



Backing Up Your Server Data

Version 1.0

December 2005

Copyright © 2005 Snowdonia IT Services

Contents

Contents	2
1 Introduction	3
1.1 Conventions.....	3
2 Logging in to the administration system.....	4
3 Selecting a backup type.....	4
3.1 Full backup	4
3.2 Home directory backup.....	5
3.3 Database backup.....	5
3.4 Aliases and filters	5
4 Restoring a backup.....	5
5 About Snowdonia IT Services.....	6
5.1 Contact details.....	6

1 Introduction

Although we all hope that our computer systems function correctly at all times, and Snowdonia IT Services takes reasonable steps to ensure your data is protected, accidents do happen – you may overwrite a critical file by accident or a disk failure may affect the server holding your data. It is therefore essential to ensure that your server data is backed up regularly.

The frequency of your backup will depend on the nature of your data, and how frequently it changes. For a static website you may only need to make a backup once a month, whereas for an e-commerce site you may want to make a weekly backup if you frequently change products or use a database on the server to keep track of your orders.

This document describes how to use the Snowdonia IT Services administration system to carry out a backup.

1.1 Conventions

Throughout this document <domain> is used to refer to your domain e.g. snowdoniait.com.

2 Logging in to the administration system

To log in to the administration system, follow the instructions in “Administration System Overview”. Once you have accessed the administration system look for the section entitled “Site Management” and click on the “Backup” link. You will be presented with a screen similar to that shown in Figure 1.

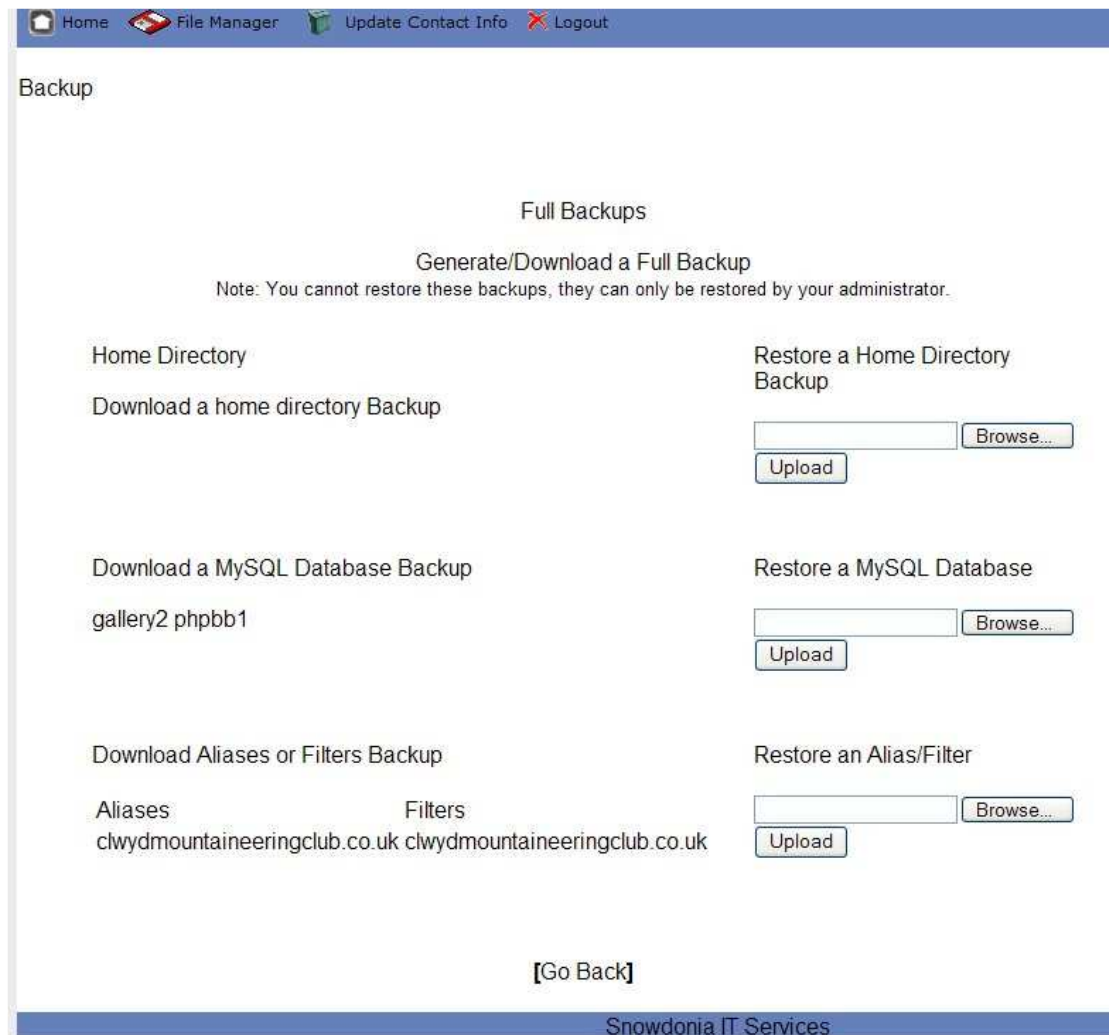


Figure 1: The backup screen

3 Selecting a backup type

3.1 Full backup

A full backup includes all data on your webspace in addition to some configuration information. Because of this it can only be restored by Snowdonia IT Services and is not ideal for use in an emergency.

3.2 Home directory backup

Your data (excluding database data) is stored in your home directory. This data should be backed up. To do this click on "Download a home directory Backup". You will be presented with a save dialog box and should save the file to somewhere safe on your computer.

3.3 Database backup

Your databases store important information relating to dynamic elements of your website, such as details entered using an administration tool. For this reason it is important that these are backed up. Click on the name of each listed database in turn, and save the resulting file to a safe location on your computer. Note that your database may contain sensitive customer information, so care should be taken with this file.

3.4 Aliases and filters

Aliases and filters contain information relating to email accounts which you have configured. These should be saved by clicking on each link in turn and saving to disk as above.

4 Restoring a backup

To restore a backup click on browse under the appropriate section and select the backup file which you had saved to your computer. Click on upload to begin the restoration process.

5 About Snowdonia IT Services

At Snowdonia IT Services we provide a complete and high quality range of IT Services, all at a reasonable price.

We offer on-site services to businesses and home users.

- Website design package with managed hosting and domain name registration options.
- E-commerce website development.
- PC support including system and software installation / troubleshooting and software tuition.
- Linux solutions including server installation and configuration, and desktop systems.
- Information security services including virus protection / recovery, vulnerability scanning. and security programme development.
- Home and business network configuration and troubleshooting.
- Monitoring systems including alerting and availability statistics.
- Data recovery services from a variety of media.

5.1 Contact details

Snowdonia IT Services
17 Lon y Bedw
Bangor
Gwynedd
LL57 4TN

Phone: 01248 355985
Mobile: 07976 632572
Web: <http://www.snowdoniait.com>
Email: info@snowdoniait.com