

Running an End-of-Year/Fiscal-Year-End Backup

Recommended Preparation

- Use backup media with the same storage capacity that is used for daily backups (e.g.: 250GB SSD, 64GB flash drive, +2TB Passport, etc.).
- Purchase the same number of backup media as the number of EOY/FYE backups required.
 - For example, if 2 EOY/FYE backups are required, purchase 2 additional backup media.
- Use physical labels to name the backup media (2024 EOY Pre-Backup, 24-25 FYE Post-Backup, etc.) so that they are visually different and difficult to confuse.
 - This is very important since running a post-backup while using the pre-backup media will result in the pre-backup being overwritten.
- If flash drives are used for EOY/FYE backups, then the flash drives will need to be formatted as NTFS. Otherwise, the factory default format (FAT32/exFAT) will result in errors during the backup process.
 - Please contact LGC if assistance is needed in performing this task.

Running the EOY/FYE Backup

- On the Desktop, double-click This PC, Windows Explorer, or File Explorer.
- In the left pane, click on This PC to display the available drives.
- Insert/plug in the EOY/FYE backup media, and confirm that it 1) has been recognized successfully and 2) is now listed among the other drives.
- Verify that the EOY/FYE backup media has been assigned the correct drive letter.
 For example, if the daily backup plan(s) in LGC One Backup are named "Daily-
 - Backup-E...", then the EOY/FYE backup media must be using the E: drive letter.
- Open LGC One Backup, and click the button (the play button) next to the daily backup plan to run the plan manually.
 - SQL customers will need to click the button next to the Daily-Backup (Part 1 SQL) backup plan, and it will launch the Daily-Backup (Part 2) automatically.
 - Non-SQL customers will need to click the button next to the Daily-Backup plan.
- The EOY/FYE backup has been successful when the green checkmark appears next to each plan. Repeat these steps for each successive EOY/FYE backup plan.

Backup Plans		Restore Plans	Backup Storage	History		
<mark>-}</mark>	Daily-Ba	ackup-D (Part 1 SQL - A ckup-D (File System)	Auto) 🖉			
	Daily-Ba	ackup-D (Part 2 Image ckup-D (File System)	- Auto) 🖉			

 Running an EOY/FYE backup is no different from running a daily backup. Using separate EOY/FYE backup media is the only difference, but the procedure is the same.

Checking the Backup History

- Click on the History tab to view the backuEndp history of each backup plan.
- Locate the Backup / Restore plans drop down menu, and select the daily backup plan for viewing.

📆 LGC One Backup M	icrosoft SQL Ser	ver							
Home	Tools Vie	w							
Plans Files	Last Run Day	Last Week	Last 2 Last Weeks Monti	All	Export to CSV				
View		Peri	od	Misc					
Backup Plans Restore			Ba	ackup Sto	rage	History			
Backup / Restore plans: C Daily-Backup-D (Part 1 SQL - Auto) ~									
Plan Name		File	e Size	Result		Start Time	Finish Time	Duration	Message
G Daily-Backup-D	(Part 1 SQL - Au	to) 4	28.2 GB	Success		11/26/2024 5:00:01 PM	11/26/2024 5:05:56 PM	00:05:55	

📆 LGC One Backup N	licrosoft SQL Server								
Home	Tools View								
Plans Files	Last Run Day We	st Last 2 ek Weeks Period	Last Month	All	Export to CSV Misc				
Backup Plans	Restore I	Restore Plans Backup Storage				History			
Backup / Restore plan	s: C Daily-Backup-I	D (Part 2 Im	age - Auto)	~				
Plan Name		File	Size	Result		Start Time	Finish Time	Duration	Message
Co Daily-Backup-D	(Part 2 Image - Auto)	9	347.2 GB	Success		11/26/2024 5:06:00 PM	11/26/2024 6:19:42 PM	01:13:42	

- The default setting displays the Last Run of the backup plan.
- If the time stamp under the Start Time and Finish Time columns is incorrect, click Home above the toolbar, and then click Refresh.

📆 LGC Or	ne Backup N	licrosoft	SQL Server								
- 麗 -	Home	Tools	View								
Files	Image Based •	e MS	SQL Server	Restore	Restore Create Bootable USB		Refresh				
	Bac	kup			Recover	1	Misc				
Backup Plans Restore			Plans	Bac	kup Storag	Refresh Refresh	current tab page (F5)				
Backup / Restore plans: C Daily-Backup		-D (Part 1 SQL - Auto) 🔍									
Plan	n Name			File	Size	Result		Start Time	Finish Time	Duration	Message
G Dail	y-Backup-D	(Part 1 S	QL - Auto)	4	28.2 GB	Success		11/26/2024 5:00:01 PM	11/26/2024 5:05:56 PM	00:05:55	

Return to top of page