

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Setting up Backup Jobs in the OP Backup Program

Last Modified on 12/23/2019 3:17 pm EST

Note: A minimum of 2 jobs needs to be created to ensure a full and successful backup of all Office Practicum related database files.

1. With the Job window opened, click the **New Job** button to create a new Backup job.

New Job	Edit	Delete	Clone
Help			

 The Event window is displayed. You are prompted to set the time of day and frequency for when the backups will occur. At the vert least set the backups to run once a day, every day. After setting the schedule, click the **Database** tab.

Event	×
Schedule Database B	adup Restore Filebird Options
Job Caption	
Tusle at 10.00 PM a	n JAPPSER WA
	Renet Custon
Schedule	
Bun this event	Daly -
Start event at	2 hours 00 minutes
Days to run:	
Wonday	🛱 Priday
🗭 Tuesday	Saturday
Vednesday	😡 Sunday
P Thursday	Waekdays Weekends
Advanced	
F Stop process if eve	ert still incomplete after 🛛 🚊 hours.
Heb	OK Cancel

 In the database tab the location of the Office Practicum database files are set and a connection to the database is tested. To find the location of the database files click the Browse button and navigate to the opsetup.ini file which can be found in the local installation





of OP (ie. C:\OP). Once the local install is found click the **opsetup.ini** file and click the **OK** button.



4. In the database field you should see that database path information has now been automatically filled in. The only thing remaining is to tell the backup program with database file you would like to backup. In the database field you will add to the end of the text the word **medical.gdb** or **docimage.gdb**. Both of these are databases actively used by Office Practicum. Click the **Test** button and verify the connection to that database. Click the **Backup** tab to continue the Job setup.

vent	x
Schedule Database Backup Restore Prebind Options	
Source Database	
Browse]mport path to database from opsetup ini	
Qatabase [172.16.1.3:d:lgdbmed)docinage.gdb	0
7 Use default gatheritication settings	
Test the connection	
	-
Help OK Ca	ncel

5. In the Backup tab the location and number of backups that are archived can be set. The first text field under the Folder section should be set to save backups on whichever hard drive has the most amount of storage on it. The backups should be saved in either a BAKMED or BAKDOC directory under that hard drive. Once selected click okay and set the number of Preserved Files to 4. Click on the Restore tab to continue.





) I

Backup Folder	Schedule Database Backup Restore Firebird Options	
Wy Computer Image: Local Disk (C:) Image: Local Disk (D:) Image: Local Disk (D:)	Folder Path to Folder where backup files will be stored	2
Cld backups Cd backups Common on "Appserver" (%) Make New Folder CK Cancel	Preserve Files Number of backup files to save in destination (0-99) Note: if number equal 0 last backup file will be overwritten each t) Inte

6. The restore process will make the back file available as a redundant copy of the database should the main server fail. To enable the restore select the **Restore database after backup** radio button to enable this option.

Note: If installing on an emergency server also select the option to create an offline copy and place the file in **c:\op\op911\gdbmed**.

Select the **Cleanup** option <u>only</u> when installing backups as an emergency server.

vent					1
Schedule	Database	Backup Res	store Fireb	ird Options	L
Restore	and Validate				
₩ Re	store databa	se after back.	φ.		
I Us	e default auti	hentication se	ttings		
Offline					
Cr Cr	sate offline c	opy of restore	d database	file	
					18
Cleanup					
I▼ De	lete temporar	ry created dat	abase		
-					

- 7. Once done with the Restore tab click OK in the bottom right of the Event window to save the newly created job. Repeat steps 1-6 to create more backup jobs.
- 8. Setup is complete, click the Apply button. With the newly created jobs saved all that remains is to Enable the backup jobs. To do this click on a job and then click the Enable button at the bottom of the Scheduled Jobs tab.
- 9. The backup service now needs to be turned on and told to report back to OP so you can keep track of backup status/health. To do this click on the Global Settings tab in the Office





Practicum Backup Service window. In this tab the service will be linked up to OP so it can report back to the end user the status/health off all backup jobs.

🗟 Scheduled Jobs 💩 Global Settings 🛞 Administrator Tas	ks		
Service to use	Use special	database to store backup log	
GBak (external backup utility) Ath to GBak.exe. The Firebird backup utility	Servery Path	dd 100awar : /apps/firebird/su	ipport/gdbmed,
C:\Program Files\Firebird\Firebird_1_5\bin\	Username	OPUSER	
Default extentions	Password	********	
Interbase (*.gdb, *.gbk) Firebird (*.fdb, *.fbk)			
🖸 Alert if free space on destination drive below 10 🖀 🔂	Browse Impo	rt settings from opsetup.ini	
If free space in destination less than provided number, destination column will be showed in red color for this event.	Test Test	the connection	Advanced
Help	[OK Apply	Cancel

10. In the right hand section of the Global Settings tab click the browse button and again navigate to the opsetup.ini file to establish a link to the backup log database. Once found click OK and in the Server/Path text field the needed information will be automatically filled in. Click the Test button to verify the connection. Having successfully connected the backup service to OP continue onto the Administrator Tasks tab.

Collfice Practicum Backup Service	= <u></u>
Cpions Service to use C Erebird Backup Service (for local backups only) G Blag (external backups only) Information	Backup log Fr Use special database to store backup log Frowse Inport settings from opsetup.ini
Path to GBak.exe. The Firel C:IProgram PlesiVirebirdy Alert # free space on de	d:/gdbmed/BACKUPLOG.GD8* adbmed/BACKUPLOG.GD8
If free space in destination less than provided number, destination column will be showed in red color for this event. <u>Advanced</u>	Test the connection
Help Invice is Stopped	OK Apply Cancel

- 11. In the Administrator Tasks tab the backup service will be started and the jobs will be set to automatically run. To start the backup service click the Start button in the service section of the Administrator Tasks tab.
- 12. Setup is complete, click the Apply button and then close the backup program.

