



## 23. Database Backup Procedure

Defines on how to back up the BLWD's computer system database.

<b>Office or Division:</b>	Administrative Services Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Balanga Water District			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Access the computer server.  1.1 Using the computer go to desktop	None	1 minute	<i>IT Administrator</i>
2. None	2. Run the script with the title "Back Up Now.bat"  2.1 Locate the backup file in "D:\DatabaseBackup\"	None	2 minutes	<i>IT Administrator</i>
3. None	3. Copy the backup file.  3.1 Paste the file in the desired location.	None	2 minute	<i>IT Administrator</i>
<b>Total:</b>		None	5 minutes	