

## Manually Starting An EAS IV Backup

These instructions should only be used in an emergency situation. For regular/normal backups, it is recommended that a site not perform a manual backup because backups run automatically every day. If there is a problem with running automatic backups, please open a trouble ticket.

### Procedure to manually start an EAS IV backup:

Step	Role	Action	Result
1.	Operator	Insert the tape (either DAT or DLT) into the drive. Logged in as informix on the EAS IV server, click on the Start button, go up to Programs, to Informix, and choose eas4_svr.	The eas4_svr command window will appear.
2.	Operator	Change drives to the D: drive.	
3.	Operator	Change directories to Program Files\eas iv\Tools.	
4.	Operator	Enter "dir" and press Return.	You will see 2 command files, BackupDB.cmd and BackupOS.cmd.
5.	Operator	To manually start a DB backup, enter "BackupDB.cmd xxx" where xxx is the three-letter symbol for the day of the backup you wish to perform. For example, for Thursday, the command would be "BackupDB.cmd Thu".	Once the backup is complete, you are returned to the command prompt.
6.	Operator	To manually start an OS backup, enter "BackupOS.cmd xxx" where xxx is the three-letter symbol for the day of the backup you wish to perform. For example, for Thursday, the command would be "BackupOS.cmd Thu".	The Microsoft Backup window appears. Once the backup is complete, you are returned to the command prompt.
7.	Operator	Once backups are completed, Enter "exit" to exit the eas4_svr command window and lock your server console using "ctrl+alt+del".	