

Managing CAREWare Data

A clear database backup plan for CAREWare should be implemented to protect from data loss. For those running CAREWare on a network system, it is likely that your system is backed up regularly, perhaps each evening. Users should perform regular backups of data with a frequency based on how much data is entered each day.

CAREWare provides a backup utility that is accessed as follows:

1. Log in under *Central Administration*.
2. Click *Administrative Options*.
3. Click *Server Management*.
4. Click *Backup/Restore Options*.

Administrative Options > Server Management > Data Backup and Restore Options

[Back](#)

Data Backup and Restore Options

[Create a backup now](#) No backups created through CAREWare detected

[Edit the backup schedule](#) Scheduled Backups are not configured for your installation

[Restore the database from a backup](#) Choose a previous backup file to restore your database

To create a backup now follow the instructions here:

1. Click *Create a backup now*.
2. Click *Select Databases*.

Administrative Options > Server Management > Data Backup and Restore Options > Create a database backup > Select Backup Databases

[Save](#) [Back](#) [Print or Export](#)

Select Backup Databases

Search:

Include	Database
<input type="checkbox"/>	CW_ATTACHMENT
<input checked="" type="checkbox"/>	CW_Data
<input type="checkbox"/>	CW_PDI

3. Check the databases included in the backup.
4. Click *Save*.
5. Click *Create Backup*.

Administrative Options > Server Management > Data Backup and Restore Options > Create a database backup

Create Backup Select Databases Back

Create a database backup

Backup File Name:

Databases:

To manage scheduled backups follow the instructions here:

1. Click *Edit the backup schedule*.
2. Click Select Databases.
3. Check each database included in the backups.
4. Click *Save*.
5. Click *Edit*.
6. Enter a number for *Days between*. (A zero means scheduled backups are turned off.)
7. Select the *Time of Day* for backups to occur.
8. Click *Save*.

Administrative Options > Server Management > Data Backup and Restore Options > Schedule recurring database backups

Edit Select Databases Back

Schedule recurring database backups

Days between:

Time of Day:

Databases:

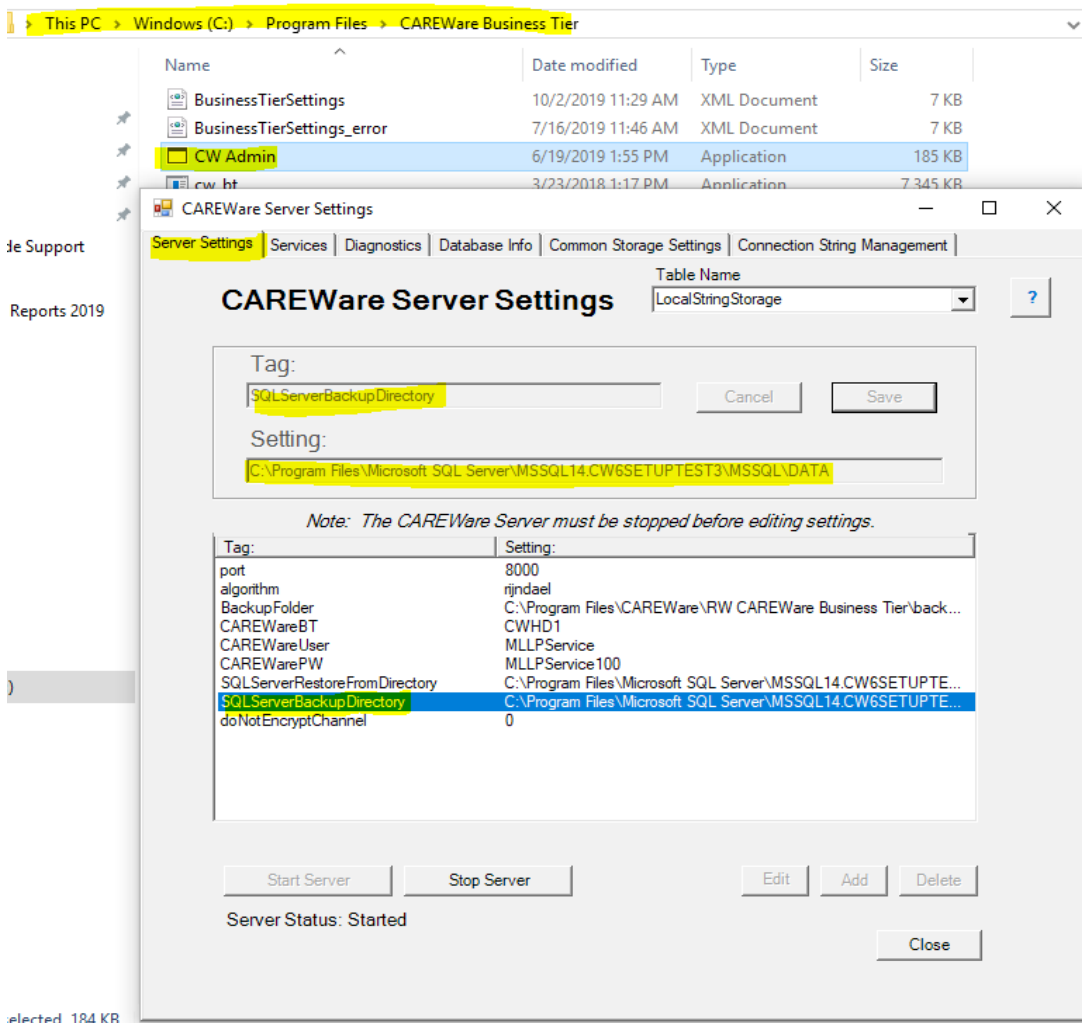
The backup frequency should be based on the organization's policy for managing health records. The organization should also keep in mind how far back they would want to go if there was an issue. If users are entering data daily, and there is an issue where the database needs to be restored, a week's worth of data entry could be lost if backups were scheduled weekly. If data is imported once a month, then monthly backups would be fine. If data is only entered through the imports, then the import files could function as backups, although this wouldn't be as comprehensive as a full backup of the database.

In addition to the frequency, organizations should keep in mind storage space as it relates to backups. Scheduled daily backups for a database that is 4 GB in size means that 120 GB of space is used by the end of each month. The organization should follow its policies for managing health records when deciding how frequently they should delete or clean up backup files.

The backup file will be written to the SQL Server Backup Directory location set in the `business tiersettings.xml`. This setting can be adjusted using the CW Admin utility or by editing the business tier settings file in the business tier folder.

To change the location using the CW Admin Utility follow the instructions here:

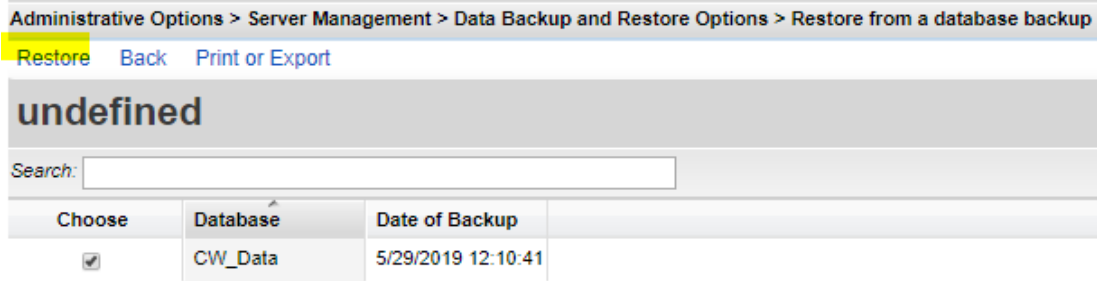
1. Go to C: Program Files\CAREWare Business Tier
2. Right click *CW Admin*.
3. Click *Run as administrator*.
4. Click *Stop Server*.
5. Click *SQLServerRestoreFromDirectory*.
6. Click *Edit*.
7. Under *Setting*: change the location string.
8. Click *Save*.
9. Click *SQLServerBackupDirectory*.
10. Click *Edit*.
11. Under *Setting*: change the location string.
12. Click *Save*.
13. Click *Start Server*.



Note: These locations do not have to be the same; however, if you want to restore from a saved backup, you will have to browse to find the backup if the paths are not the same.

To restore the database from a backup file follow the instructions here:

1. Click *Restore the database from a backup*.
2. Click the drop down arrow to select the file to be used to restore.
3. Click *Choose Database Sources*.
4. Check each database that should be restored.
5. Click *Restore*.



Note: If the BackupFile is missing the drop down arrow, then the SQLServerRestoreFrom path needs to be updated and the backup file needs to be placed in that folder.

Additional Backup Recommendations

We strongly recommend that you go a step further and regularly back up that entire folder on a separate server. If the CAREWare server goes down or crashes, data backed up on another server allows for the data to be recovered, even if that means installing CAREWare on a new server. We can always reload the latest version of the software but can't say the same for your database unless you have a backup!