

Backup to Bookmark's Cloud Server

September 2024

Backups are the recovery lifeline.

Backups should be made every day Bookmark is used.

If disaster strikes – and it often does without warning – a recent backup can save the day.

Backups to network servers or other computers on the network is like putting “all eggs in one basket”. This is the same for backups to Bookmark's location. Backups need to be “off system” in case something happens to the server or host computer. If the backups are on the host and the host dies or is badly infected, everything could be lost ... including the backups. No one wants to re-catalogue the entire library!

Backups to external locations are essential.

USB flash drives, external hard drives, or external plug-in solid-state drives (SSD) are all good. Flashdrives are the easiest to use and last several years before needing replacement.

Bookmark can backup to OneDrive, if it has been set up. OneDrive requires an account, usually an email or login. All DfE SA staff have OneDrive accounts. Most staff in other states do as well See the “Backup to OneDrive” fact sheet and the Backup manual for details.

Note: backups to Google Drive and Dropbox are possible using the Alternate Location.

Backups can also be made to Bookmark's cloud-based website.

This is on an Internet server owned by the Department for Education of South Australia, and managed by the Bookmark team. It hosts the Bookmark website, all the updates, the CPAC application, fact sheets, manuals, and backups.

Can you make a backup to Bookmark's website?

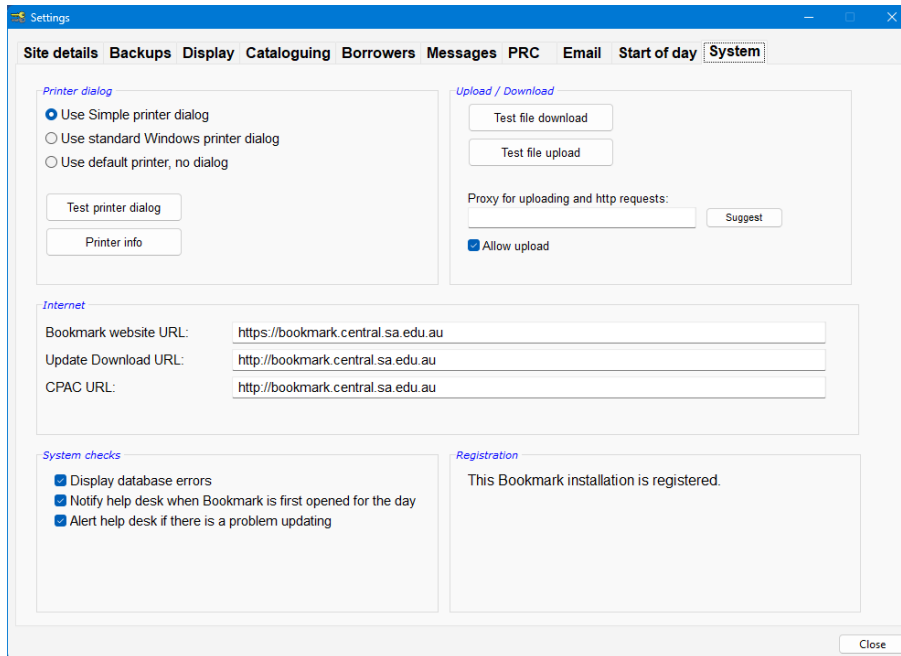
First thing is to test to see if a backup can be sent to the webserver.

Technical note:

Access to Bookmark's webserver can be blocked by firewall rules. Whitelisting the URL as safe may unblock. The server location is <http://bookmark.central.sa.edu.au> . There is no 's' in the first part.

To make the test:

- Open *Controls*
- Click on *Settings*
- Click on the *System* tab
- Click on the Test Upload button at the top right.



Make sure the "Update Download URL" is exactly <http://bookmark.central.sa.edu.au> . Not https: .

If successful, the backup to Bookmark's cloud server will work. (As will CPAC uploads.)

While in Settings, click on the Display tab.

Make sure the Site Name is the correct full name of the school or library.

Make sure the post code is filled in correctly.

These are used by the cloud backup to identify your data.

Close.

Close Controls.

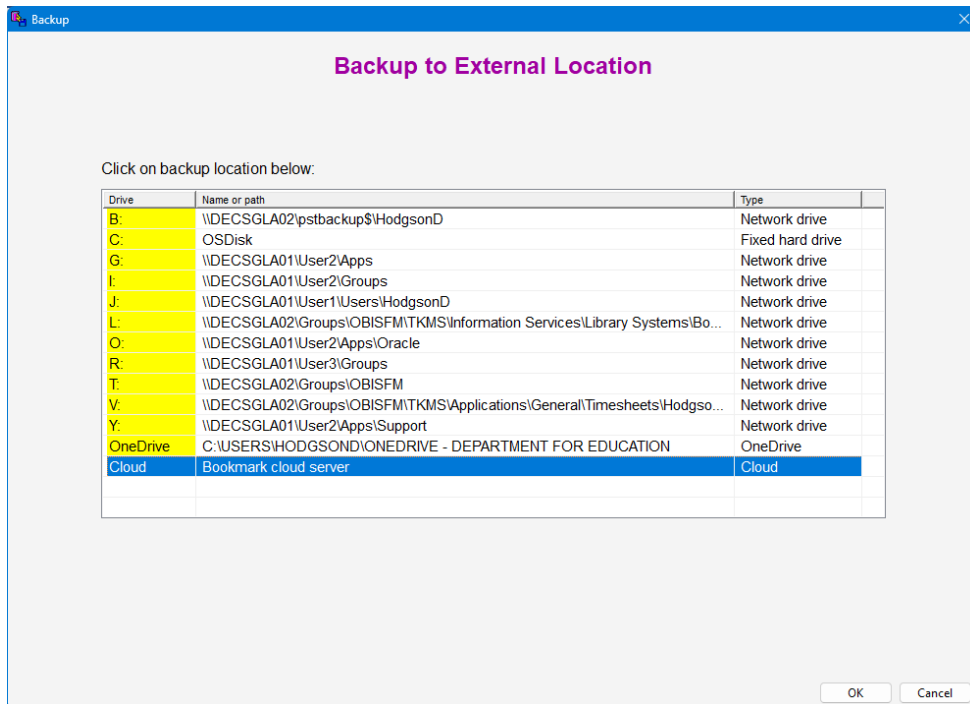
How to Make a Backup to the WebServer

Backups are made using the same process as for USB flashdrive backups.

Open Utilities.

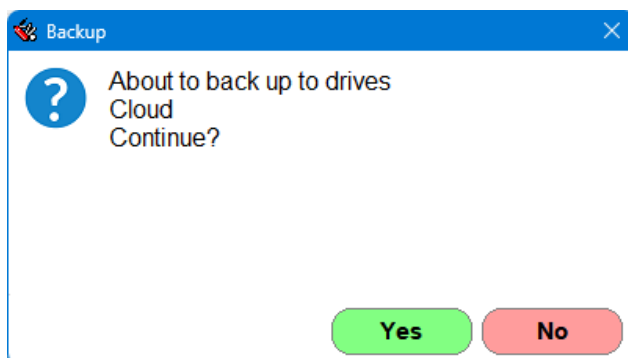
Click on Backup.

Click on *External location*.

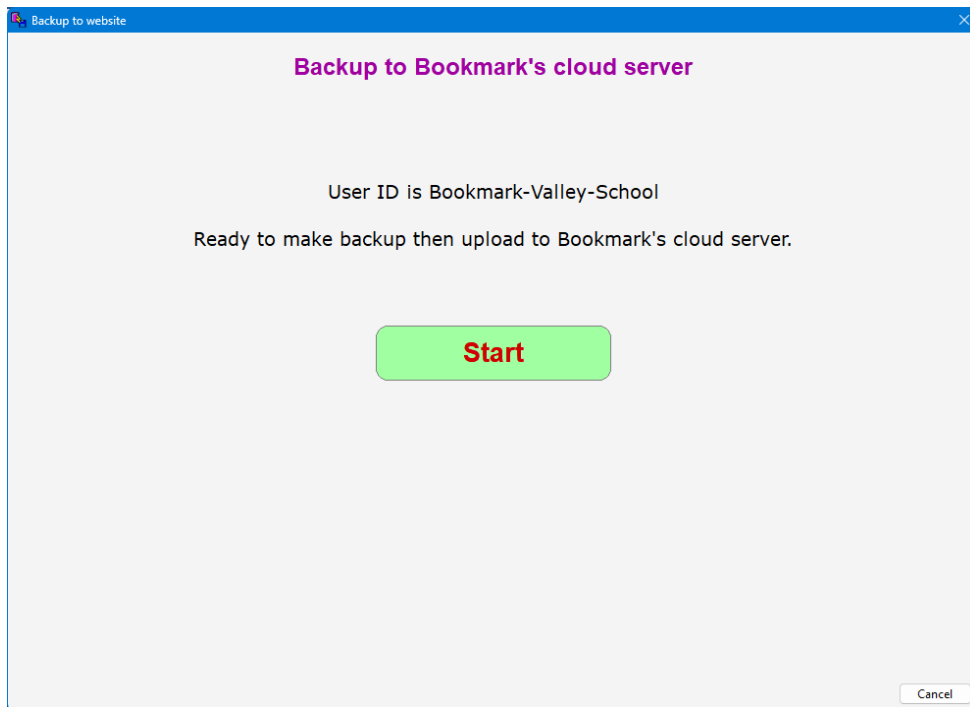


Click on the Cloud listing to highlight.

Click OK.



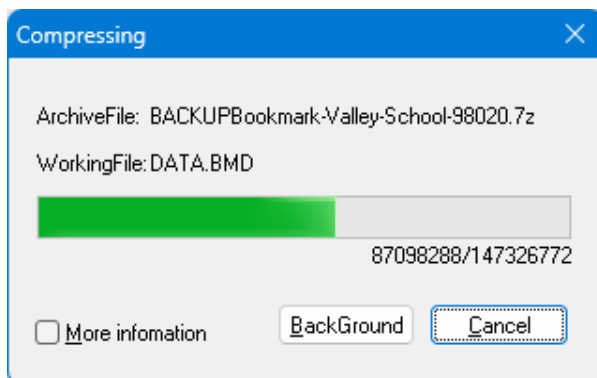
Click Yes.



The User ID is a slightly modified site name as entered into Controls > Settings > Display.

Click Start.

Bookmark creates the backup file. Its name is the site name, slightly modified, and post code. It is in 7z format. This makes the smallest possible backup file. It can take longer to make than the regular Zip or Lzh format files.



When the file is created, it is uploaded to the webserver.

No notice is given when finished. The Backup menu re-appears.

Important Note:

The upload system cannot upload a file bigger than 50Mb in size. If the created backup file is larger, it will not be uploaded. In which case backups to the webserver are not possible.

It is difficult to know the actual size until it is made. 50Mb would be exceeded only for a very large collection, maybe over 40,000 items, but that is a very rubbery figure. Try it and see.

Restoring a Cloud Server Backup

Open Utilities.

Click on Restore.

Click on External Location.

Click on Cloud.

Choose the backup from the list shown.

Click on OK.

The backup on the cloud server is downloaded and then restored. The process is exactly the same as if the backup file came from a USB flash drive or other external location.

Backup to the Cloud Server is Limited

The cloud server backup is only the 'daily' type.

Monthly or Annual backups likely exceed the 50Mb limit and therefore are not permitted. Backup those types to flashdrives, external drives, or OneDrive.

Like normal backups, the cloud backup creates a different backup file for each day of the week. The older backup is overwritten by the new one.

The cloud based backup can be used as the normal backup, but a backup at least once a week to a USB flashdrive or other external drive is also recommended. If the Internet is not available, the flashdrive always is.