



Memorandum

#10-134

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 13, 2010

SUBJECT: Growth XP Backup Instructions

We are pleased to announce that Growth XP computers and printers have been sent to all of the local agencies. We have had good attendance at the Growth XP computer Qwest training. These trainings will continue in October 2010 and will start to taper off at the end of November 2010.

On pages two (2) thru seven (7) below are the *Growth XP Backup Procedures*. Please back up your data frequently to ensure that nothing is lost in the instance that you have technical difficulties with your hardware.

If you have any questions or require additional information, please contact Leona Duong, Clinical Nutrition Specialist, at (512) 341-4520, or Leona.Duong@dshs.state.tx.us.

Growth XP – Backup Procedures

Initial Backup

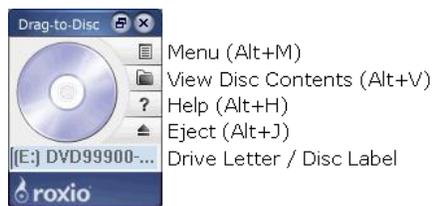
- 1.) Login as user name: Backup (Password is the same as the one used for user name: Growth). If you are already logged in as user name: Growth, press <Ctrl+Alt+Del>, click on the log-off button, and then log back in as username: Backup.
- 2.) Prepare the DVD+RW disc that came with your Growth XP computer by using an indelible marker (such as a Sharpie) to label the disc. The disc should be labeled by LA/Clinic Number and Disc Number (See the image below). Use the following naming format: DVDXXXXX-01 (XXXXXX refers to LA/Clinic Number – DVD99900-01). For example, LA # 54 and site 2 should be labeled as DVD05402-01).



Front View

- 3.) To open the DVD drive, press the 'Eject' button on the right side of the computer or click on the eject button (Δ) on the Roxio Drag to Disc (D2D) on the bottom right hand corner of the screen. (See image of D2D below). Insert the labeled DVD+RW disc and gently close the door.

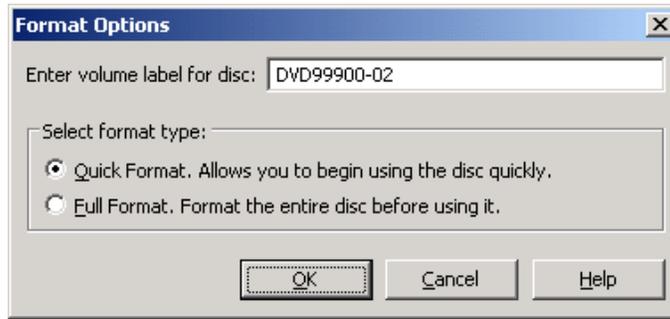
NOTE: For best results wait until all disc activity has ended before performing another process.



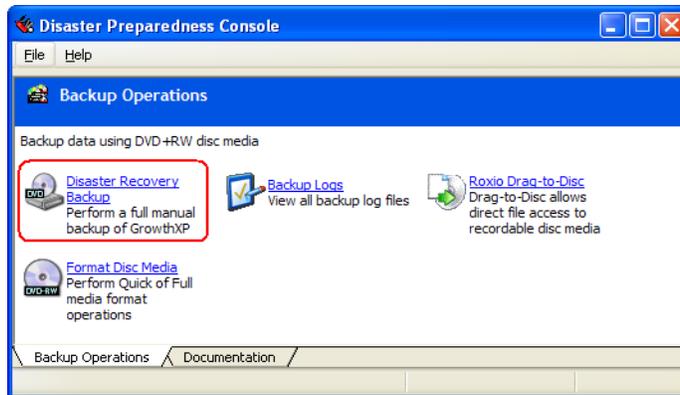
- 4.) To format the disc, click the Menu button (Alt+M) on the Roxio D2D and select Format Disc (Alt+F).
- 5.) The D2D Format Options utility will open as shown below. Enter the same naming format used to label the DVD+RW disc (e.g. DVD99900-01) in the field marked "Enter volume label for disc:". Under "Select format type", select "Quick Format" and click 'OK'. "Quick Format" may already be selected and "Full Format" may be grayed out, if so just click 'OK'.

NOTE: The backup process will fail if the media is labeled incorrectly.

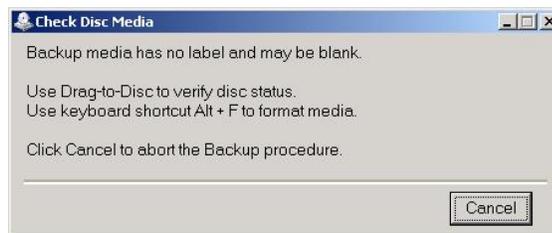
WARNING: This step will destroy any existing data. Be sure that you have inserted the correct NEW disc before clicking 'OK' to continue.



- 6.) When the formatting has completed, the "Disaster Preparedness Console" will automatically be displayed. Click on the "Disaster Recovery Backup" link.



- 7.) Once the backup begins, if the disc has not been successfully formatted (e.g. no label is detected), the following popup window will appear. Similar popup windows will appear if no disc is detected or if the disc has been incorrectly labeled. Follow the directions to correct errors or call the Help Desk (1-800-650-1328) for assistance.



- 8.) If the backup is able to continue successfully, you will see several black DOS windows open (see below). As the backup progresses, you will see directories and files listed on the screen. When the backup is complete all the DOS windows will close. A backup will be made to the hard disk and then to the DVD disc.

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C:\Windows\System32\vshadow-xp.exe
Shadow copy set succesfully created.
List of created shadow copies:
Querying all shadow copies with the SnapshotSetID {adc0ee7b-05dc-440d-8616-99a6b429fe46} ...
* SNAPSHOT ID = {dcbfcdd1-d659-4c1a-a717-abe69fe2d643} ...
- Shadow copy Set: {adc0ee7b-05dc-440d-8616-99a6b429fe46}
- Original count of shadow copies = 1
- Original Volume name: \\?\Volume{cd2ea63d-6fe0-11de-8715-806d6172696f}\ [C:
\1
- Creation Time: 7/13/2009 2:31:03 PM
- Shadow copy device name: \\?\GLOBALROOT\Device\HarddiskVolumeShadowCopy1
- Originating machine: <null>
- Service machine: <null>
- Not Exposed
- Provider id: {b5946137-7b9f-4925-af80-51abd60b20d5}
- Attributes: Auto_Release
Generating the SETUAB script <BUP_UAB.TXT> ...
- Executing command 'BUP_LT_SA_MNL_EXEC.EXE' ...

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- 9.) When the backup completes, the corresponding log file should open automatically. If you are not at the end of the file, press <Ctrl+End>. Make sure that the Total and Copied columns match and that there are 0's in the Skipped, Mismatch, FAILED, and Extras columns. Check that the "Ended" date and time are correct. The Media Label should match the disc that is physically in the DVD drive.

	Total	Copied	Skipped	Mismatch	FAILED	Extras
Dirs :	8	8	0	0	0	0
Files :	76	76	0	0	0	0
Bytes :	10.15 m	10.15 m	0	0	0	0
Times :	0:00:14	0:00:14			0:00:00	0:00:00

Speed : 721895 Bytes/sec.
Speed : 41.307 MegaBytes/min.

Ended : Tue Jul 06 08:04:21 2010

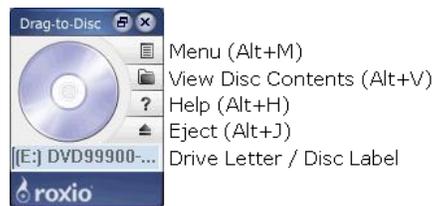
Media Label : DVD99900-01
Backup Type : Manual Capacity Remaining : 4430 MB

PC Logfile : C:\BACKUP LOGS\GXP_20100706-080350.log
Media Logfile : E:\QM_123456\BACKUP LOGS\GXP_20100706-080350.log

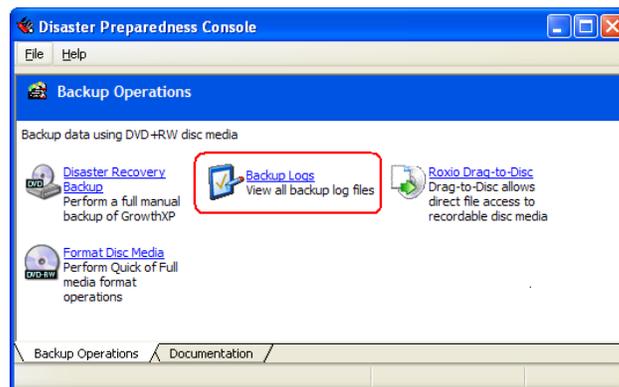
- 10.) If there are any inconsistencies or errors detected in the backup log, please contact the WIC Helpdesk (1-800-650-1328).
- 11.) If the backup log was error free, press the 'X' in the top right corner to close the log file.
- 12.) Backup is now complete. To remove the DVD from the drive, press the 'Eject' button on the right side of the computer or click on the eject button (A) on the Roxio Drag to Disc (D2D) on the bottom right hand corner of the screen. Next, gently close the door. Keep the backup DVD in a safe place for subsequent backups.
- 13.) To continue working in Growth XP, press <Ctrl-Alt-Del>, click on the log-off button, and then log back in as username: Growth.

SUBSEQUENT BACKUP

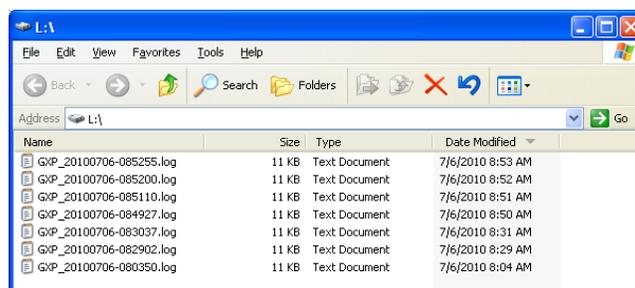
- 1.) Login as user name: Backup (Password is the same as the one used for user name: Growth). If you are already logged in as user name: Growth, press <Ctrl+Alt+Del>, click on the log-off button, and then log back in as username: Backup.
- 2.) To open the DVD drive, press the 'Eject' button on the right side of the computer or click on the eject button (Δ) on the Roxio Drag to Disc (D2D) on the bottom right hand corner of the screen (See image of D2D below). Insert the same DVD used for initial backup and gently close the door.



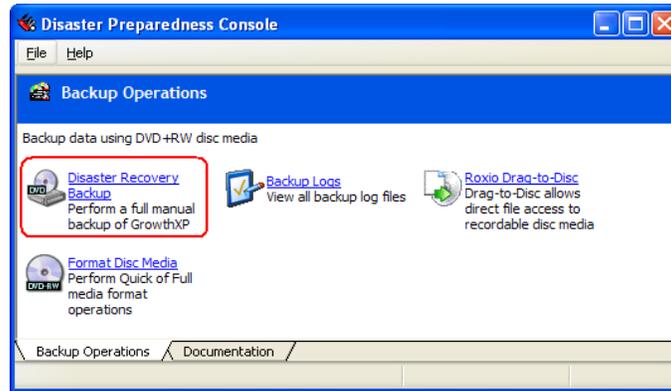
- 3.) The "Disaster Preparedness Console" will automatically be displayed. To verify the previous backup, click on the "Backup Logs" link.



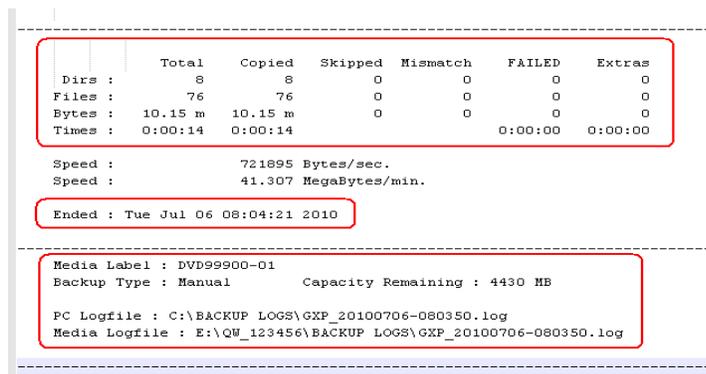
- 4.) The list of backup files will display with a Backup filename format: GXP_YYYYMMDD-HHMMSS.LOG. To display the files in order of most recent, click on the "Date Modified" field and be sure that the arrow on the Date Modified column is pointing down.



- 5.) A list of the directories and files copied during the backup will be displayed. Double-click on the desired log file to view the back up details.
- 6.) Press the 'x' in the top right corner to close the window.
- 7.) On the "Disaster Preparedness Console", click on the "Disaster Recovery Backup" link.



- 8.) Once the subsequent backup begins successfully, you will see several black DOS windows open (similar to the one during initial backup). The directories and files with the current date and time will be listed on the screen. The DOS windows will close when the backup is complete. A backup will be made to the hard disk and then to the DVD disc. The corresponding log file should open automatically. If you are not at the end of the file, press <Ctrl+End>.
- 9.) To verify the current backup, make sure the Total and Copied columns match and that there are 0's in the Skipped, Mismatch, FAILED, and Extras columns. Also check that the "Ended" date and time are correct. The Media label should match the disc that is physically in the DVD drive.



- 10.) Please contact the WIC Helpdesk (1-800-650-1328) for any issues related to the backup process.
- 11.) If the back up log was error free, press the 'x' in the top right corner to close the log file.

- 12.) Backup is now complete. To remove the DVD from the drive, press the 'Eject' button on the right side of the computer or click on the eject button (Δ) on the Roxio Drag to Disc (D2D) on the bottom right hand corner of the screen. Next, gently close the door. Keep the backup DVD in a safe place for subsequent backups.
- 13.) To continue working in Growth XP, press <Ctrl+Alt+Del>, click on the log-off button, and then log back in as username: Growth.