



ERP Data Backup and Restoration

1.0 PURPOSE:

To lay down a procedure for ERP data backup and restore the backup data.

2.0 SCOPE:

This procedure is applicable for ERP Software.

3.0 RESPONSIBILITIES:

3.1 IT personnel are responsible to take backup as per this SOP.

3.2 IT Head is responsible to provide training and ensure compliance to the SOP

4.0 ACCOUNTABILITY:

Head – Information Technology or Designee

5.0 PROCEDURE:

5.1 Creation of Backup:

Step 1 - Obtain portable Hard disk Drive from the IT dept.

Step 2 - Enter the server room by clearing all security formalities.

Step 3 - Before logging into server make sure that all current users are broadcasted message for module block and after this all modules are blocked from CSA module; and all this is to be done from a client machine system.

Step 4 - Root login to database server and go to below given path to find ERP2024
Computer → File System → var → lib → MYSQL

Step 5 - Copy ERP2024 database folder and paste it on same server using the path:
Computer → File System → Home → erpuser and wait till all files are copied.

Step 6 - Again copy the database file into the external HDD brought with us.

Step 7 - Now close all open windows onto the server.

Step 8 - Start MYSQL service.

Step 9 - Once backup is copied in external HDD remove the HDD and submit back in the IT dept.



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- N.B:** (I) Data backup of 3 days are retained when the backup is on same server.
(II) Data backup is of 10 days when it is back up in external HDD.
(III) Data in IT department is retained for 15 days in their desktop HDD's.
(IV) For previous 3 years old data backup is kept monthly.
(V) Previous data of more than 3 years are stored in yearly size.

5.2 How to Restore:

In case of restoration data it is mostly applicable that it is to be done following the **Server to Server Method**.

Steps to followed to restore backup using the above said method are:

Step 1- Login into the server.

Step 2- Go to desktop service and in command prompt type the following path:

Var/lib/mysql

Step 3- Copy the database from the backup to the folder on the above mentioned path
(database name- ERP2024)

Step 4- Now open command prompt and type: `chmod -R 777` and press enter.

Step 5- Now start MYSQL services.

6.0 ANNEXURE (S):

NIL

7.0 ABBREVIATION (S):

7.1 SOP: Standard Operating Procedure

7.2 IT: Information Technology

7.3 HDD: Hard Disk Drive

8.0 REVISION SUMMARY:

| SOP No. | Effective Date | Reason for Revision |
|---------|----------------|---------------------|
| ---- | | First Issue |