



TeamAgenda Server

Backup and Restore

Additional Information

Introduction

This document describes how to view and define the backup schedule of your TeamAgenda server.

TeamAgenda Server has a default backup schedule active. TeamSoft recommend that the backup schedule be modified in order to respect the disaster recovery plan of your company.

How can I access the backup and restore functionalities of my TeamAgenda server?

In order to access the “Backup and Restore” schedule of your TeamAgenda server, you need to connect to the server. Here are the steps :

- Start you favorite browser and go to <http://127.0.0.1:32423>. If you are not on the server, replace the IP address 127.0.0.1 by the address of your server.
- Enter your username and password.
- Go to “Backup and Restore” tab.

How to activate a Backup schedule ?

- You need to select the “Enable scheduled backup” check box.
- Define the time (hour and minutes) and also the days when you want a backup to be run.
- Define the number of backup file that you want to keep locally.

Note : With the backup interface, You can only do one backup per day.

How to deactivate a Backup Schedule ?

- You need to unselect the “Enable schedules backup” check box



How to restore a backup ?

Warning : Because restoring a backup consist of writing to your existing database, these steps will destroy all existing data in you database. Your current database content will be replace by the content of the backup file. Teamsoft STRONGLY recommends doing a backup of your database before attempting to do any restore.

- Select the backup file from the “File Name (Date)” window.
- Press the Restore button.

How do I restore a backup file that was save on another device/computer ?

Here are the steps :

- You need to copy the backup file locally on your TeamAgenda Server.
- Select “Choose file” and choose the file that you want to restore.
- Select “Upload”.
- You will see a new file in the “File Name (Date)” window.
- Select the file and press “Restore”.

Where are my backup files ?

On Mac computer, the backup file is in the following directory under the STS main installation directory :

var/opt/teamsoft/sts/backup
(Usually it is under /Applications/sts/ var/opt/teamsoft/sts/backup)

On Windows, the backup file is in the following directory under the STS main installation directory :

var\opt\teamsoft\sts\backup
(Usually it is under C:\STS\var\opt\teamsoft\sts\backup)



How can I run more than one backup per day ?

You need to run the backup command manually. Here is the command line :

On Mac, you need to start a terminal window to run the command :

```
sudo stsd backup -file=pathname
```

(you need to enter your password; the letter of the password will not be echo at the screen)

On Windows, you need to start a DOS window to run the command :

```
stsd backup -file=pathname
```

Replace pathname by the complete path of your backup file.

This command must be run by a job scheduler at a schedule define by your administrator or disaster recovery plan.

How can I decode the name of a backup file ?

Backup file have their name in the following format :

YYYYMMDDHHMMSS.sts.bck. As an example 20061116153345.sts.bck

YYYY represent the year like 2006

MM represent the month like 11

DD represent the day like 16

HH represent the hour like 15

MM represent the minute like 33

SS represent the second like 45

sts.bck is the extension of the file

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