

2018

Backup and Preparation Procedures

For IT STAFF

Critical Before Proceeding with Rollovers

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Information for End of Year Backups and Rollovers:

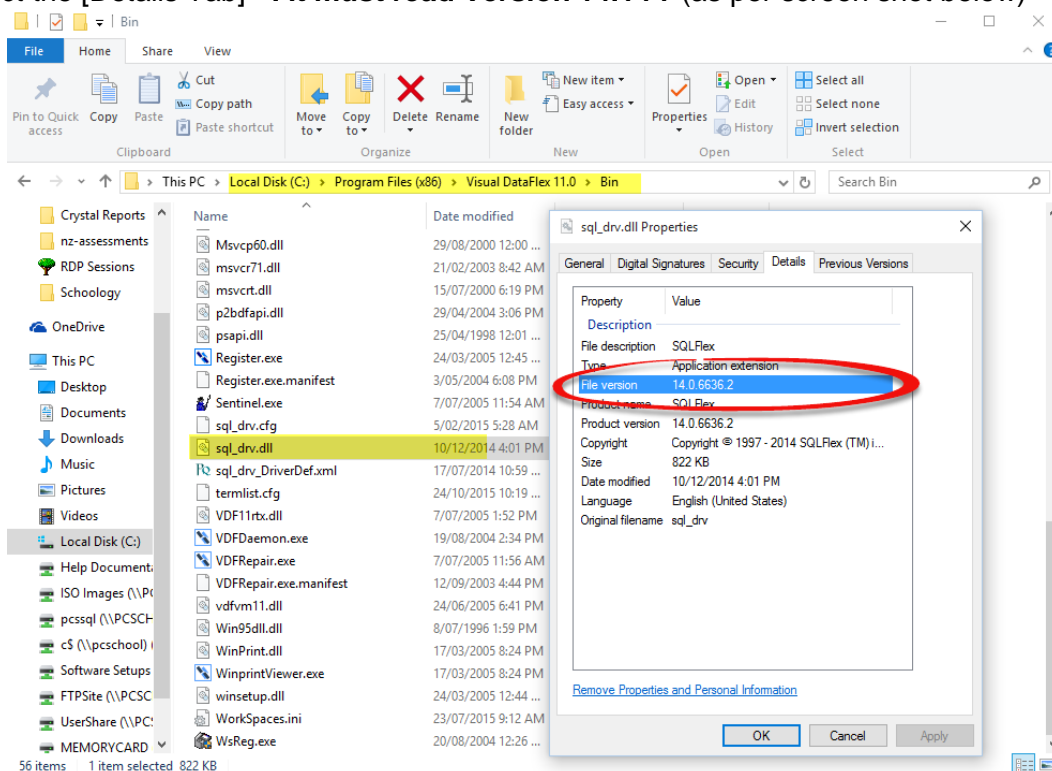
IMPORTANT - A backup should be done immediately prior to rolling each module unless you are completing them consecutively, in which case, one will suffice.

Step 1 Check the computer performing the rollover

Has the correct licence files installed on the computer

On the computer being used for completing the PCSchool rollover, check if it has the Version 14 licence files. These are generally found on the local C: drive **C:\Program Files x86\Visual DataFlex 11.0\Bin** folder.

1. Locate the file **sql_drv.dll**,
2. Right click on file and select [Properties]
3. Select the [Details Tab] - . it must read **Version 14.???** (as per screen shot below)

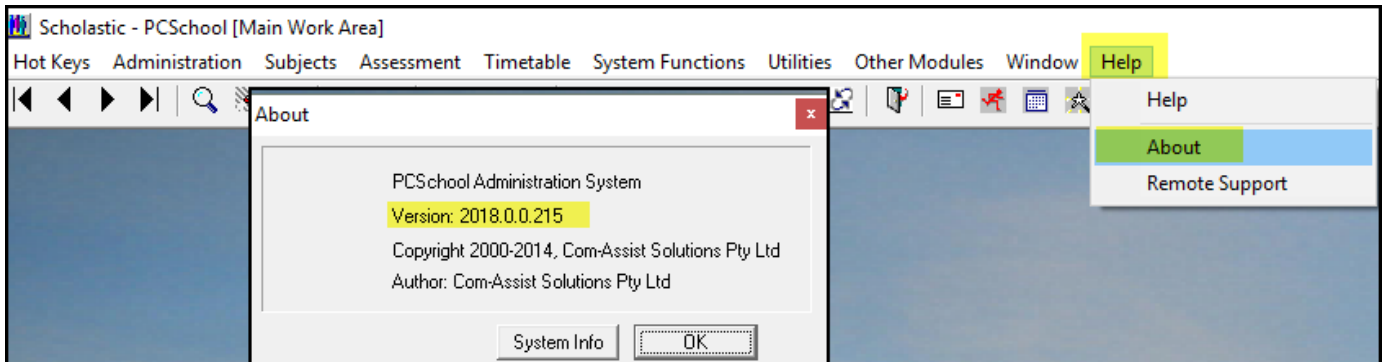


If you do not have the correct version, DO NOT PROCEED – contact your IT Staff or call PCSchool to obtain your current sql_drv.cfg file and the updated sql_drv.dll file.

Step 2 Are you on the correct version of PCSchool

Please ensure your version is at least 2018.0.0.215 or higher

Path: Scholastic>Help>About



If not, download the latest followup from our website, and ensure it is installed before proceeding)

<http://www.pcschool.net/support/updates-downloads/>

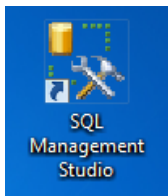
Step 3 Ensure no one is logged into PCSchool

Ensure no one is logged into PCSchool prior to running the End of Year Rollover as this module is integrated with both the Debtors and General Ledger modules

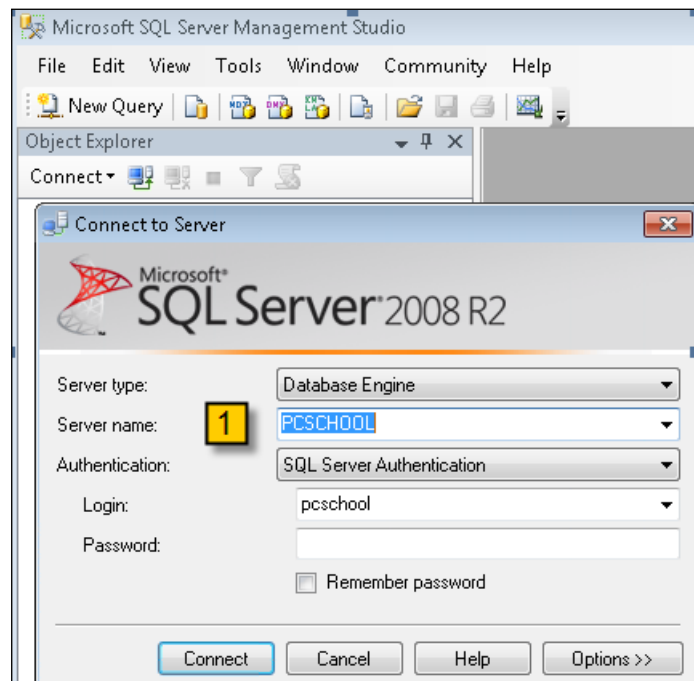
[To Lock System – click to download manual](#)

http://www.pcschool.net/wp-content/pcschool-uploads/tools_sysadmin/lockingusersoutofpcschool.pdf

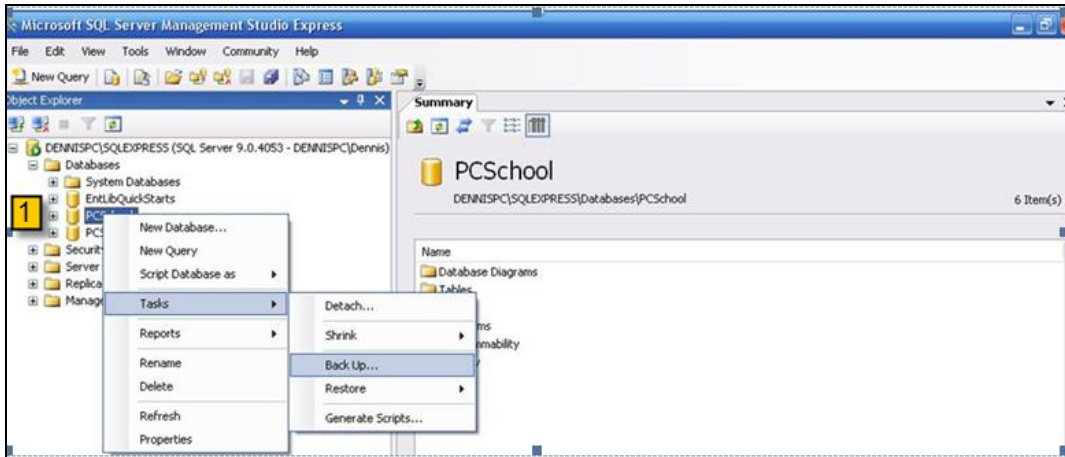
Step 4 Perform an SQL Backup



Create an SQL Database backup from within the SQL Server Management Console. Select on your SQL Management Studio icon. This requires access to the SQL Server.



1. Log on to the SQL Server Management Studio

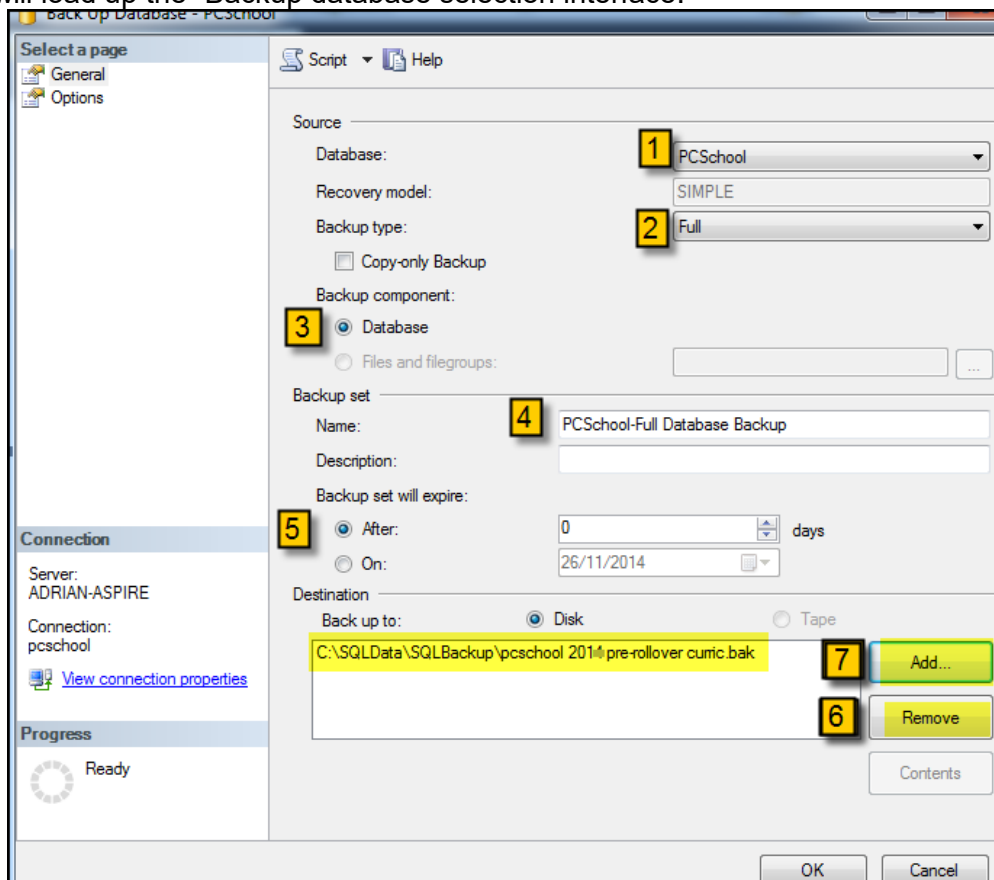


Expand the Databases

1.

- Right Click on your database e.g. *PCSchool (* this is normally PCSchool however if you are using multi work areas this will differ)
- Tasks
- Backup

This process will load up the “Backup database selection interface:



1.

Source: Database: select which database to backup i.e. *PCSchool (* this is normally PCSchool however if you are using multi work areas this will differ)

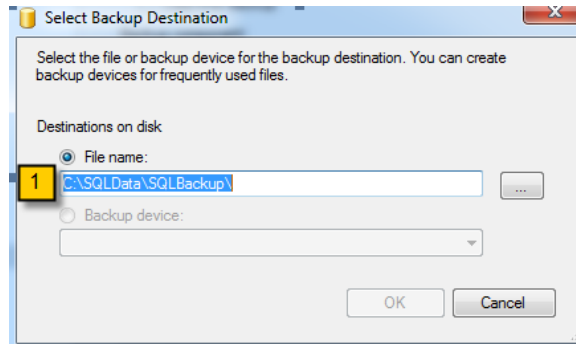
2.

Backup type: Full

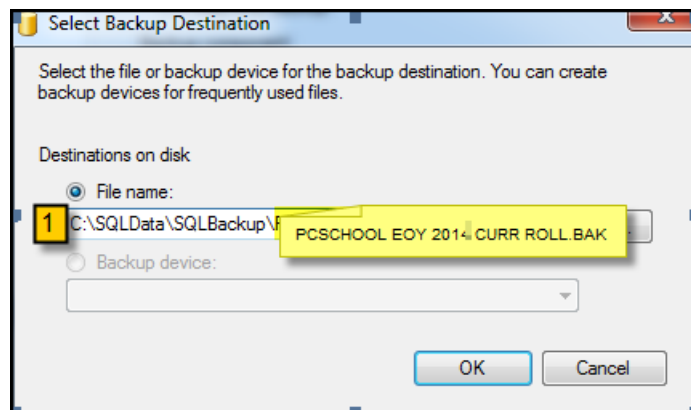
3.

Backup component: Select – Database

4.	Backup set: Name - PCSchool-Full Database Backup
5.	Backup set will expire: After – select 0 days
6.	Destination - Backup to: Select - Remove - (to remove the current Destination path – if it is present)
7.	Select Add

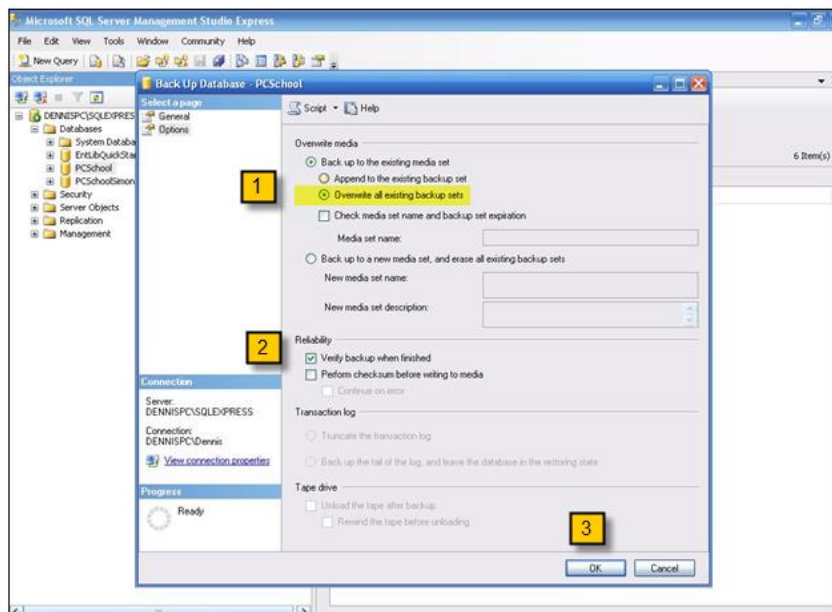


1. A pop up box will appear with the default after the C:\SQLData\SQLBackup



1.	After the C:\SQLData\SQLBackup type in the following: <ul style="list-style-type: none"> • PCSchool EOY • Year in which doing e.g. 2018 • and what you are about to roll e.g. Curr roll • followed by the extension - .bak • OK
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Once it's done, go to the "Options" on left side panel.



1.	Select – Overwrite all existing backup sets
2.	Reliability - Select - Verify backup when finished
3.	OK (This will start the Database Backup)
4.	Wait until you get confirmation that the backup has completed

Step 5 Copy PCSchool folder & Visual DataFlex to an External Hard Drive

- Copy the workarea ...\PCSchool\data folder (or the work area being rolled) from the server onto a USB stick or external hard drive. Do not worry about the sub folders unless your document management files are there and you wish to back these up as well. If files too large, zip them)
- If possible keep a copy of the PCSchool folder on the server as well as this will be more readily available if needed.

Schools must keep a copy of PCSchool\Data folder to allow for data recovery if needed.