**Daily Backup Procedure:**

1. Open PG Admin icon on desktop.
2. Double click on Postresql 8.4
3. Enter password.
4. Expand Databases (click plus sign)
5. Right Click on melofin and click backup.
6. Change path to desktop and save file as databasename+date+time.backup.
7. Example: melofin18-10-2016-08h33.backup. Click OK to backup.
8. Once completed, Click Done.
9. Right Click on melolog and click backup.
10. Change path to desktop and save file as databasename+date+time.backup.
11. Example: melolog18-10-2016-08h33.backup. Click OK to backup.
12. Once completed, Click Done.
13. Right Click on melosoft and click backup.
14. Change path to desktop and save file as databasename+date+time.backup.
15. Example: melosoft18-10-2016-08h33.backup. Click OK to backup.
16. Once completed, Click Done.
17. DO NOT BACKUP MELOPHARM DATABASE ON THIS SERVER!
18. Right Click on patientdata and click backup.
19. Change path to desktop and save file as databasename+date+time.backup.
20. Example: patientdata18-10-2016-08h33.backup. Click OK to backup.
21. Once completed, Click Done.
22. Close PG Admin.
23. Move File into “Database Backups” Folder on Desktop.
24. Right click on Synology icon in taskbar. Click open
25. Ensure Melosoft-HO and IMPORTANT Folder is ticked.
26. Click on Log and Verify Mr Backup ran successfully the night before. If there are any errors, take a screenshot and send that to Mr Backup/Shuaib and I.