

MONTHLY BACKUP TO TAPE PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-19, Rev 1	<u>Originated by:</u> Systems Administrator
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1 Purpose

This document describes the procedure and process for backing up data in the backup up application-Data Protector. This backup is mainly for the following systems: Imphisi/Novell, Receipting, CRM, Ellipse, Power/Email, and Full_Unix_Linux. The tape drive in the data protector application has 8 slots, each of which are allocated a particular media pool. A media pool can have more than one tape allocated to it. This procedure is intended for SEC Business Administrator, and Systems Administrator to use ONLY in times of troubleshooting backup failure, and when changing or assigning a tape to a media pool.

2 Scope

The procedure serves as a fine guide with step by step tasks to follow in cases where there was a backup failure or when tapes need to be changed or allocated to a new media pool.

3 References

Q-F-IT-PO-04 Data Backups Policy

4 Definitions

N/A

5 Responsibilities

The Systems Administrator – Only the System Administrator OR an approved IT department employee is responsible for executing the commands of mounting media in the data protector application.

The Business Systems Engineer – Only the Business Systems Engineer or the IT Manager can approve the exercise of mounting and dismounting media in the tape drive.

6 Procedure

6.1 Backup Specification

There is a backup specification for each and every system. For instance, one could assign a backup to run daily, weekly or monthly. Backup specification is also important for

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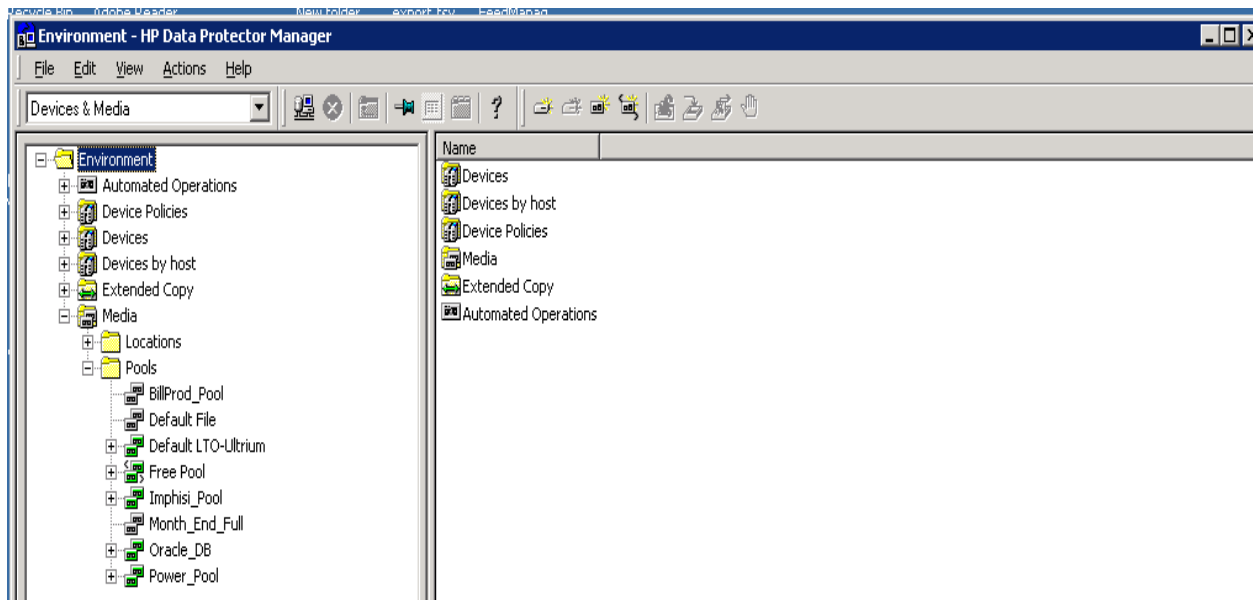


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specifying which media pool it will back up to. It is very important to note that backups should not run at the same time as this will cause errors. Sometimes errors are brought about when a tape got full before that particular backup was finished.

6.2 Media Pools

- Log in remotely to 147.110.192.99
- Double click on the Data Protector Manager icon
- To view media pools available, go to devices and ➡ **mediaMedia** ➡ **Pools**



- Expand on the desired pool, click on the tape and check the usage

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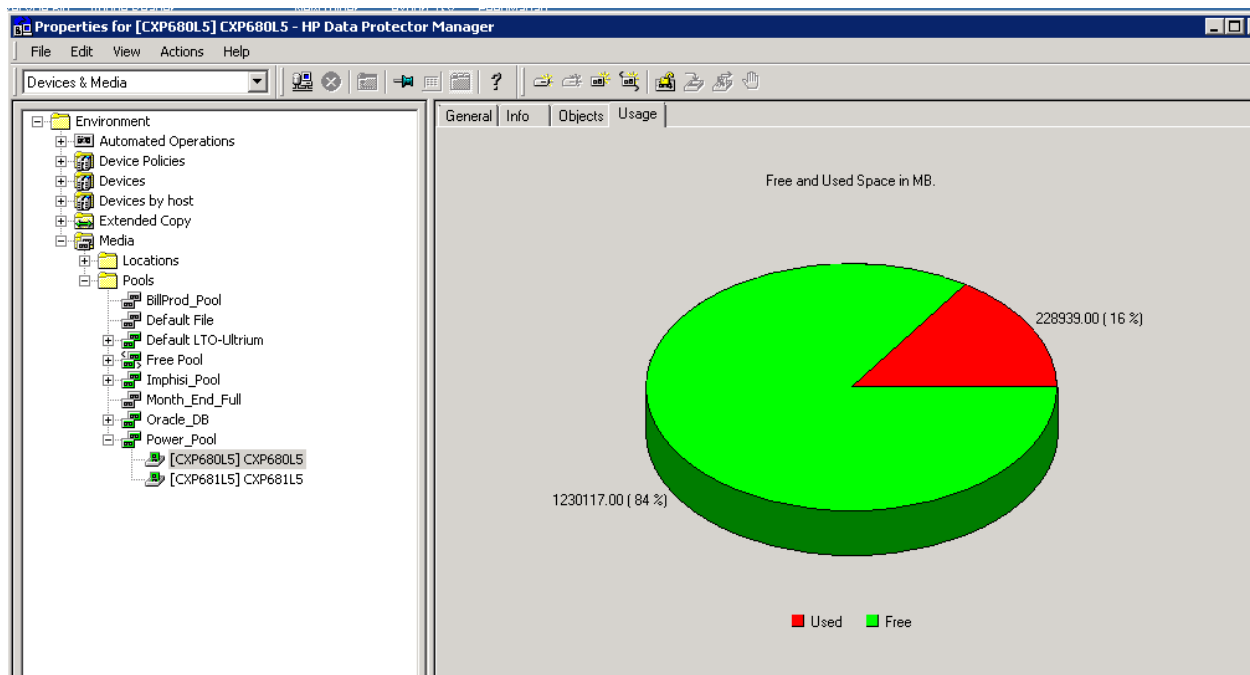
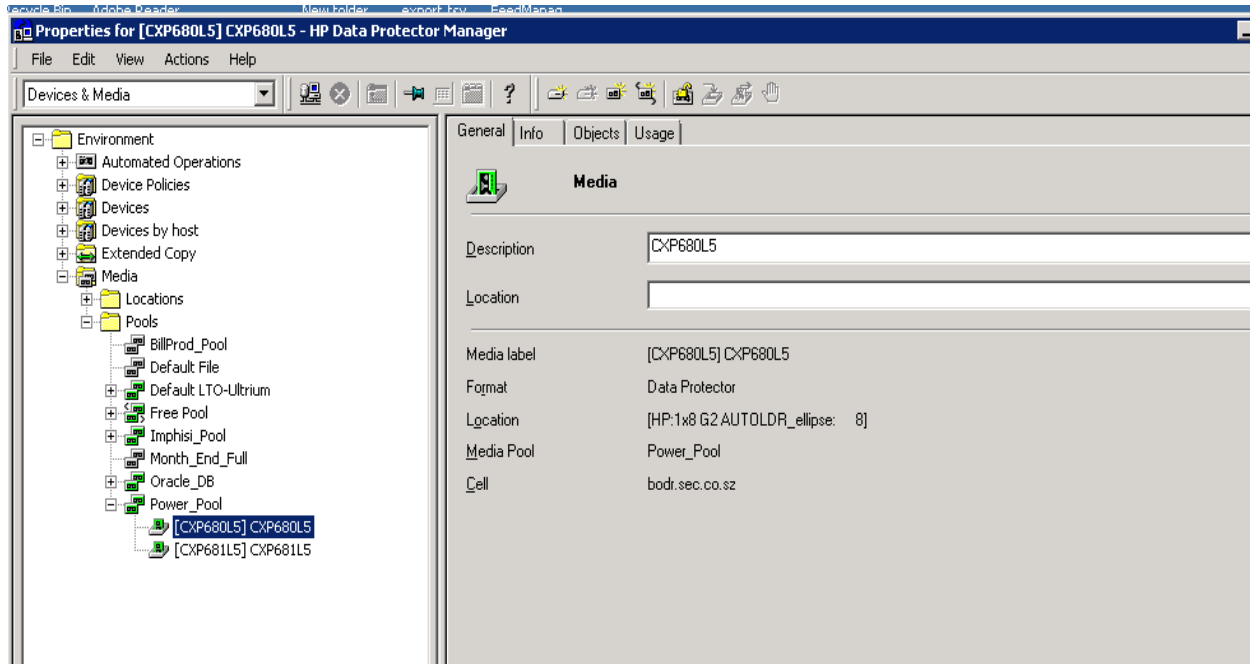
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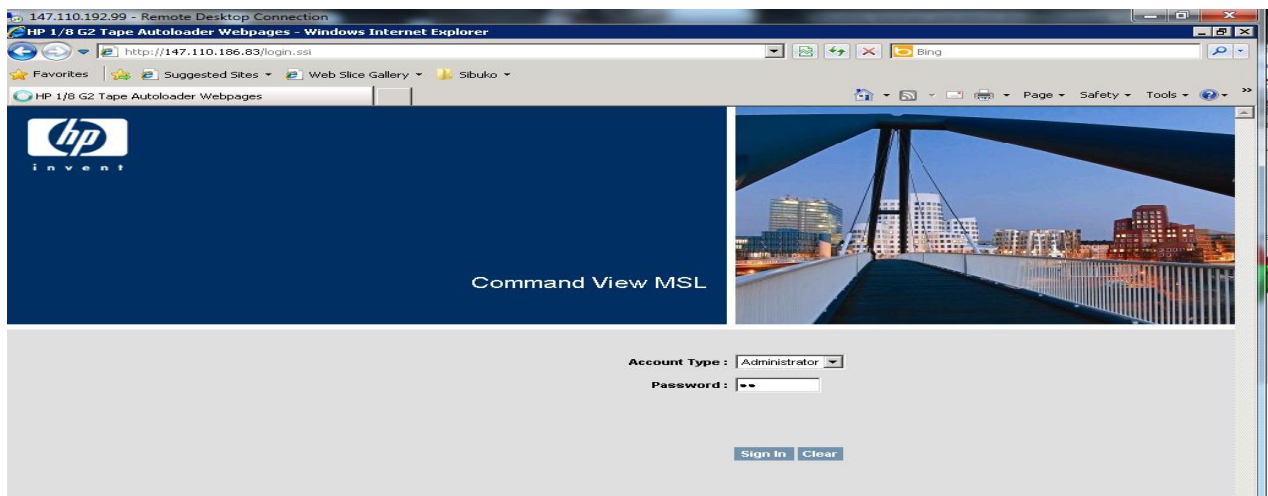


- If that particular tape is full, one would have to replace it.

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6.3 Checking which tapes are in the tape drive

A tape that is in a media pool may not necessarily be in the tape drive. For that reason, it is important to know which tapes are in the tape drive and whether they are full or not. One can either check out these tapes by physically going to the server room or in the data protector console.



- URL:http://147.110.186.83
- Username: Administrator
- Password:

6.4 After a successful login, go to Operations

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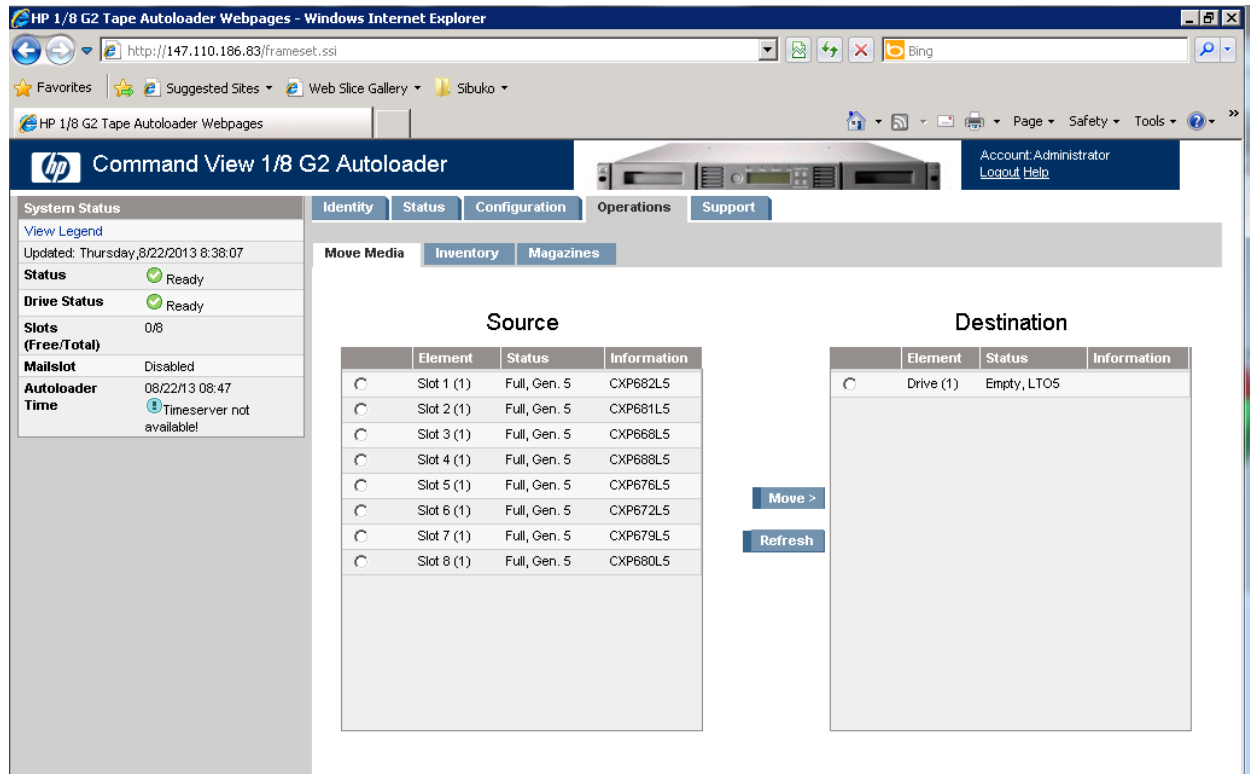
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- This is where one will see all the tapes that are currently in the tape drive. It has eight slots in total.

6.5 Allocating a tape to a media pool

- Go to the Data Protector Application.
- Go to devices and media.
- Right click on the media pool that you wish to add a tape to.
- Click on format

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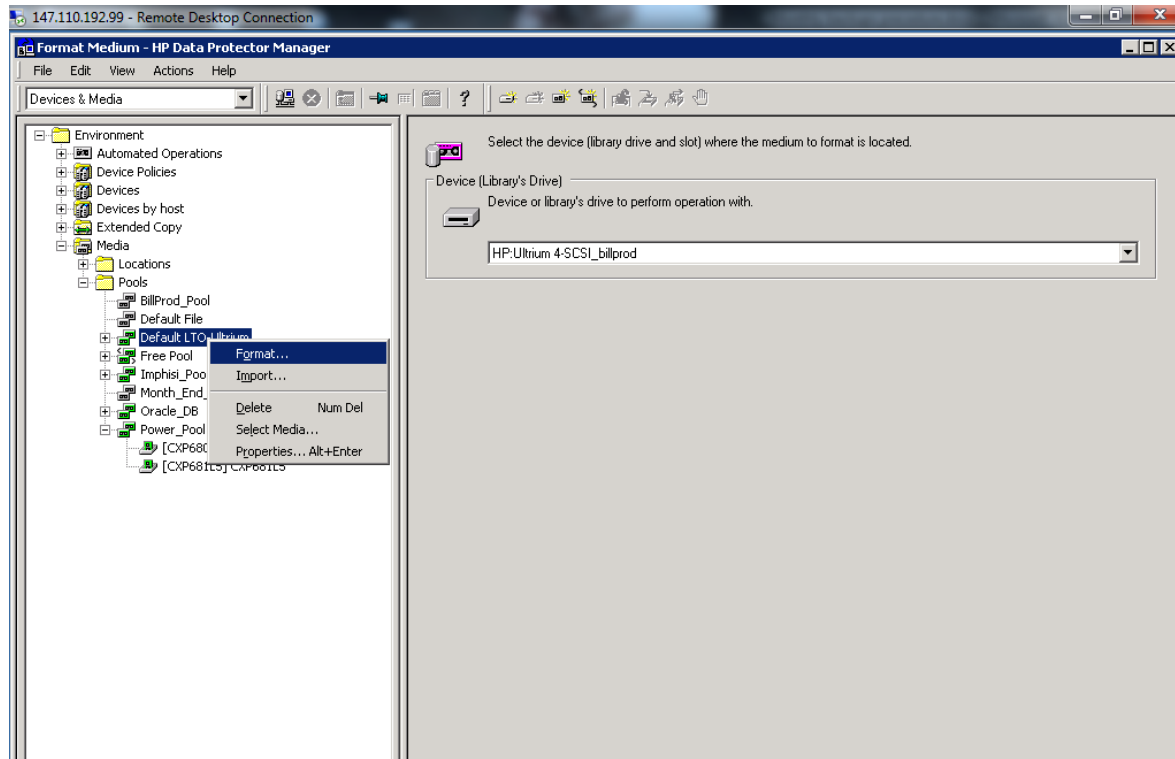
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- Select the last option on the first drop down menu.
- On the second drop down, find out if there is any tape that has not been allocated a media pool (it will have 'Blank' written under the Format column)

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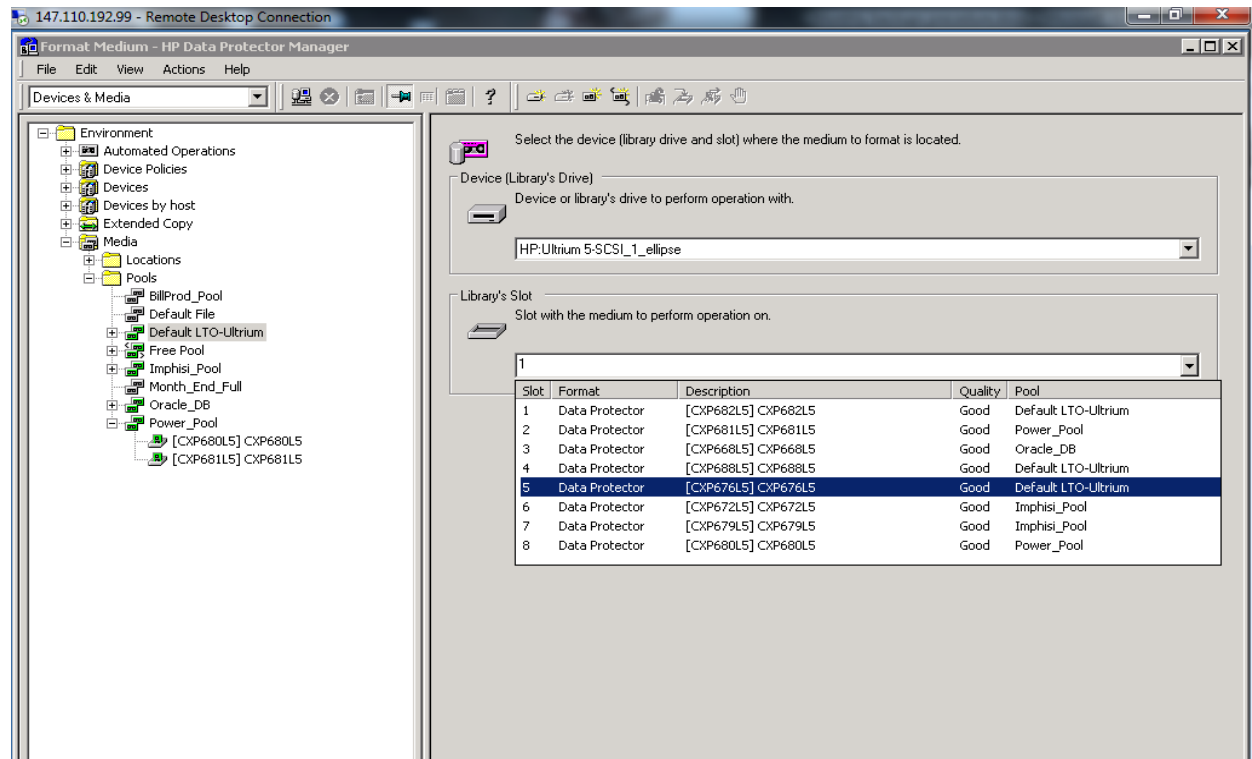
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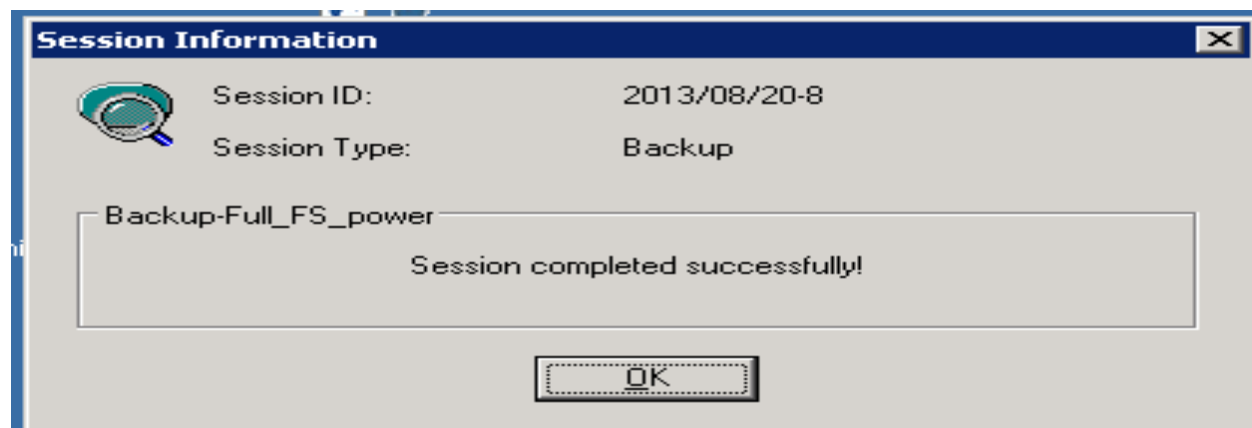
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- Click Next
- Click Next again
- Check on Force Operation
- Then Click on Finish.



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- Restarting hung backup sessions
- Go to monitor. It will show current backup sessions and failed mount requests.
- Click on mount request and run.
- Remember to run one session at a time.

6.6 Internal database

- The internal database lists all the sessions that are there.
- It is important that the internal database is backed up as well

7 Records

N/A