**Purpose:**

To assure that the Tango databases are backed up successfully onto an external storage device on a monthly basis. To review data that has been backed up to an external location.

**Required Materials:**

USB storage device

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Managing and backing up data** | **Related Documents** |
| 1 | Click on ‘Database Management’ |  |
| 2 | Select the ‘Backup’ tab* Select the databases to be backed up, by clicking in the small white box. A check mark appears in the box.
 |  |
| 3 | Click in ‘Export’ to open the ‘Copy selected databases’ window. |  |
| 4 | Connect the USB storage device to the PC. |  |
| 5 | Enter the target path into the ‘Target path’ text box, e.g. ‘f:\’**NOTE:** This will be assigned by the computer. After attaching the flash drive and providing the password in TrueCrypt, the computer will open the flash drive’s folder. The assigned letter to the flash drive will be in the top left corner. |  |
| 6 | Click on ‘Start Copying’ |  |
| 7 | After copying has been completed, click on ‘Logout USB Device’. |  |
| 8 | Shut down DTVault* Click on the windows icon on the keyboard
* Right click on the DTVault Privacy Icon
* Select “shut down DTVault Privacy”
* Click “ok”
* Remove the USB storage device
 |  |
| 9 | Select the ‘Definitions’ tab and click ‘Reset’ to activate the next backup reminder message only after the specified number of days.* 30 days
 |  |
| 10 | Click on ‘OK’ to save the settings and close the window. |  |
| 11 | Insert USB device into “blue” computer (one with internet capability) |  |
| 12 | Log on using your user ID and password and open Lilith folder hmc\_tss\Tango\Tango.BackupFiles |  |
| 13 | Using right click “cut and paste” functions, remove (cut) file from the USB drive, and add (paste) into the above file.* Do not leave files on the USB drive
 |  |

|  |  |  |
| --- | --- | --- |
| **Step** | **Accessing Backed Data** | **Related Documents** |
| 14 | Using the computer with the TANGO Optimo (Demo) software, go to the Lilith Network and find the backup files (step 12 above) for the desired date. Enter the folder and find the folders called controls.phb, validate.phb, error.phb, and work.phb* Reaction pictures are only saved for approximately 31 days. To see a specific well picture, choose the first backup that was performed after testing.
 |  |
| 15 | Copy the four folders listed in step 14 in the backup folder for the dates you want to view* Highlight the files
* Right click on the mouse
* Choose “copy”
 |  |
| 16 | Navigate to “My Computer” and left click |  |
| 17 | Find and open the folder named “base” under the C drive ( C:\Base) |  |
| 18 | If there are already folders in there named; controls.phb, validate.phb, error.phb and/or work.phb, delete these folders. |  |
| 19 | Paste the copied folders from the backup |  |
| 20 | After files are done copying, navigate to the desktop and double click on the Tango Demo |  |
| 21 | Log in* Username = Backup
* Password = Backup
 |  |
| 22 | View results as if using the Tango analyzer |  |

**Referenced Documents:**

 TANGO User Guide, Version 3.3