrite an existing job. It will create a new job and recover your backup into that new job.

- You will see a message asking you whether to recover the backup or not. Click on **Yes**.
- You will see a message asking you to insert the first disk. Hit Enter.

CCS will now recover the job onto your computer.

EMAIL BACKUPS

Backup to email is provided as a means of quickly creating an email message with a CCS Backup file attached that can be sent to another computer via email. The backup can then be recovered on the other computer by double clicking on the backup with the CCS System loaded in the background.

Note that backing up to email works with MIME compatible backup programs such as Microsoft Outlook and Outlook Express. It does not work with Lotus Notes or Novell GroupWise. In such cases, backup to file should be used instead and then the file can be attached to the email message.

Making an email backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Select the Job that you wish to back up.
- Click on the **Backup Job** SoftKey.
- Select **Backup to Email**.

CCS will now make a backup of the job and create an email message. Note that you will not be able to go back into the CCS System until you have sent or closed the email message.

Recovering an email backup

There are two methods of recovering an email backup. The first method is mentioned below. The easiest method is to refer to the section on recovering a file.

- Load the CCS System and minimize it.
- In your email package, open the file BACKUP.CAB.
- Extract the file BACKUP.CCS to a directory on your computer.
- Double click on this extracted file. CCS will import the file into the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Click on the **Recover Job** SoftKey. This will create a new job thereby preventing data loss.
- Select **Recover from Email**.
- Select the backup that you wish to recover from the list of email backups.
- Click on the **Recover** SoftKey.

COMMON BACKUPS

Backup to common is used to create a backup of CCS Data on a network server in a location that is shared with other users of the CCS System. This allows backups to be shared with other users of the system. These backups are intended more for the sharing of data than for storing long term backups.

Making a common backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Select the Job that you wish to back up.
- Click on the **Backup Job** SoftKey.
- Select **Backup to Common**.

Recovering a common backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Click on the **Recover Job** SoftKey. This will create a new job thereby preventing data loss.
- Select **Recover from Common**.
- Select the backup that you wish to recover from the list of Common backups.
- Click on the **Recover** SoftKey.

NETWORK ARCHIVE BACKUPS

Backup to network archive is used to create a backup of CCS data on a network server in a location that is not shared with other users of the CCS System. This is used as a conventional backup message that can be retrieved at a later date. The backups can be located on the local computer or on a network server, which is backed up regularly.

Making a network archive backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Select the Job that you wish to back up.
- Click on the **Backup Job** SoftKey.
- Select **Backup to Archive**.

Recovering a network email backup

- Load the CCS System.
- Go to the CCS Main Menu.
- Hit the **Back** SoftKey. This will take you to the Job Selector.
- Click on the **Recover Job** SoftKey. This will create a new job thereby preventing data loss.
- Select **Recover from Archive**.
- Select the backup that you wish to recover from the list of Archive backups.
- Click on the **Recover** SoftKey.

BACKUP TO A COMPRESSED FILE

The backup to file method is perhaps the most convenient method of backing up as this allows you to create a compressed backup file that can be placed in any folder on your computer or network.

Making a file backup

- Load the CCS System.
- Go to the Company & Job manager.
- Click on the **Backup Job** SoftKey.
- Select **Backup to File**.
- Click on the green tick.
- Click on **Yes** to backup to compressed file.
- Browse for the location in which to save the compressed backup file.
- Click on **Save**.

Recovering a file backup

- If the CAB file is attached to an email message then save it to a folder on your computer
- Load the CCS System.
- Go to the Company & Job manager.
- Click on the **Recover Job** SoftKey.
- Select **Recover from File**.
- Click on the green tick.
- Browse for the backup file.
- Click on **open**.
- Click on **Yes**.
- Click on **Yes**.
- CCS will recover the file.