

Ascent Capture Data Backup and Restore Instructions

(For use with an Ascent Capture 7.x, 6.x, and 5.x Release)

Application Note

Date	July 20, 2006
Applies To	Ascent Capture 7.x, 6.x, and 5.x
Summary	This Application Note provides instructions for backing up and restoring an Ascent Capture program's database and data.

Ascent Capture Backup and Restore Overview

Reason for Backup

Wikipedia, the free (online) encyclopedia (<http://en.wikipedia.org/wiki>) states that **backup** refers to the copying of data for the purpose of having an additional copy of an original source. If the original data is damaged or lost, the data may be copied back from that source, a process which is known as *Data recovery* or *Restore*.

You should regularly make backup copies of the Ascent Capture data files that you cannot easily replace. If you make backup copies of your Ascent Capture files and keep them in a separate location, you can get some, if not all, of your information back in the event something happens to the originals. A backup is a simple safety net that can prevent a disaster.

When Data Should be Backed up

The following can be used as guidelines for your Ascent Capture data back up.

- As a matter of routine.
You should back up your Ascent Capture data files on a regular schedule to protect yourself against accidental data loss.
- When a modification is made in Ascent Capture.
You should back up the appropriate Ascent Capture data files any time a new batch class is created, an existing batch class is modified, and/or any other change is made.
- Before a computer running Ascent Capture is repaired or has new software installed.
You should back up your Ascent Capture data files before any hardware or software repairs or upgrades can be performed.
- Before an existing Ascent Capture installation is moved to a new computer.
If you are moving Ascent Capture to another computer, you should back up your Ascent Capture data files which will need to be transferred to your new machine.

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Ascent Capture Database Backup and Restore

When you wish to backup and/or restore your Ascent Capture backend database, depending upon which version of Ascent Capture and its backend database you are using, choose the appropriate option below.

- For Ascent Capture installations using a Microsoft SQL backend, speak to your SQL administrator regarding backing up your Ascent Capture SQL database.
- For Ascent Capture installations using an MSDE backend, follow the instructions below that are appropriate to your installation.
 - For Ascent Capture 7.x, refer to the **Backing Up and Restoring your MSDE Database** section of your [Ascent Capture and Ascent Capture Internet Server 7.0 Installation Guide](#) which can be found on the Kofax Technical Support Web site at http://www.kofax.com/support/ascent/capture/7/docs/AC-ACIS_7_0_Installation_Guide.pdf.
 - For Ascent Capture 6.x, refer to the **Backing Up and Restoring your MSDE Database** section of your [Ascent Capture and Ascent Capture Internet Server 6.1 Installation Guide](#) which can be found on the Kofax Technical Support Web site at http://www.kofax.com/techdocs/ascent/capture/acacis61_installation_guide.pdf.
 - For Ascent Capture 5.5x, refer to the **Backing Up Your Databases** section of the [Ascent Capture 5.5 Installation Guide](#) which can be found on the Kofax Technical Support Web site at http://www.kofax.com/techdocs/ascent/capture/ac55_installation_guide.pdf.
 - For Ascent Capture 5.0, refer to the **Backup Copies** section of the [Ascent Capture 5 Installation Road Map](#) which can be found on the Kofax Technical Support Web site at http://www.kofax.com/techdocs/ascent/capture/ac5_road_map.pdf.

Standalone Install File Backup and Restore Instructions

Follow these instructions when you wish to backup or restore a Standalone Ascent Capture installation only.

Standalone File Backup Instructions

The instructions below describe how to backup the key Ascent Capture standalone installation's program files and folders for storage purposes. Once these files have been backed up, they can be restored by following the instructions in the **Standalone Restore Instructions** section found later in this document.

1. Create a backup folder for your Ascent Capture backup data, if one does not already exist.
It is strongly recommended that the backed up data be stored on a separate computer, hard drive, or network location.
2. Create a subfolder within the backup folder with today's date using a mm-dd-yy format, for example *ACBackup/04-04-06*.
3. Stop the **MSSQL\$AscentCapture** service following the instructions below.

Manually Stop this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Stop icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Stop button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Stop button.

Programmatically Stop this Database Service.

Use the "scm -Action 6 -Server {machine name} -Service MSSQL\$AscentCapture" command.

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4. Copy the following files to your <backup/current date> folder.

The default installation location for the Ascent Capture Standalone install is **C:/Program Files/Ascent**.

AC Versions	File	File location
6.x & 5.x	unique.dat*	<Drive>:\<Ascent folder path>\
7.x & 6.x	ACSystem.mdf	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
7.x & 6.x	ACSystem_log.ldf	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
5.x	BatCat.mdf	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture
5.x	BatCat_log.ldf	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture

5. Copy the folders and their contents described in the table below to your <backup/current date> folder.

Folder	Folder location
BatchDB	<Drive>:\<Ascent folder path>\BatchDB
Images	<Drive>:\<Ascent folder path>\Images
AdminDB	<Drive>:\<Ascent folder path>\AdminDB
PubTypes	<Drive>:\<Ascent folder path>\PubTypes

6. Follow the instructions below to start the **MSSQL\$AscentCapture** service.

Manually Start this Database Service

Windows 2000

- From the Windows Start menu, select Settings, and then click Control Panel.
- Double-click Administrative Tools and open Computer Management.
- In the console tree, click Services.
- In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Start icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Start button.

Windows XP

- From the Windows Start menu and select All Programs.
- Choose Administrative Tools and click Services.
- When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Start button.

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Programmatically Start this Database Service.

Use the “scm –Action 1 –Server {machine name} –Service MSSQL\$AscentCapture”
command.

Standalone File Restore Instructions

The instructions below describe how to restore the Ascent Capture standalone installation's program files and folders that have been previously backed up following the instructions in the **Standalone Backup Instructions** section above.

1. Browse to the *<backup/current date>* folder for your Ascent Capture backup data in Windows Explorer. Open this folder and minimize it.
2. Stop the **MSSQL\$AscentCapture** service following the instructions below.

Manually Stop this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Stop icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Stop button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Stop button.

Programmatically Stop this Database Service.

Use the "scm -Action 6 -Server {machine name} -Service MSSQL\$AscentCapture" command.

3. Browse to *<Drive>:\<Ascent folder path>* folder on the computer you are restoring your Ascent Capture files to.
4. Rename the file in the table below following these instructions.
 - Locate and highlight the **unique.dat** file.
 - Right-click and choose Rename or press F2. Either option will place the filename in edit mode.
 - Press the End key to move the cursor to the end of the **unique.dat** filename.
 - Type the **Orig-mm-dd-yy** after the **.dat** extension, where mm-dd-yy represents the current date as shown in the example below.

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- Click outside the filename to initiate the change and answer **Yes** to the prompt, "If you change a file name extension, the file may become unusable. Are you sure you want to change it?"

Original Filename	Renamed Filename
unique.dat	unique.dat.Orig-04-04-06

- Once the file has been renamed, restore (copy) the backed up **unique.dat** file from the *<backup/current date>* folder into the *<Drive>:\<Ascent folder path>* folder.
- Browse to *<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data* folder on the computer you are restoring your Ascent Capture files to.
- Rename the files in the table below following these instructions.
 - Locate and highlight each file.
 - Right-click and choose Rename or press F2.
 - Press the End key to move the cursor to the end of the filename.
 - Type the **Orig-mm-dd-yy** after the extension so that the filename is like the ones displayed below.
Remember, mm-dd-yy represents the current date.
 - Click outside the filename to initiate the change and answer **Yes** to the prompt, "If you change a file name extension, the file may become unusable. Are you sure you want to change it?"

AC Version	Original Filename	Renamed Filename
7.x, 6.x	ACSystem.mdf	ACSystem.mdf.Orig-04-04-06
7.x, 6.x	ACSystem_log.ldf	ACSystem_log.ldf.Orig-04-04-06
5.x	BatCat.mdf	BatCat.mdf.Orig-04-04-06
5.x	BatCat_log.ldf	BatCat_log.ldf.Orig-04-04-06

- Once the files have been renamed, restore (copy) the backed up **<filename>.mdf** and **<filename>.ldf** files from the *<backup/current date>* folder into the *<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data* folder.
- Rename the following current folders found in the *<Drive>:\<Ascent folder path>* folder by adding an **-Orig-mm-dd-yy** extension to the folder using the instructions below.
 - Locate and highlight each folder.
 - Right-click and choose Rename or press F2.
 - Press the End key to move the cursor to the end of the folder name and type in the new extension and click outside the folder name to initiate the rename.

Original Folder Name	Renamed Folder Name
BatchDB	BatchDB-Orig-04/04/06
Images	Images-Orig-04-04-06

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Original Folder Name	Renamed Folder Name
AdminDB	AdminDB-Orig-04-04-06
PubTypes	PubTypes-Orig-04-04-06

10. Once the files have been renamed, restore (copy) the backed up folders (listed below) from the <backup/current date> folder into the <Drive>:\<Ascent folder path>\ folder on the computer you are restoring your Ascent Capture files to.

- BatchDB
- Images
- AdminDB
- PubTypes

11. Follow the instructions below to start the **MSSQL\$AscentCapture** service.

Manually Start this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Start icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Start button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Start button.

Programmatically Start this Database Service.

Use the “scm –Action 1 –Server {machine name} –Service MSSQL\$AscentCapture” command.

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Restore File Cleanup

If a previous backup has been successfully restored and Ascent Capture has been running successfully since the restore, the renamed files and folders will not need to be kept. Once you are certain that the restore is successful, you can delete the following items.

AC Version	File	File location
6.x & 5.x	unique.dat.Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\
7.x & 6.x	ACSystem.mdf.Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
7.x & 6.x	ACSystem_log.ldf.Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
5.x	BatCat.mdf.Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
5.x	BatCat_log.ldf.Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\
	Folder	Folder location
7.x, 6.x, 5.x	BatchDB-Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\BatchDB
7.x, 6.x, 5.x	Images-Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\Images
7.x, 6.x, 5.x	AdminDB-Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\AdminDB
7.x, 6.x, 5.x	PubTypes-Orig-mm-dd-yy	<Drive>:\<Ascent folder path>\PubTypes

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Client/Server Installation File Backup and Restore Instructions

Follow these instructions when you wish to backup or restore a Client/Server Ascent Capture installation only.

Client/Server File Backup Instructions

The instructions below describe how to backup the key Ascent Capture client/server installation's program files and folders for storage purposes. Once these files have been backed up, they can be restored by following the instructions in the **Client/Server Restore Instructions** section found later in this document.

1. Create a backup folder for your Ascent Capture backup data. It is strongly recommended that the backed up data is stored on a separate computer.

It is strongly recommended that the backed up data be stored on a separate computer.

2. Create a subfolder within the backup folder with today's date using a mm-dd-yy format, for example *ACBackup/04-04-06*.
3. Stop the **MSSQL\$AscentCapture** service following the instructions below.

Manually Stop this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Stop icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Stop button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Stop button.

Programmatically Stop this Database Service.

Use the "scm -Action 6 -Server {machine name} -Service MSSQL\$AscentCapture" command.

4. Copy the following files to your backup folder.

Note: All files and folders to be backed up will be located on the Ascent Capture Server.

The default installation locations for the Ascent Capture Client/Server installs are:

- Ascent Capture Server – **C:/Program Files/AscentSS**

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- Ascent Capture Client – **C:/Program Files/Ascent**

AC Version	File	File location
6.x & 5.x	unique.dat*	<Drive>:\<Ascent server folder path>\
7x & 6.x	ACSystem.mdf	<Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\
7.x & 6.x	ACSystem_log.ldf	<Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\
5.x	BatCat.mdf	<Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\
5.x	BatCat_log.ldf	<Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\

5. Copy the folders and their contents described in the table below to your backup folder.

Folder	Folder location
BatchDB	<Drive>:\<Ascent server folder path>\BatchDB
Images	<Drive>:\<Ascent server folder path>\Images
AdminDB	<Drive>:\<Ascent server folder path>\AdminDB
PubTypes	<Drive>:\<Ascent server folder path>\PubTypes

6. Follow the instructions below to start the **MSSQL\$AscentCapture** service.

Manually Start this Database Service

Windows 2000

- From the Windows Start menu, select Settings, and then click Control Panel.
- Double-click Administrative Tools and open Computer Management.
- In the console tree, click Services.
- In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Start icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Start button.

Windows XP

- From the Windows Start menu and select All Programs.
- Choose Administrative Tools and click Services.
- When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Start button.

Programmatically Start this Database Service.

Use the “scm –Action 1 –Server {machine name} –Service MSSQL\$AscentCapture” command.

Client/Server File Restore Instructions

The instructions below describe how to restore the Ascent Capture client/server installation's program files and folders that have been previously backed up following the instructions in the **Client/Server Backup Instructions** section above.

1. Browse to the *<backup/current date>* folder for your Ascent Capture backup data in Windows Explorer. Open this folder and minimize it.
2. Stop the **MSSQL\$AscentCapture** service following the instructions below.

Manually Stop this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Stop icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Stop button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Stop button.

Programmatically Stop this Database Service.

Use the "scm -Action 6 -Server {machine name} -Service MSSQL\$AscentCapture" command.

3. Browse to *<Drive>:\<Ascent folder path>* folder on the computer you are restoring your Ascent Capture files to.
4. Rename the file in the table below following these instructions.
 - Locate and highlight the **unique.dat** file.
 - Right-click and choose Rename or press F2. Either option will place the filename in edit mode.
 - Press the End key to move the cursor to the end of the **unique.dat** filename.
 - Type the **Orig-mm-dd-yy** after the **.dat** extension, where mm-dd-yy represents the current date as shown in the example below.
 - Click outside the filename to initiate the change and answer **Yes** to the prompt, "If you change a file name extension, the file may become unusable. Are you sure you want to change it?"

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Original Filename	Renamed Filename
unique.dat	unique.dat.Orig-04-04-06

5. Once the file has been renamed, restore (copy) the backed up **unique.dat** file from the <backup/current date> folder into the <Drive>:\<Ascent folder path>\ folder.
6. Browse to <Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\ folder on the computer you are restoring your Ascent Capture files to.
7. Rename the files in the table below following these instructions.
 - Locate and highlight each file.
 - Right-click and choose Rename or press F2.
 - Press the End key to move the cursor to the end of the filename.
 - Type the **Orig-mm-dd-yy** after the extension so that the filename is like the ones displayed below.
Remember, mm-dd-yy represents the current date.
 - Click outside the filename to initiate the change and answer **Yes** to the prompt, "If you change a file name extension, the file may become unusable. Are you sure you want to change it?"

AC Version	Original Filename	Renamed Filename
7.x & 6.x	ACSystem.mdf	ACSystem.mdf.Orig-04-04-06
7.x & 6.x	ACSystem_log.ldf	ACSystem_log.ldf.Orig-04-04-06
5.x	BatCat.mdf	BatCat.mdf.Orig-04-04-06
5.x	BatCat_log.ldf	BatCat_Log.ldf.Orig-04-04-06

8. Once the files have been renamed, restore (copy) the backed up **<filename>.mdf** and **<filename>.ldf** files from the <backup/current date> folder into the <Drive>:\<Ascent folder path>\Server\DB\MSSQL\$AscentCapture\Data\ folder.
9. Rename the following current folders found in the <Drive>:\<Ascent folder path>\ folder by adding an **-Orig-mm-dd-yy** extension to the folder using the instructions below.
 - Locate and highlight each folder.
 - Right-click and choose Rename or press F2.
 - Press the End key to move the cursor to the end of the folder name and type in the new extension and click outside the folder name to initiate the rename.

Original Folder Name	Renamed Folder Name
BatchDB	BatchDB-Orig-04/04/06
Images	Images-Orig-04-04-06
AdminDB	AdminDB-Orig-04-04-06
PubTypes	PubTypes-Orig-04-04-06

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10. Once the files have been renamed, restore (copy) the backed up folders (listed below) from the *<backup/current date>* folder into the *<Drive>:\<Ascent folder path>* folder on the computer you are restoring your Ascent Capture files to.

- BatchDB
- Images
- AdminDB
- PubTypes

11. Follow the instructions below to start the **MSSQL\$AscentCapture** service.

Manually Start this Database Service

Windows 2000

- a. From the Windows Start menu, select Settings, and then click Control Panel.
- b. Double-click Administrative Tools and open Computer Management.
- c. In the console tree, click Services.
- d. In the details pane, click **MSSQL\$AscentCapture** service and do one of the following.
 - Select the Start icon from the toolbar.
 - Double-click the application name to open the Properties dialog box, and select the Start button.

Windows XP

- a. From the Windows Start menu and select All Programs.
- b. Choose Administrative Tools and click Services.
- c. When the Services user interface displays, select the **MSSQL\$AscentCapture** service and select the Start button.

Programmatically Start this Database Service.

Use the "scm -Action 1 -Server {machine name} -Service MSSQL\$AscentCapture" command.

Restore File Cleanup

If a previous backup has been successfully restored and Ascent Capture has been running successfully since the restore, the renamed files and folders will not need to be kept. Once you are certain that the restore is successful, you can delete the following items.

File	File location
unique.dat.Orig-mm-dd-yy	<i><Drive>:\<Ascent server folder path>\</i>
ACSystem.mdf.Orig-mm-dd-yy	<i><Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\</i>
ACSystem_log.ldf.Orig-mm-dd-yy	<i><Drive>:\<Ascent server folder path>\Server\DB\MSSQL\$ASCENTCAPTURE\Data\</i>

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Folder	Folder location
BatchDB-Orig-mm-dd-yy	<Drive>:\<Ascent server folder path>\BatchDB
Images-Orig-mm-dd-yy	<Drive>:\<Ascent server folder path>\Images
AdminDB-Orig-mm-dd-yy	<Drive>:\<Ascent server folder path>\AdminDB
PubTypes-Orig-mm-dd-yy	<Drive>:\<Ascent server folder path>\PubTypes