



## Access Backup Service Bulletin April 2012

An access control system with a computer interface makes simple work of adding, deleting or controlling when and where a cardholder may access a door. It is important to maintain a current backup of the database. This protects the data and saves significant time to rebuild the system in case of a major failure to the system administration computer.

The database backup will often be done on a removable flash drive. A complete backup should be done periodically, followed up with more frequent amendments to the backup. Complete backups may need to be done manually by the administrator, while a schedule for appending the backup is commonly available as a tool provided in the system program.

Terminology varies from one system to another. The amendment may be called appended, differential, or some other term, but the idea is the same – store recent changes to the system database without requiring large amounts of storage that a complete backup will consume. Weekly updates to the backup is recommended. How often you perform a complete backup will be determined by the amount of system changes made, once per quarter is typical. Any time major changes are made to system configuration or cardholders, a new complete backup is prudent. Performing a system restore with an up to date database is much more efficient than making the same changes a second time.

With the lower cost of flash drives, it may be desired to keep a complete backup in a safe off-site location. Your network Information Systems Technology department may assist in this effort. Just keep in mind that the restoral process is only as useful as the last time the backup was updated.

Prior bulletins on various subjects may be reviewed at <http://www.swcdec.com/Bulletins.htm>



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