

6 Event Back-up During CSS

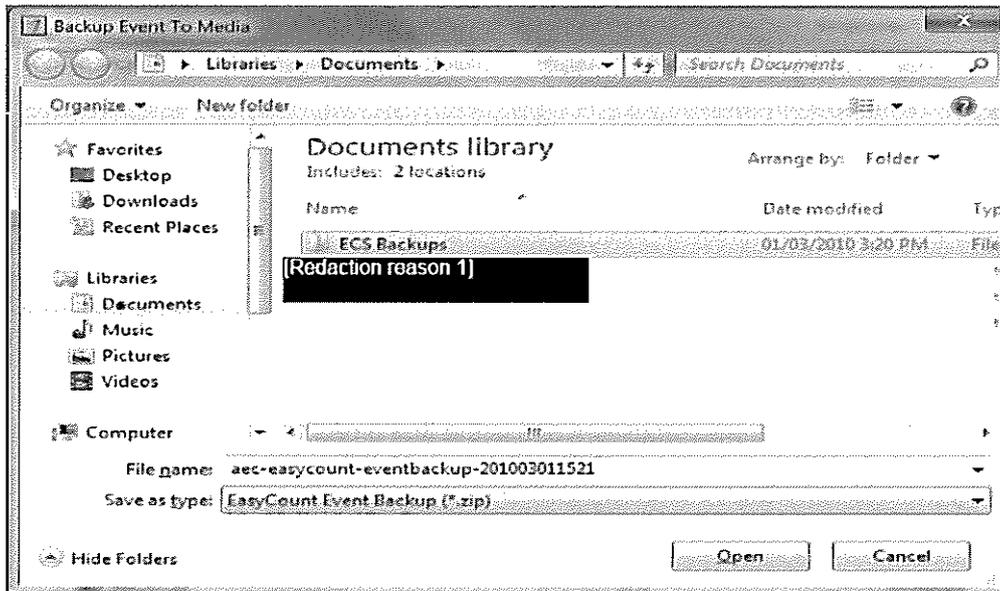
It is recommended that the Batch Controller perform two Event backups per day, one around midday and the other at the end of the working day. Both of these backups should then be saved to the PC's hard drive. You may wish to create a folder on the C: drive called EasyCount daily backups to save your daily backups in.

Daily Event backups should also be copied to a CD-ROM or USB key and stored in a building other than the one the PCs are located in. There should be a new CD or USB Key or similar device used for each day's backup.

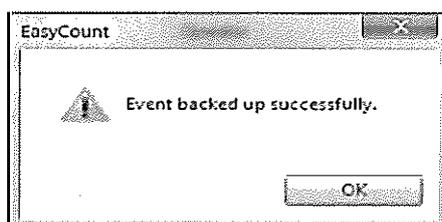
6.1 Performing a Backup to the Hard Drive

Done by a Batch Controller on a batch control PC.

1. On a Batch Controller PC and logged in as a Batch Controller and go to **Home > Backup Event**.
2. The following screen will appear prompting you to save the backup file somewhere. The format of the filename is `aec-easycount-eventbackup-
<Year><Month><Date><Time>`.



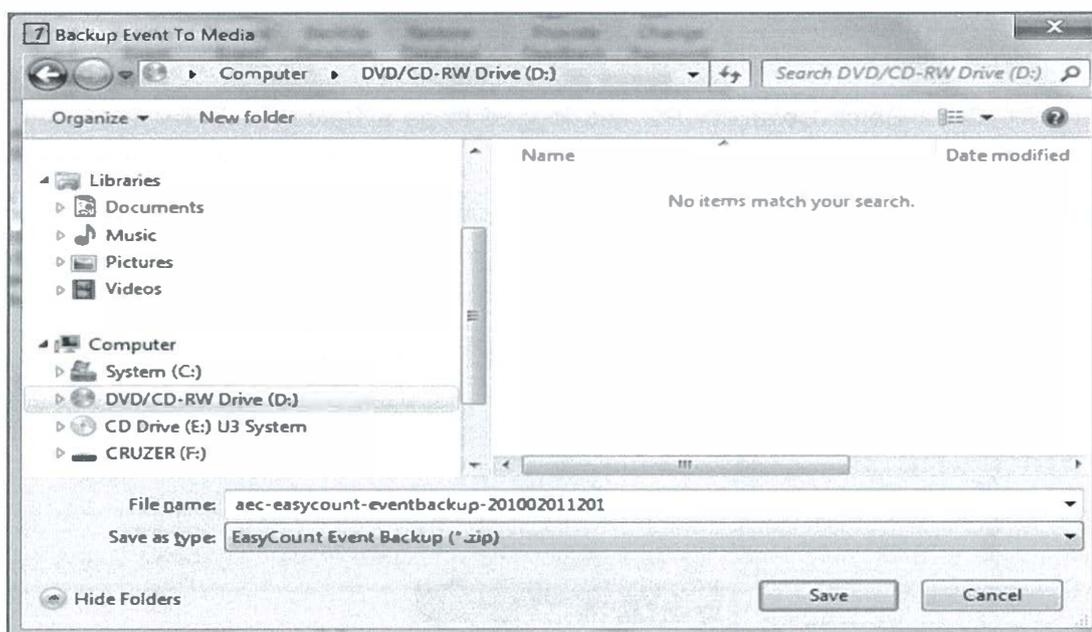
3. Go to **Libraries > Documents** and create a new folder called ECS Backups.
4. Open your new ECS Backups folder and click **Save**.
5. You should then get the following message saying 'Event backed up successfully'.



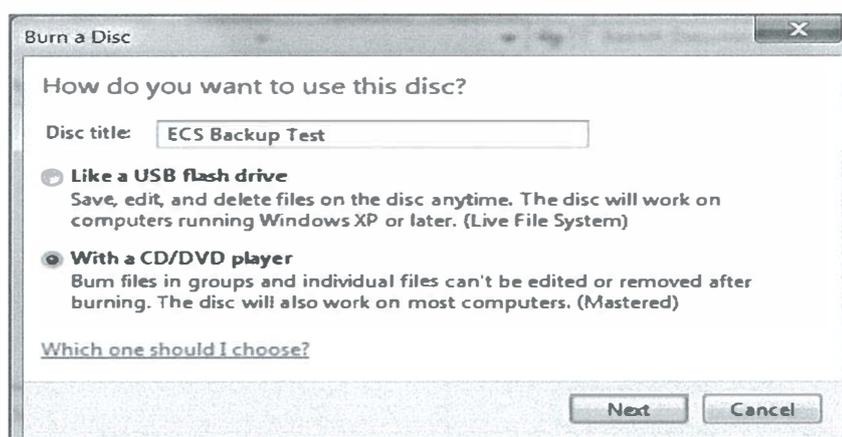
6.2 Performing a backup to an External Device (CD or USB)

Done by a Batch Controller on a batch control PC.

1. On a batch Control PC and logged in as a Batch Controller and go to **Home > Backup Event**.
2. The following screen will appear prompting you to save the backup file somewhere. The format of the filename is aec-easycount-eventbackup-**<Year><Month><Date><Time>**. Pick the drive where you want to save the file (e.g. D:/ for a CD Rom or the F:/ for a USB key). For this example we are going to save the file to a CD Rom.



3. Make sure a writeable CD Rom is inserted into the CD Rom Drive.
4. The following box may appear if this is the first time the CD Rom has been used.



5. If the above box appears enter a disc title that reflects the backup you are doing and pick to use the disc like a CD/DVD player (this will mean that the backup won't be able to be edited).

6. Click the **Next** button.

7. Click the **Save** button.

8. The following box will appear in EasyCount Senate informing you that the event was backed up successfully.



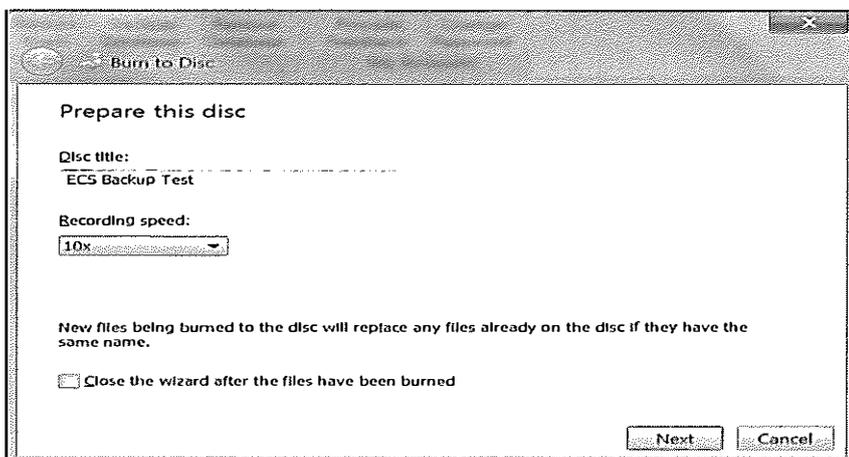
9. Wait a few seconds and you will get a message informing you that you have files that are ready to be burned to disc.

10. Click the message to access the 'files ready to be written screen' or alternatively go into windows explorer and click on the D:/ (CD Rom) drive and then click burn in the top left hand corner. The following screen should appear.



11. Click your backup file and click **Burn to disc** in the top left hand corner.

12. The following screen will appear.



13. Insert a disc title, leave the recording speed at what it defaults to and click **Next**.

14. When the disc has finished it will automatically eject.

15. Click **Finish** on the burn to disc screen.

16. To check the file is on the CD, insert the CD Rom again.

17. Go **Start > Computer**.

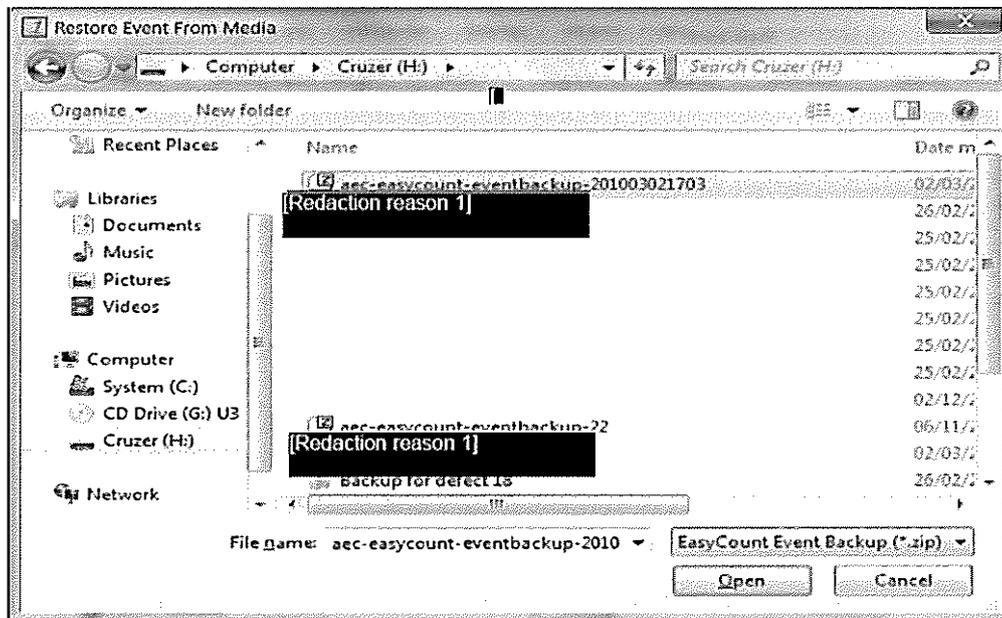
18. Click on the D:/ drive and make sure your file appears on the disc. If so, you can now eject the CD Rom and store the backup safely.

6.3 Restore an Event

Done by a Batch Controller on a batch control PC.

In the event that you need to restore a backup into EasyCount Senate you should do the following:

1. Go to **Home > Restore Event**. The following screen should appear.



2. Click **Computer** and then select the location that your backup is stored on (USB key, CD-ROM, hard drive) and then select the backup file you wish to load.

3. Click **Open**.

4. You should then get a message saying the 'Event imported successfully'.

6.4 Backup and Restore Database

The Backup Database and Restore Database functions are generally not used by general users. The Backup Database function backs up the entire EasyCount Senate Database (rather than just the event) and is then stored in the application files.

REDACTION REASONS

Redaction reason 1 Irrelevant material has been redacted in accordance with subparagraph 22(1)(a)(ii) of the FOI Act.