

## WHAT IS BUSINESS CONTINUITY PLANNING?

Wikipedia describes it as: "a methodology to create a plan for how an organisation will resume partially, or completely, an interrupted critical function(s) within a predetermined time after a disaster or disruption."

A backup is a copy of your original data in case the original is damaged in any way. It's a very simple concept on the surface, but can be time consuming and a burden. Hence it is often put to one side or done only irregularly.

Backup Greentree can be complex;

- Has the online backup been setup correctly?
- Have the backup tasks been scheduled correctly on the server?
- Is there enough space and other resources for the backup to run successfully?
- Is the database verification setup to run?
- Are the right administrator logins being used?

The backup program needs to be setup correctly, to ensure that a backup from which it is possible to restore from has been taken. The key to a successful backup is an effective backup procedure that is automated and includes regular restores.

## THE ENDEAVOUR BACKUP PLAN

Endeavour can put in place a procedure to ensure that your Greentree database is certified and backed up correctly. We will provide daily monitoring to make sure that the backup has taken place uninterrupted, and that the database is not corrupted.

Note: a database that cannot be certified contains a corruption and cannot be used to restore from.

### WHAT WE PROVIDE?

#### SETUP OF THE BACKUP PROCESSES

(Estimate of 2 hours work, depending on complexity); Setup the Greentree online backup, setup and backup with 5 backup copies, create a backup & restoration plan.

#### DAILY MONITORING

(Estimate of 1 hour to setup)  
Daily monitoring of zips and certification of the database. (\$100.00/month+GST)

#### UTILISE JADE LOGGING CAPABILITY

Use smart database technology to save space. Backups can be restored using rolled forward transaction log files, minimising the loss of valuable work that has been done since the last backup.

#### PERIODIC RESTORE

(Estimate as requested)  
We will schedule a test restoration from the back up. To check that tape or off site storage of the backup are reliable.



## THE BACKUP PROCESS

- 1 SETUP A BACKUP PROCESS  
SETUP A REGULAR TEST RESTORE PROGRAM
- 2 SETUP THE SCHEDULE TO REGULARLY  
EMAIL RESULTS.
- 3 RECEIVE A DAILY NOTE ON THE SUCCESS OF  
BACKUP & INTEGRITY OF GT DATABASE
- 4 ENDEAVOUR TO FIX ANY ISSUES  
AND REPORT.

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# ENDEAVOUR CLUB

BUSINESS CONTINUANCE OPTION

