Procedure: Manual Backup for QA Systems

This article documents how to run a manual backup on QA systems. Manual backups are required before an upgrade to a QA system.

Requirements

- A computer
- SSH client
- Network access to the QA system
- The IP address of the QA system
- Local administrator privilege on the QA system
- A destination directory to back up to

Assumptions

- The user executing this procedure has general knowledge of Bash syntax
- The user executing this procedure knows what directory needs to be backed up

Instructions

1. Using an SSH client, enter the following command with the required information and press **Enter**

   ```
   ssh <local_admin_account>@<ip_address>
   ```

2. Enter the local administrator password when prompted and press **Enter**
3. After successfully logging in, navigate to the directory that needs to be backed up

   ```
   cd <source_folder>
   ```

4. Navigate to the parent directory of the directory that needs to be backed up

   ```
   cd ..
   ```

5. Enter the backup command, and press **Enter**
   - If the target directory is the same system

     ```
     rsync -ar <source_folder> <destination_path>
     ```

   - If the target directory is on a remote system

     ```
     rsynch -ar <source_folder>
     <destination_user>@<destination_IP>:<destination_path>
     ```

Multiple source folders can be backed up by listing all source folders **before** the destination folder.

Troubleshooting

▾ “Connection timed out”

- Ensure your host computer and the remote system are on the same network or can communicate over multiple networks.
- Make sure the IP address is typed correctly

▾ “No such file or directory” error

- If the directory has spaces in any part of it, use quotes around the entire directory
  - Example:

    ```
    "/User/John Smith/Backup Files"
    ```

- Make sure the directory is typed correctly

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