Langerhans Lab Protocols

NC STATE UNIVERSITY

DRILL Data and Server Backups

Weekly backup of DRILL Spreadsheet

Working on the server computer:

Open Navicat Lite -> Lab_Data -> drill -> tables -> drill_1 -> Export Wizard -> format: text file -> Next -> click in "Export to" space to right of Source "drill_1" -> click "…" box to open Save As box. Save on external hard drive called Gambusia 3TB -> DRILL backup Spreadsheets, with file name "DRILL "+ date. -> export all fields-> Next -> check box "Include Column Titles", tab delimited -> Next -> Start -> Close. Close the Table and Navicat.

Make the text file just created into an Excel file: open Excel, open the .txt file just made (select TextFiles from drop down menu to right of File name box). Data type: delimited; delimiter: tab; data format: general. Save as .xlsx file in same folder as the .txt file just made. Close Excel.

Save a copy on FTP server: click on FTP Server shortcut on Server desktop, or go to C:/inetpub/ftproot/localuser/DRILLaccess/DRILL backup/DRILL backups. Then open folder on desktop "Gambusia 3TB DRILL Backup Spreadsheets shortcut". Copy (or drag) newly-made .xlsx file from Gambusia (E:) folder to FTP server's DRILL backup folder (C:/inetpub/ftproot/localuser/DRILLaccess/DRILL backup/ DRILL backups).

Save a copy on lab manager's computer (Computer G): download using Filezilla, into C:/DRILL/Data Backup.

Monthly backup of Server

Working on the server computer, at the end of each month:

1. Make new folder on the external hard drive (named Poeciliid): F:/DRILLbackups/DRILL back up [date]
2. From the web server, copy the following folders (takes about 3 hours) and paste them into your newly created folder:
    - C:/inetpub/wwwroot/DRILL
    - C:/inetpub/wwwroot/DRILL-admin

Keep 12 most recent backup folders on Poeciliid.

Store Poeciliid hard drive at Yates Mill.

Semi-annual backup of FTP root

Back up FTP root three times/year: end of January, May, & September

1. Make new folder on the external hard drive (named Poeciliid): F:/ftproot backups/ftproot backup [date]
2. From server, copy C:/inetpub/ftproot/LocalUser/DRILLaccess, and paste into this new folder

Keep the newest copy and the previous copy of ftproot backup [date] and delete the others.

Store Poeciliid hard drive at Yates Mill.