

Backup Procedure

Automated Backup

Daily Automated Backup schedule has been kept for Odin database.

Schedule Days	:	Monday, Tuesday, Wednesday, Thursday, Friday
Schedule Time	:	4:00:00 PM
Backup Folder	:	D:\Odin Database Backup
Backup File	:	Integrated_Odin_Db_yyymmdd.bak

Manual Backup

Backup of Odin Database has been taken every day manually

Schedule Days	:	Monday, Tuesday, Wednesday, Thursday, Friday
Schedule Time	:	5:00:00 PM
Backup Folder	:	C:\Manual Backup
File Name	:	ddmmyyyy.BAK

Weekly Backup

Backup files are transferred to CDs and handover the Director.