شركة تفعيل لتقنية المعلومات المحدودة
TAFEEL FOR INFORMATION TECHNOLOGY COMPANY LTD.

تفعيل
tafeel

| **Project:** Laserfiche ECM | **Subject:** Laserfiche Backup Information | |
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# Laserfiche Backup Information

Please refer to the following Laserfiche white paper documents for best practice and details about applying proper backup plan for Laserfiche products as official reference from Laserfiche:

1. [Backup and Recovery in Laserfiche 8](#)
2. [Designing a Laserfiche 8 Backup and Recovery Plan](#)

The following table has the information needed to apply suggested backup procedure on Laserfiche server for (Northern Borders University):

- **Weekly Backup**: Full backup (Weekend 12:00 am)
- **Daily Backup**: Differential backup (12:00 am)

**Note that:**

1. It is **strongly recommended** to use professional backup solutions for Laserfiche repository files and databases instead of manual methods.
2. Laserfiche Repository/Volume files and database should be backed up at same time (synchronized).
3. The backup and restore processes should be done when there is no access to Laserfiche by users (midnight for example).
4. All mentioned services below should be stopped before backing up physical files and databases, and before restoring.

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| # | Servi | Display Name | Path |
|---|---|---|---|
| 1 | LFS | Laserfiche Server | C:\Program Files\Laserfiche\Server\lfs.exe |
| 2 | LfFTSrv | Laserfiche Full- Text Indexing and Search Engine | C:\Program Files\Laserfiche\LFFTS\LfFTS.exe |

| # | Windows Files/Folders To Backup | | |
|---|---|---|---|
| | Server | Path | |
| 1 | LaserFiche-App-01 | D:\Repositories\NBU_Repository\ | Continuous backup |

| # | Databases To Backup<br>Database Server: LaserFiche-DB-01 |
|---|---|
| 1 | LFNBURep |
| 2 | LFLicenseDB |
| 3 | FormsDB |
| 4 | LFAudit_NBU |
| 5 | WorkflowDB |

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Comments: