

BACKING UP THE LEMIS IBR DATABASE:

Take a backup of your LEMIS IBR database using the “[LEMIS BackUp and Restore Tool](#)”

1. On the server, go to the Start button, Programs, LEMIS BackUp and Restore.
2. Once the BackUp & Restore Tool comes up click on the **Begin Backup** box.
3. It will create a backup file that will save to folder C:\LemisBackup. Every day it renames the backup filename in accordance with the date.

YOU CAN DECIDE TO TAKE BACKUPS **WEEKLY OR DAILY** DEPENDING ON YOUR SYSTEMS CRASH HISTORY.

IT IS RECOMMENDED YOU TAKE A BACKUP AT LEAST WEEKLY AND ESPECIALLY AFTER ANY SIGNIFICANT DATA ENTRY. KEEP THE BACKUPS IN A LOCATION OFFSITE FOR SAFEKEEPING (ON A SEPARATE COMPUTER, BURN TO A CD, COPY TO A FLASH DRIVE, ETC.) AND USE IT TO RESTORE THE SYSTEM IN CASE OF SYSTEM CRASH.