

# Backing up a Sumac database on a Windows MySQL server

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## Introduction

This document explains how to back up your MySQL database on a Windows server.

## Background

Sumac Gold is the multi-user version of Sumac. It stores its data in a multi-user shared database. This database is managed by software named MySQL.

It is very important that you back up the data being managed by MySQL. However, you should not just copy some files to a backup device. Instead, you should run a special program named *mysqldump*, which copies the contents of your database to a file.

Mysqldump creates a compact file which can be used to quickly recreate your database should the server fail.

Mysqldump does not have a regular user interface, i.e. it does not have windows and menus. It is run from the command line in Windows.

## Running Mysqldump

### *The Command*

The command that needs to be run looks like this:

```
mysqldump -h localhost --user=username --password=password --add-drop-database --databases databaseName > C:\SumacBackup.sql
```

(Note that the command should be typed as a single line.)

Here is what the different parts of the above statement do:

<code>mysqldump</code>	This tells Windows to run the mysqldump program.
<code>-h localhost</code>	Connect to the database manager on the computer where the mysqldump program is running. Note: you need to run this command on the Windows computer that is the server.
<code>--user=<b>username</b></code>	Use this user ID to connect to the database server.
<code>--password=<b>password</b></code>	Use this password to connect to the database server.
<code>--add-drop-database --databases <b>databaseName</b></code>	This specifies the name of the database to be backed up and tells mysqldump to put extra information about the database into the output file.
<code>&gt; C:\SumacBackup.sql</code>	This says to put the backup data into a file named SumacBackup.sql, on the C: drive. You can specify another location if it would be more convenient. It is important to ensure that the file is being backed up to off-site storage on a regular basis.

### *Fill in the blanks*

The red text in the above command needs to be specified. If you have a standard installation of a Sumac MySQL database and have not changed the passwords then:

`username` is *root*

`password` is *rootPwd*

You can find out the name of the database by running Sumac and choosing the Show Configuration command from the Administrator. Let's pretend that your `databaseName` is CharityDB.

When all these changes are made, the command looks like this:

```
mysqldump -h localhost --user=root --password=rootPwd --add-drop-database --databases  
CharityDB > C:\SumacBackup.sql
```

### *Run the Command*

There are two ways to run the command: you can manually type it into a command window, or alternatively you can create a batch file containing the command then run the batch file. Manual entry is convenient for testing that the command works, but in regular usage you will want to put the command into a batch file.

#### *Option 1: Steps for Manual Entry*

Open a command window. Type the command into the window, and press Enter.

Check to make sure that the backup file was correctly created. It is a text file. On a typically sized database it will be between 5MB and 20MB in size.

#### *Option 2: Steps for Batch File*

Use Notepad to create a text file. Type the command into the window.

Save the file and call it something like "backupSumac.bat". The .bat extension tells Windows that the file holds a batch of commands.

You can then double click the file (running it on the server computer) and Windows will run the command and do the backup. If you are running Windows Vista or Windows 7, then instead of just double clicking the file, you may need to right-click the file, then choose the "Run as administrator" command.

## **Automating The Backup**

You should perform the backup task at least once each day. Once you have created a batch file to perform your backup, and tested it, you need to tell Windows to schedule the task to run on a regular basis.

Depending on your version of Windows, there are different ways to run scheduled tasks.

Windows XP: <http://support.microsoft.com/kb/308569>

Windows Vista: <http://windows.microsoft.com/en-CA/windows-vista/Schedule-a-task>

Windows 7: <http://windows.microsoft.com/en-US/windows7/schedule-a-task>

## **Finally**

### *Make Sure it Works*

The above steps cause a new file named *SumacBackup.sql* to be created, perhaps each day depending on how you decided to schedule the backup task. For a couple of days, when you come to work in the morning, make sure that the file is being created and updated on the schedule you have specified.

### *Make Sure The File is Being Backed Up*

Make sure that the *SumacBackup.sql* file is being backed up to an external removable medium every day.