

Content Central™ Backup Procedure



For maximum efficiency the Content Central document management system should be backed up on a regular basis. Ademero recommends a full system backup every night.

The following data **MUST** be backed up to properly restore the system in result of a failure.

1. **Document Storage Location for Each Catalog:** The location(s) can be found by launching the **Catalog Manager** on the server and selecting the **Folders** tab within each catalog. The default parent location will vary depending on the operating system running Content Central.

Default Parent Locations

- Windows 2003: C:\Documents and Settings\All Users\Application Data\Ademero\Content Central\
- Windows 2008: C:\Program Data\Ademero\Content Central\

2. **Content Central SQL Database:** The database contains references to each document's location on the file system, as well as other configuration information.

On a standard implementation the database will be named *ContentCentral* and the Server/Instance will be named *(local)/Ademero* on the local machine. When the database is located on a remote server, please make sure to back up the active Content Central database on that server.

Option for Automating the Database Backup

We recommend a freeware utility named *SQL Backup and FTP*. You can download this utility from www.sqlbackupandftp.com.

This utility can automatically connect to the database engine and perform a backup, which can be stored on a remote server. The backup process can be scheduled to run at a desired time each day.

If you need assistance locating the correct files and folders to backup Content Central, please feel free to contact one of our engineers. Ultimately it is the responsibility of the customer to make sure they have a complete and well organized disaster-recovery plan.