



# Database Backup and Restore

**Applies to: Amicus Attorney (with or without Amicus Billing)**

*How to backup and restore your Amicus Firm Database and supplemental data. (These instructions are also provided under “Administering the Database” in the Administrator Help.)*

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## Amicus Firm Database

There are two databases that store your Amicus data (Events, Files, People, Preferences, etc.):

- **Amicus**—core database, for records and settings
- **AmicusMedia**—media database, for People pictures and Graphics Custom Fields data – and also Bill Images if you use Amicus Billing

We strongly recommend that you back up your Amicus database daily. Backups will enable you to restore your database in the event of computer failure or other emergency. Systematically, store some backups on CD or other removable media, separately from hard drives (which could fail), and store some off site (in case of local disaster).

Backups can be performed from a menu command in Amicus. You can also schedule regular backups to be performed automatically by configuring the auto-backup feature. Alternatively, use SQL Management Studio to back up the Amicus and AmicusMedia databases.

To restore databases, use SQL Management Studio.

## Configuring backups

To configure full backups from Amicus Attorney:

- 1 Choose Maintenance > Utilities in the Firm Settings view of the Office module.

- 2 Specify the number of rolling backups to keep. If you specify 1, then each backup performed will replace the previous backup file. For additional safety, specify a higher number—you'll always have that number of backups, the newest backup always replaces the oldest. For example, if you specify 3 and perform daily backups, you'll have Monday, Tuesday, and Wednesday backups at end-of-day Wednesday, you'll have Tuesday, Wednesday, and Thursday backups at end-of-day Thursday, and so on.
- 3 Ensure that there is sufficient free disk space in the backup location you choose. The amount of disk space that will be required is shown, based on the number of rolling backups and your database size. This number includes both the core and media databases.
- 4 Specify the location for the backup files relative to your Amicus Database Server, e.g. `C:\AmicusAttorneyBackup`. Type the location in the box or, if you are at the Amicus Database Server, click Browse and select the location. The backup location must be within the same domain as your Amicus Database Server, and be on a path that your SQL Server service login account has full rights to.
- 5 Click OK.

## Backup filenames

The backup filenames have the following formats:

`BcAmicus_Year_Month_Day_Hour_Minute_Second.bak`  
`BcAmicusMedia_Year_Month_Day_Hour_Minute_Second.bak`

For example:

`BcAmicus_2016_03_15_11_00_15.bak`  
`BcAmicusMedia_2016_03_15_11_09_43.bak`

## Scheduling automatic backups from Amicus

You can schedule periodic auto-backups.

**CAUTION:** This function does not back up the Amicus application files, nor any other items outside of the Amicus core and media databases—for details, see “Supplemental data” on page 4.

To schedule automatic backups:

- 1 Choose Maintenance > Utilities in the Firm Settings view of the Office module.
- 2 Select the main occurrence pattern: daily, weekly, or never.
- 3 If daily, select the number of days between backups (e.g. select “2” for every second day). If weekly, select the particular days (e.g. Monday, Wednesday, and Friday.)
- 4 Select the daily frequency pattern—either once per day (at the time you specify), or multiple times per day (using the number of hours apart and time range that you specify).
- 5 Click OK.



**TIP:** We recommend that backups be performed at the end of day, before the Firm Daily Checks—that is, at 11:00 pm, not between midnight and 1:00 am.

## Performing a backup on demand from Amicus

To back up the databases from Amicus whenever desired, choose Maintenance > Backup view in the Firm Settings view of the Office module and then click Backup Now. The rolling backup number and location settings will be applied.

## Restoring databases

To restore your Amicus databases from an earlier pair of backups, use the SQL Management Studio.



**CAUTION:** This does not restore the Amicus application files, nor any other items outside of the Amicus core and media databases—for supplemental data, see the following section.

- 1 Ensure that all users are logged out of Amicus Attorney. (User access to Amicus Anywhere and TimeTracker, and Client access to the Portal, will also be affected.)
- 2 If integrated with Amicus Small Firm Accounting, ensure that all users have logged out of it.
- 3 At the Amicus Attorney Application Server, go to the Windows Control Panel, double-click Administrative Tools, double-click Services, and then stop the Amicus services: Amicus DailyCheck Service, Amicus PE Service, and Amicus ExchangeSync Service.
- 4 At the Amicus Database Server (where SQL Server resides), use SQL Management Studio to restore the Amicus and AmicusMedia databases. Be sure to select the “Overwrite the existing database” option.

## Supplemental data

The Amicus Attorney backup function, and the SQL Management Studio backup and restore functions, do not include items outside of the Amicus core and media databases.

### Supplemental firm data at the Server

Consider backing up these items periodically for the firm:

- **Shared documents—**

*In a User-Managed Documents environment*, back up any folders used by Firm Members for storing “shared” documents.

*In an Amicus-Managed Documents environment*, back up the firm’s shared documents location, by default:

`\Amicus Attorney Server\SharedDocuments`

- **Document Templates—**Stored, by default, in the following location:

`\Amicus Attorney Server\DocumentAssemblyTemplates`

- **Custom Reports (and Billing Templates)—**

Basic Reports are stored in the following location:

`\Amicus Attorney Server\CrystalReportsTemplates`

Advanced Reports (and Billing Reports & Templates) are stored in the following location:

`\Amicus Attorney Server\SQLReportsTemplates`

### Supplemental user data at each Workstation

When a user is changing computers, consider backing up these personal items:

- **Custom Dictionary and the Spelling Auto-Text and Exceptions lists—**In the Windows Start menu, click Run, enter %appdata% and navigate to the `\Amicus\[Amicus User ID]` folder. Copy this folder, which contains the Custom Dictionary (`AmicusDictionary.dic`) and the Spelling lists (`wordsubstitutions.sub`).

- **Custom Sounds (if any)—**Stored in the following location:

`\Amicus Attorney Workstation\Sounds`



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