

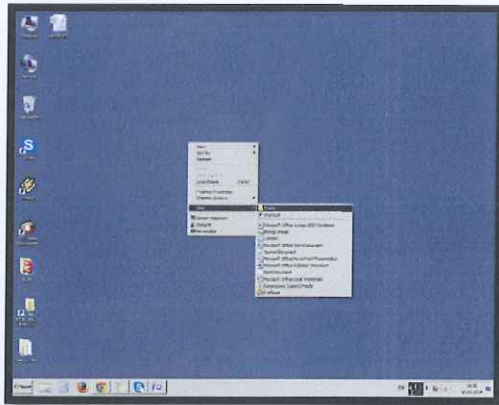


# WORK INSTRUCTION

Doc Ref.	MR/WI/01
Rev No.	0
Date	25.4.2013
Page	

## Title: Database back-up procedure on External Storage Devices

- 1.0 **SCOPE:** Data backup on External Server / Hard drive / Pen drive / CD.
- 2.0 **RESPONSIBILITY:** All HOD's / Section In-Charges
- 3.0 **PROCEDURE:**
  - Create one folder in your desktop and rename for backup taking date (da.mo.year)



- Identify the files and folders need to take backup



PREPARED BY

APPROVED BY

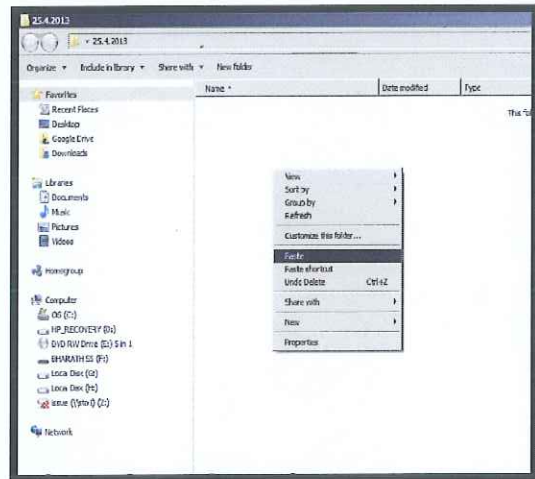
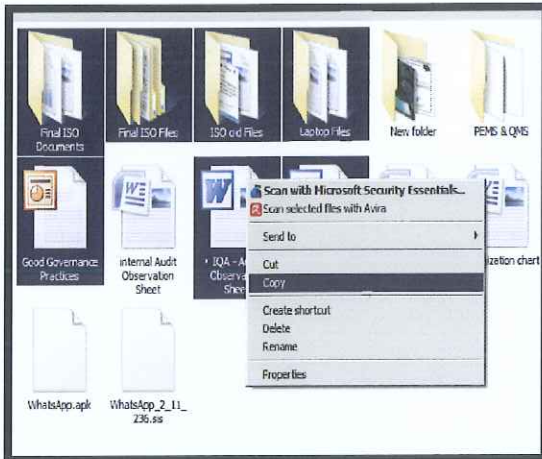


# WORK INSTRUCTION

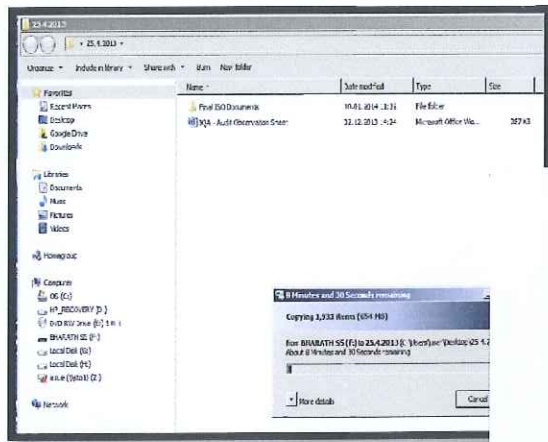
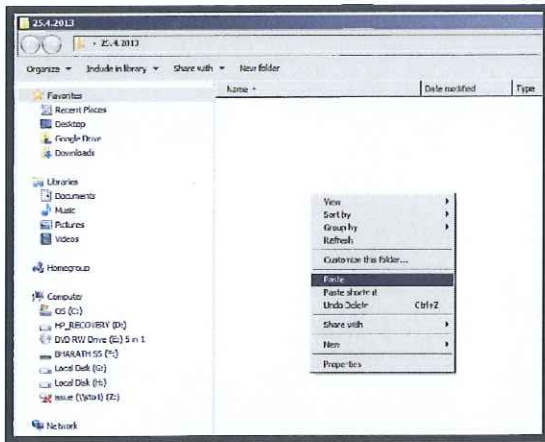
Doc Ref.	MR/WI/01
Rev No.	0
Date	25.4.2013
Page	

## Title: Database back-up procedure on External Storage Devices

- Select and copy all identified files and folders and move or past to the folder (da.mo.year) created on the desktop



- Wait for some time till all selected files and folders copied to the folder (da.mo.year) created on the desktop.



PREPARED BY

APPROVED BY





# WORK INSTRUCTION

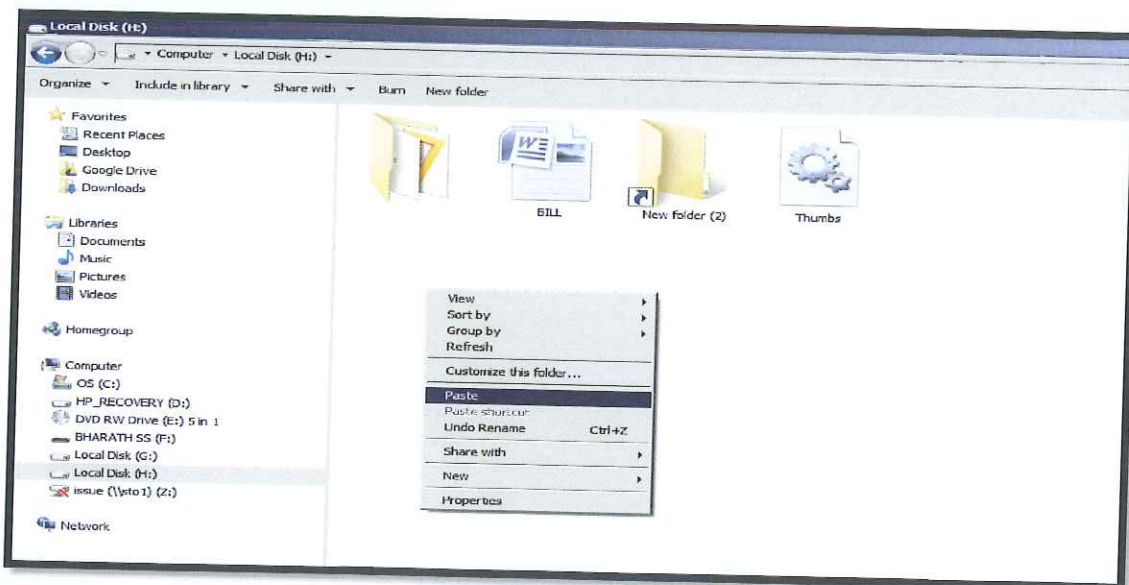
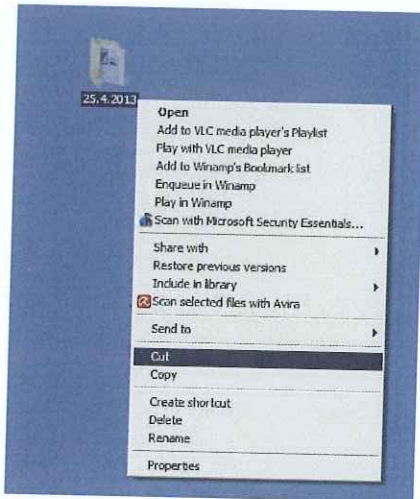
Doc Ref.	MR/WI/01
Rev No.	0
Date	25.4.2013
Page	

**Title: Database back-up procedure on External Storage Devices**

- After all the files and folders copied to the folder (da.mo.year) insert External storage devices (Hard drive / Pen drive / CD) to your computer



- Cut and past the folder (da.mo.year) to inserted External storage devices (Hard drive / Pen drive / CD) from your computer.



PREPARED BY		APPROVED BY	
-------------	--	-------------	--

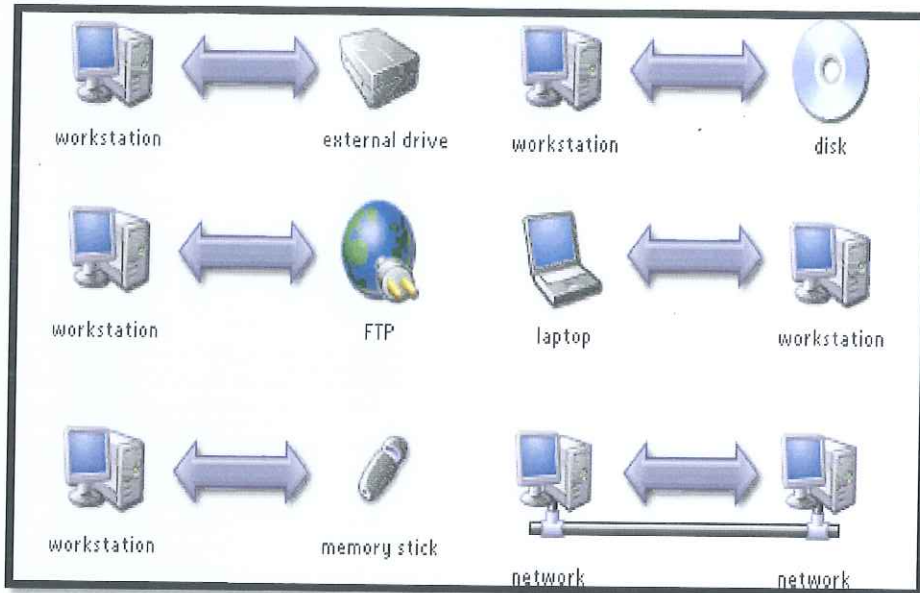


## WORK INSTRUCTION

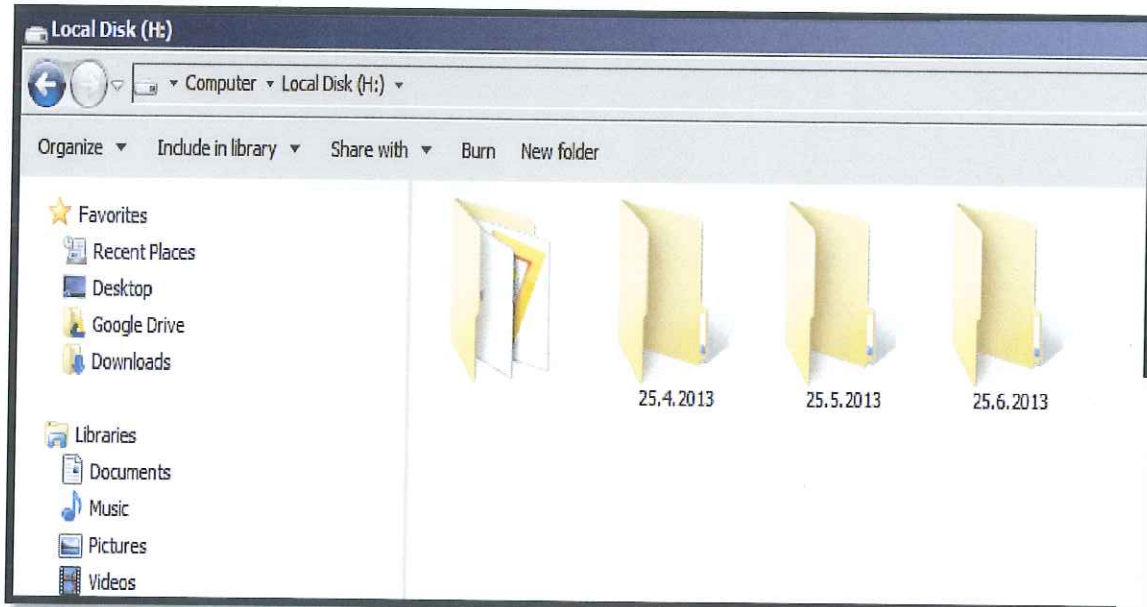
Doc Ref.	MR/WI/O1
Rev No.	0
Date	25.4.2013
Page	

### Title: Database back-up procedure on External Storage Devices

- The same way we have to take a backup exactly once in a month for your personal / department / section computer.



- After taking a backup update the date and sign the Data Backup Schedule Sheet (MR-F-07)
- In the external storage device minimum two months backup data should be maintained, it is safe.



PREPARED BY

APPROVED BY

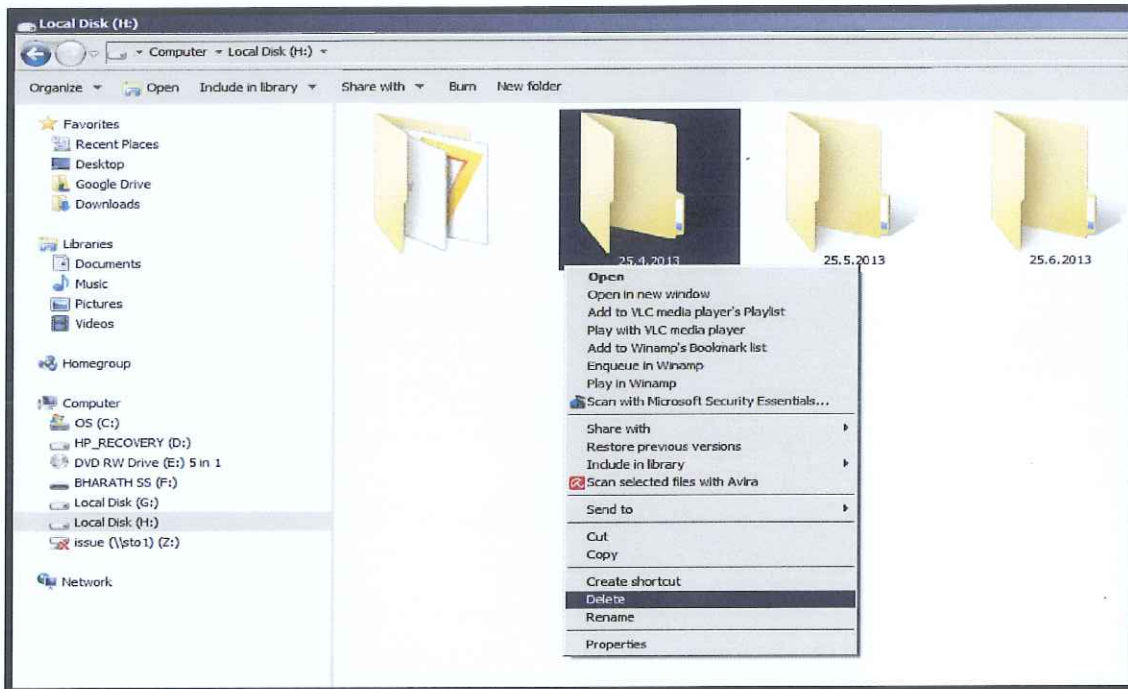


## WORK INSTRUCTION

Doc Ref.	<b>MR/WI/01</b>
Rev No.	<b>0</b>
Date	<b>25.4.2013</b>
Page	

### Title: Database back-up procedure on External Storage Devices

- After two months we have to delete the old back up folder.



- After taking a backup hand over the external storage device to your department HOD or Section In-charge.

#### 4.0 REVISION DETAILS

Revision No.		Brief details of the Revision
From	To	

**PREPARED BY**

**APPROVED BY**