



Backup & Restore

GMS Administrators are responsible for ensuring the system database is intact in the event of an emergency, hardware failure, or just to move it to another location. Backing up the database is critical in any of these situations and it should be performed on a regular basis.

A GMS backup is one or more zip files containing encrypted and compressed copies of your data. When it comes time to restore from a backup, you must use GMS mechanisms to restore.

On a shared database, backups can be run while other users are in GMS. There is no need to have other users exit GMS while you are making your backup.

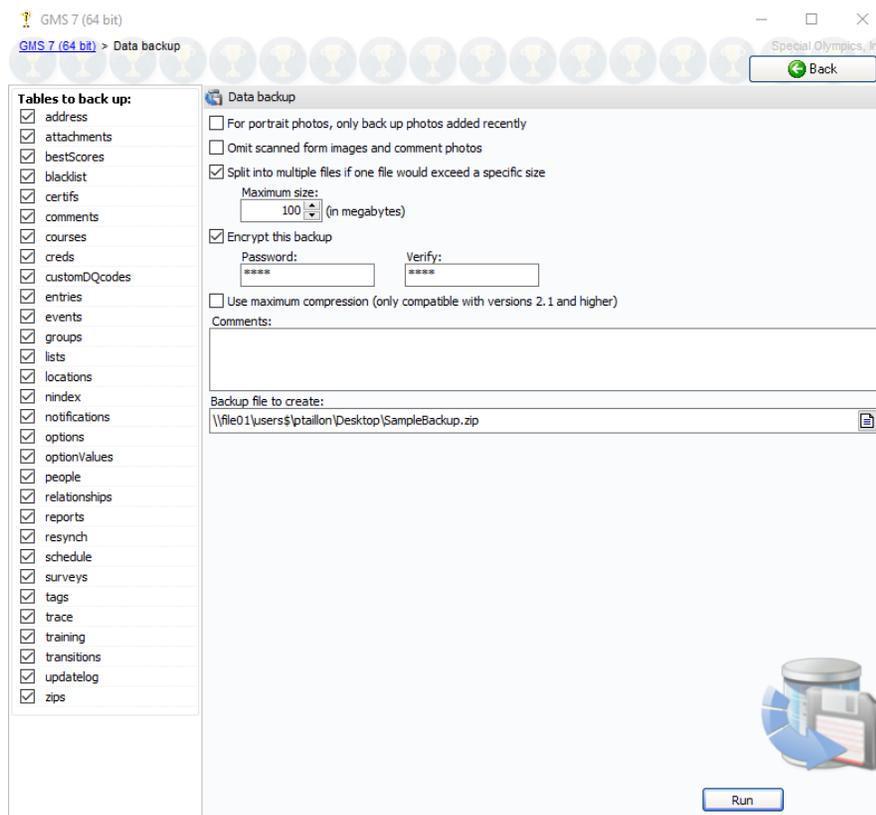
BEST PRACTICES: WHEN TO BACKUP YOUR DATABASE

Following is a list of recommended times to back up your database. We also recommend working with your IT staff to determine best practices specific to your uses.

- Daily.
- Before using any feature that will change a large amount of data, such as the Interactive File Importer or the Bulk Value Updater.
- Immediately before and after a competition (Games). If the competition is multiple days, we highly recommend backing up each day.
- Before upgrading to another version of GMS.
- When migrating the database from one computer/server to another.
- Before changing any server (software or hardware) configurations (e.g. upgrading server operating system).

NOTE: If your database is on a server that is automatically backed up on a recurring schedule, it is still recommended that users perform a GMS backup. GMS backups are easy for users to quickly restore (if needed).

HOW TO BACKUP YOUR DATABASE



1. From the GMS Main screen open the Administrator tools panel and then click on “Back up your data”.

By default, all of the tables except for “zips” and “trace” are selected to be included in your backup. If you want to include these two tables in your backup, be sure to select the checkboxes next to them.

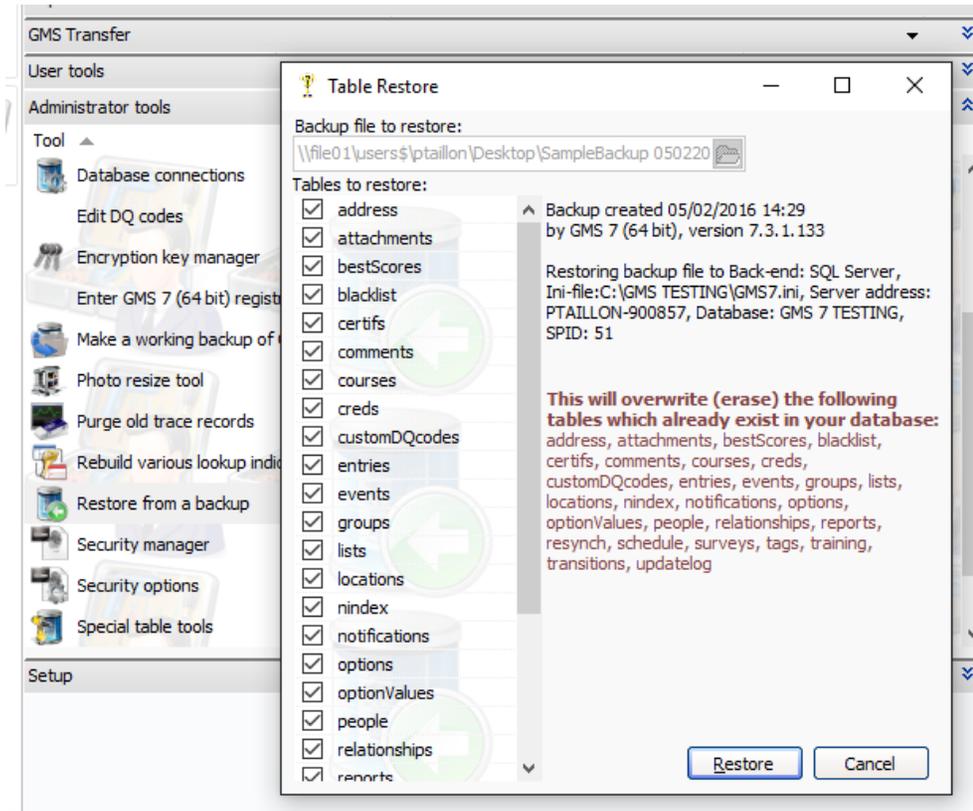
2. Set your desired options:

- a. For Portrait photos, only back up photos added recently: Check to include a person's photos that you added recently. If you check this, GMS will let you enter the date range that you consider "current".
- b. Omit scanned form images and comment photos: Check to leave out scanned images associated with certifications and any images attached to comments.
- c. Split into multiple files if one file would exceed a specific size: Check to break the backup into multiple files if the backup file is very large and exceeds the size you specify in the “Maximum size” field.

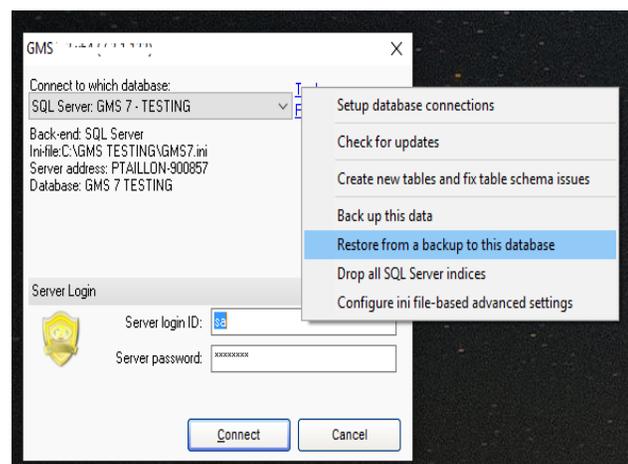
- d. Encrypt this backup: Check to encrypt the data. Enter a password, which must be identical in both fields.
 - e. Use maximum compression (only compatible with versions 2.1 and higher): Check to use maximum compression.
 - f. Comments: Add any comments to describe the backup. These comments will help provide information to the administrator who might use the file to restore a database.
3. In the "Backup file to create" field, enter the name of your backup file and use the folder icon (at the end of the field) to browse to the folder location you wish to save your backup to.
 4. Click "Run" on the lower right of the GMS window.
 5. When the backup is complete, a message will confirm that the data was successfully backed up. This also will include the name and size of the backup file.

NOTE: It is important that you store your backup files on a separate hard drive from where you store your actual database. This will not only help protect you from database changes but from hard drive, server, and computer fails themselves.

HOW TO RESTORE FROM A GMS BACKUP



1. All users must exit GMS.
2. From the GMS Main screen, click the Administrator tools bar to open the panel, then click on "Restore from a backup".
3. Or, immediately after double clicking on the GMS icon, press and hold the left Ctrl key on your keyboard until the GMS Database selection window appears. Select the appropriate database, click on the Tools link, and then select "Restore from a backup to this database".



4. Browse to the backup file that you want to use to restore.
5. Click the “Open” button, and the Table restore window opens.

GMS shows the current database you are connected to at the bottom of the screen. Any notes about the backup will show on the right-hand side of the screen.

All of the tables are checked when you access this screen.

6. If there are any tables you do not want to restore, click on the check box to de-select them.
7. Click on the Restore button to start the restore process.
8. If you started the restore process from within the Administrator tools panel, GMS will need to restart once the restore process is complete.

For assistance please contact GMS Support by emailing gmshelp@specialolympics.org. Please visit the GMS Learning Center, at <http://resources.specialolympics.org/gms/> for additional resources.