

FSAIS System Policy – GDOE Munis Backup Schedule and Verification

FSP-004

DATE: April 28, 2016
UPDATED: December 6, 2018
TASK: Munis Backup Process

INSTRUCTIONS:

1. A Daily Backup is executed automatically every day at 10:00 p.m. The job schedule was created in the SQL Server 2014 Management Studio application under the Management folder in the Maintenance Plans subfolder – Tyler Nightly Backup and Maintenance Plan
2. The Daily Backup can be verified by accessing the munisbackup@gdoe.net email. Locate the email titled "Nightly Backup of mu_live was successful" to verify the success of the nightly backup.
3. A Disaster Recovery backup is also executed automatically from 7:00 p.m. to 9:00 p.m. for the following files: MunisSQL, SearchDB, TCM, Munis (Daily) and TylerForms. Backup email notifications are also sent to the munisbackup@gdoe.net email account. It is managed by the Tyler Disaster Recovery team in Maine. The Disaster Recovery backup uses the Carbonite Server Backup Central Control application.
4. Another mechanism to verify the DR Backup transfer process has been activated is by viewing the backup log created in the Carbonite Server Backup Central Control application. A 7 day backup log has been stored in the MunisDB server > Munis > Safesets folder.

REVIEWED and APPROVED By:



VINCENT T. DELA CRUZ
(Data Processing Manager)

12/6/18

Date