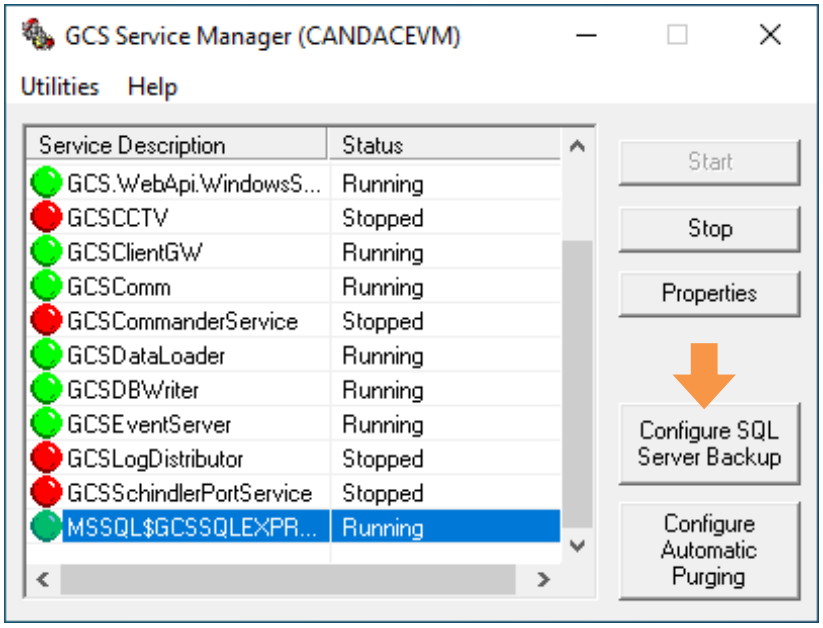
Galaxy Database Backup Procedure

This guide uses the GCS Service Manager utility to perform the database backups.

1. Open the **GCS Service Manager** as follows …
    a. Open Windows Explorer and browse to c:\GCS\System Galaxy\Utilities
    b. Right-click on **GCSServiceManager.exe** and choose "Run as Administrator".

    TIP: If you want to always Run as Administrator, right-click on the file and select Properties. Go to the Compatibility tab and check the box 'Run this program as an administrator'.

2. In the GCS Service Manager, highlight the *database service* (usually MSSQL$GCSSQLEXPRESS) to enable the **Configure SQL Server Backup** button.



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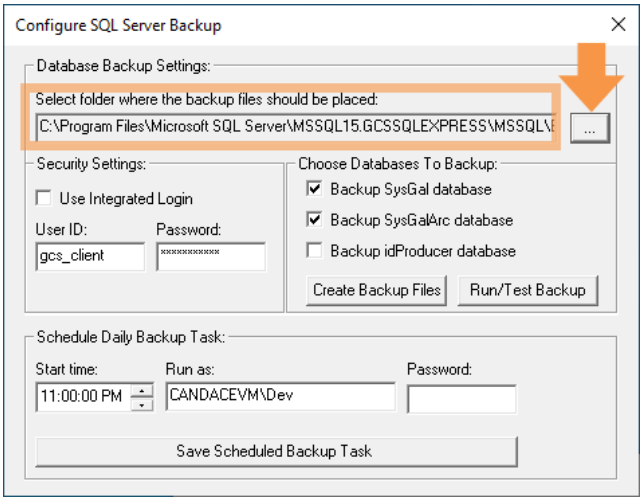
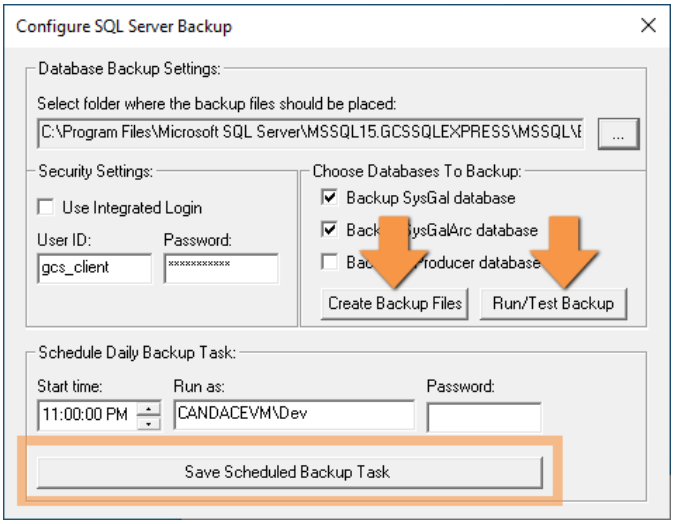
3. Click the browse button and choose a good *backup path* where you want the backup files to be stored.

   IMPORTANT: The default location is not a good location since it is on the same physical drive as the database. Preferably, you should point to a network folder that the IT Department will back up.
   If you must point to a backup folder on the local hard drive, the best choice would be the MSSQL Backup folder – for example **Program Files\Microsoft SQL Server \MSSQL15.GCSSQLEXRPESS\MSSQL\Backup**.
   (Where MSSQL15 is shown, this value may vary depending on which version of SQL Server you are using.)



4. **Run/Test Backup** will create a backup of the sysgal and sysgalarc databases.
   a. **To run an immediate backup, click the [Run/Test Backup] button.** This process will create a date/time-stamped .bak file for sysgal and sysgalarc, and will open the Backup folder to allow you to see your files. It will also open the Results TXT file. Be sure to view the results to ensure there are no errors.
   b. **To create the scheduled backup, click the [Create Backup Files] button** which will create the **.bat** files needed to schedule a backup task in Windows Scheduler.
   c. **To create the daily backup task, click the [Save Scheduled Backup Task] button,** which will use Windows Scheduler. *You can also access Windows Scheduler from the Start Menu*.



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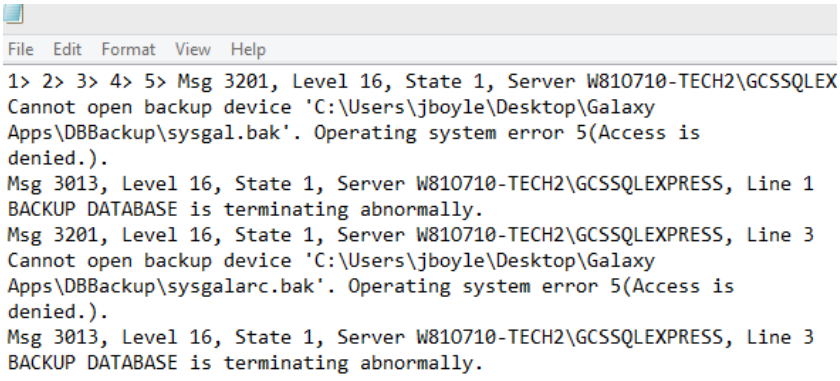
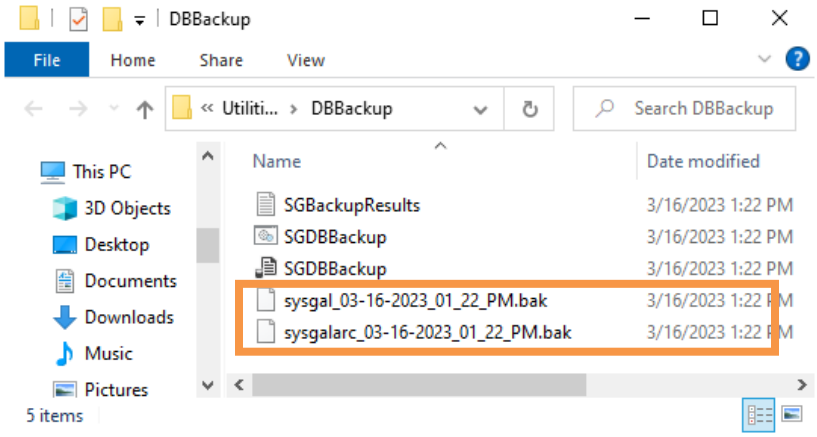
5. After the database backup is completed, several windows will open on the screen. It is very important that these files be reviewed.

   a. The backup process will open a *results report*. Check this report to make sure the backup was successful.

      NOTE: Failed backup reports will have **Operating System Error Code 5: Access is Denied** (See image below)**.** *This means that SQL Server does not have rights to place a file in the designated backup location*. Try directing the backup to the default SQL Server location or consult with the local IT support staff.



   b. The backup process will also open the designated backup folder in Windows Explorer.
      If the backup was successful, there will be two database backup files (**.bak)** that are time & date stamped. *You will also see the bat file, the sql file, the results txt file (mentioned above).*