

BACKING UP THE LEMIS 2000 DATABASE:

Why should I do the export?

In the event of a system crash, all data entered since the last backup may be lost. We encourage you to run daily backups if possible. These database backups should be run in addition to any operating systems backups that you might also be running to protect your computer. Although operating system backups will help you rebuild your system and get back running after a crash, they cannot always capture the data stored in your Oracle database, and may result in partial or corrupt database restores if used alone.

How do I get an export for LEMIS 2000?

1) On the server go to **Start** button, then **Run**, type in **cmd**

2) At the prompt > **exp**

hit the enter key

username: **system**

hit the enter key

password: **manager**

hit the enter key

* if the password: manager doesn't work, use password: **system@(insert your SID here)**

* if the username and password don't work,

try username: **system as sysdba**, password: **manager**

3) The command window will say the following:

Enter the array fetch buffer size: 4096>

hit the enter button

Export file: EXPDAT.DMP>

change name to **db_<agencyname><currentdate>.dmp** , please replace <agencyname> and <currentdate> with the name of your agency and date of the export ex.

db_acadia052507.dmp

hit the enter button

(1)> enter **1** (Entire database)

Export grants> hit the enter key
Export table data> hit the enter key
Compress extents> hit the enter key

4) When it completes it should say "Export terminated successfully without warnings."

At the prompt > **exit**

How often should I run the export for LEMIS 2000?

We strongly recommend that you run daily backups to protect your data and reduce the chance of your staff having to reenter complaint and incident data. At a minimum you should run weekly backups. We are very limited in what we can do to help you recover your data if you do not have a recent backup. We also recommend that you make additional backups after any significant data entry events (crime wave, large gang or drug arrests, drug analysis returned for several incidents from a lab, etc). If possible keep the backups in an offsite location (on a separate computer, burn to a CD, copy to a flash drive, etc.) to protect them in the event of a flood or fire. You should make a point not to leave your backups on the computer that LEMIS is running on.

Every month or so you can upload the export to the Louisiana Sheriffs Association's secure website at <https://ftp.lsa.org>

Open your internet explorer on the server, type <https://ftp.lsa.org> in the address box.

Type in the Username and Password for your agency. If you do not have a username and password for the ftp website please contact Danny Jackson at LSA, 225-383-8342.

Click on the **lemis_upload** folder. Once you are in the lemis_upload folder,

Click BROWSE.

Locate your file **db_<agencyname><currentdate>.dmp** on your computer, hi-lite the file. It should populate in the file name box.

Click OPEN.

Click UPLOAD THIS- the file should appear in the list. Once it has finished uploading to the website,

Click LOGOUT