OMNI Select backup and restore

Summary

This service bulletin explains how to:

- Automatically backup OMNI Select locally and remotely (offsite)
- Restore from a backup file

Important

Backups **will not run** if:

- The computer is in sleep or hibernate mode.
- The computer is not logged in.

Backups **will run** if Windows reverts back to the Welcome screen after a user has logged in.

Configure automatic local and remote backups

By default, OMNI Select automatically creates a backup file every three days at 3 AM. Be sure to set a secondary backup location, such as a USB stick, external drive, or network drive to save the backup file. This helps ensure you can restore your OMNI Select system if the hard drive fails.

There are five backup settings.

- **Backup frequency** is how often, in days, you want OMNI Select to back up your files.
- **Backup retention** is how long, in days, you want to keep your backup files before OMNI Select deletes them.
- **Backup time** is the time of day you want OMNI Select to back up your files.
- **Notify to save offsite** enables a reminder message in the Communication Center to save a copy of your backup file that you can take offsite.
- **Secondary backup directory** allows you to automatically save a backup to a USB stick, external drive, or network drive.

To set automatic backups

1. Log in to OMNI Select.
2. From the main window, click **Configuration** and then **Site**.
3. Click the **Backups** tab

4. Click **Edit settings**.
   The *Backup settings* window displays.
5. Click **...** and then select a secondary backup location.
6. Make any other changes you want to frequency, retention, time, and notification.
7. Click **OK** to return to the main window.

Copy a backup to a portable drive that can be taken offsite

Note: If you set the secondary backup directory to an *offsite* network drive, this section is not required.

Backups are automatically saved to the following locations:

- Windows XP
  `C:\Documents and Settings\All Users\Application Data\Phason\OmniSelect\Backups`
- Windows 7 and 8
  `C:\Program Data\Phason\OmniSelect\Backups`

To copy a backup to a portable drive

1. Connect the portable drive.
2. Log into OMNI Select.
3. From the main window, click **Configuration** and then **Site**.
4. Click the **Backups** tab.
5. Click **Save backups**.
   A window displays all available backups.
6. Click the backup you want to copy, and then click **Save as**.
7. Select the portable drive where you want to copy the file, and then click **OK**.
   The file copies to the drive.
8. Click **OK** to return to the main window.
9. Disconnect the portable drive to take it offsite.

Restore from a backup

Use the OMNI Select Database Restore program to restore from a backup. You must shut down OMNI Select before you can restore.

1. Close OMNI Select.
2. Click the Windows **Start** logo and then type `database`.

3. Click **OMNI Select Database Restore**.
4. Click **Select backup** and then select the backup file you want to restore.
5. Click **Restore database** to start the restore process.
   The restore process starts. This can take several minutes, depending on the size of the backup.
   When the restore is complete, a message displays.
6. Start OMNI Select and verify the restore worked.

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