Backup and Restore Guide for Version 12

Backup

The Professional Landlord™ automatically creates a backup when the first user logs on in the morning. The backup is a compressed streamed image of the tables and indexes. There is no verification of the database integrity as part of the backup process.

The daily backup can be manually initiated from the Help > About dialog.

The backup files are named to maintain a rotation of one week of daily backups, one month of weekly backups (Wednesday), one year of monthly backups (2nd week), and yearly backups done the 2nd Wednesday of January. The backup logic will create the long term backups even if the backup is not run on the scheduled day. Each backup has a companion log file that can be used to confirm when the backup was created.

The backups are generated by default in the Backups folder that is in the same parent folder as the LL12_Database folder that contains the database. So, if the location of the data is:

> \\MyServer\RPROMAS\DATA\LL12_Database

The backups will be located in the folder:

> \\MyServer\RPROMAS\DATA\Backups

Deleting backups from this folder is not recommended. The folder is designed so that once a year's rotation is complete that it will only grow by one backup per year and this folder provides a single repository of backups that provide good insurance against data loss.

Maintaining regular off-site copies of the backup folder is highly recommended. Cloud backup services can safely monitor this folder and maintain an offsite backup. Alternately the backup folder can be copied to a rotation of portable hard drives that are maintained off site or to CD or DVD media.

The **PROMAS** Landlord Software Center ● 311 Maple Avenue West, Ste D ● Vienna, VA 22180
703-255-1400 ● 800-397-1499 ● FAX 703-255-9172 ● www.promas.com

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Additional data to backup. The automatic backup only consists of the core data files. Two other folders should be backed up from time to time. The LL12_License folder and the Documents folder. These folders are typically located in a path similar to below:

    \\MyServer\RPROMAS\LL12_License

    \\MyServer\RPROMAS\Documents

Never place the live database under the control of automatic backup software or anti-virus software. The database engine requires that no other applications interfere with its ability to lock or read and write to the database. It is safe to automatically backup or replicate the Backups folder and the Documents folder.

Restore

The Professional Landlord™ can automatically restore a backup file when it is placed in an empty folder. The typical location of the data is:

    \\MyServer\RPROMAS\DATA\LL12_Database

To restore a backup the recommended steps are:

1. Locate the database folder. It is named "LL12_Database". The actual location is listed in Help>About if you have access to the data you are replacing.
2. Rename the "LL12_Database" folder. For example, "LL12_Database 2015-01-27" for a folder renamed on January 27, 2015.
3. Create a new "LL12_Database" folder.
4. Copy the backup file into the new "LL12_Database" folder.

Run The Professional Landlord™. The data will automatically be restored.