



Data Management and Disaster Recovery.

Background.

Data management is important. Users working in the IT industry will be well aware the extent companies go to protect data from corruption and loss.

Using the Backup and Restore option offers protection from mistakes like inadvertently Deleting the Last Race, or Changing something for a whole series, and forgetting how you arrived at the mistake. In these cases, you can restore to the point of the last save.

Backing up the data to the computer hosting TopYacht will not give immunity to disasters like

- Theft of the computer
- It being dropped
- A "Disk Crash"
- Virus Infection
- or getting drenched

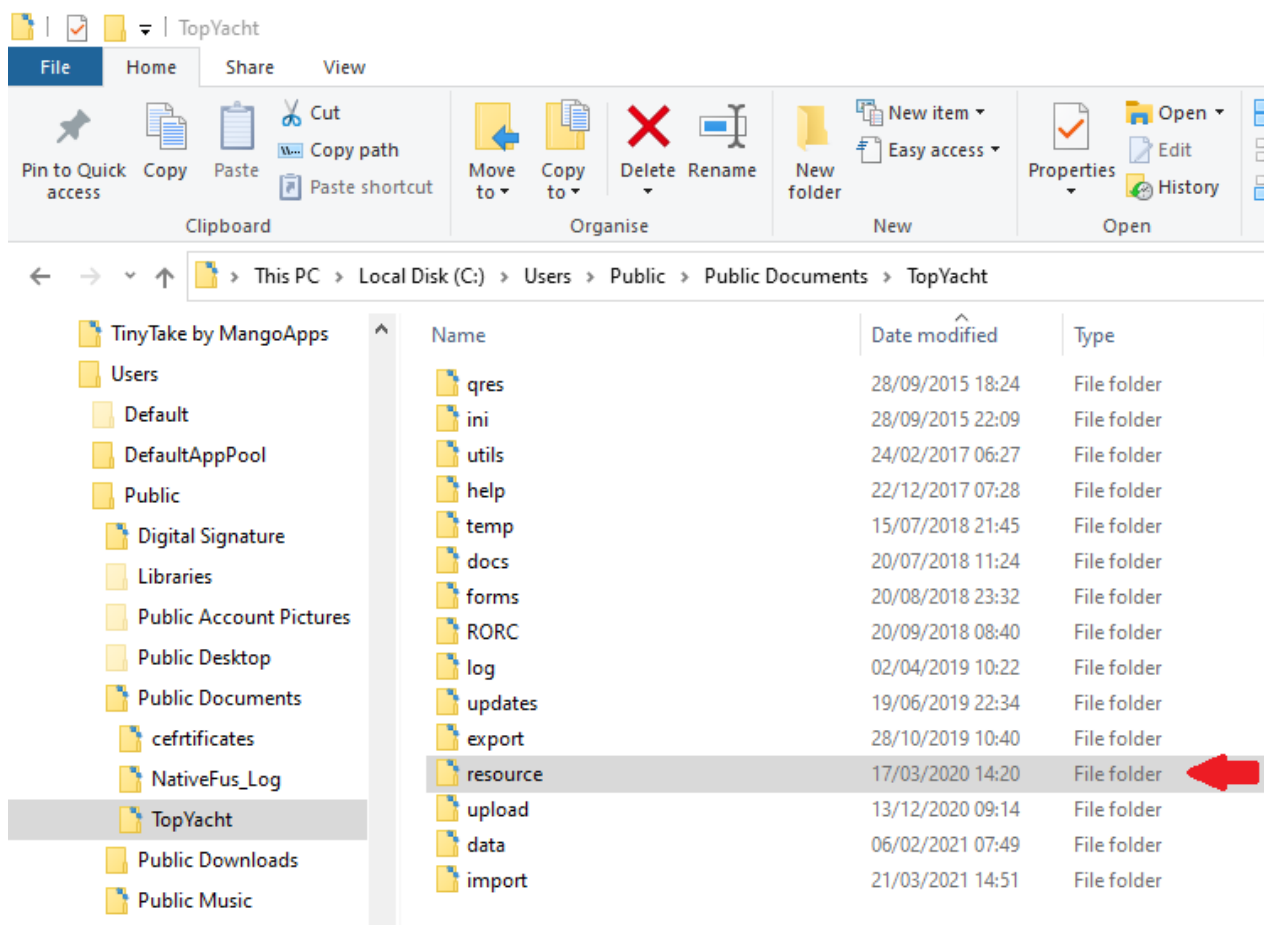
While the chances of this happening are low, there are occasions experienced by long-term users to know

It is the responsibility of the Licensee to ensure data management procedure are put in place that are robust and audited for compliance.

When a computer malfunctions or otherwise comes to an unfortunate end, fast recovery, especially at a large regatta is important. Competitors are interested in outcomes, and not the traumas experienced by the result management team.

Apart from the TopYacht executable, for recovery, the key people must know and (more importantly) have access to the components of TopYacht that are essential and unique to the user club. This is limited to:

- The data base;
- web templates (Stored on C:\Documents and Settings\All Users\Documents\TopYacht\resource\...(if you have chosen to write custom templates);
- and .css files if the user chooses to modify the web-site colour scheme from the TopYacht standard.



It is inappropriate for a member of the race-management team to appoint himself as the 'centre of the universe' when it comes to storing this data. "Keeping it at my place" is of little value on the day disaster strikes and the centre-of-the-universe is interstate or overseas.

It is also inappropriate to keep the backups in the same place as the computer, or for that matter, in the same building (in case of fire). The most convenient place in recent times is a drop-box.

Then, each time TopYacht is closed at the end of a day's racing, choose "Yes" to back-up the data base. TopYacht, will request confirmation that the database be copied to the archive.

The strategies for the storage of archives must be determined on a user-by-user basis, but it is essential that the folk who are lumbered with recovery from the disaster have easy access to the backups. Consideration needs to be given to times where paid staff may not be in attendance, and volunteers are confronted with a crash.

So long as the most recent backup is available, then a novice can be talked through recovery over the telephone (if necessary)

If it (the most recent backup) is not available, then the pain starts and no amount of outside assistance will aid a quick recovery.

To Recover:

- Copy TopYacht from the [TopYacht website](#);
- Update TopYacht to the current version;
- Find the most recent database backup ;
- Create a new database, using the database name gleaned from the first six characters of the archive;
- Connect to the medium that contains the backup;
- Restore the database;
- then, copy the templates and place them in the resources folder if you are using non-standard TopYacht Templates.

You should be up and running again in 15 minutes

While all this seems a bit overwhelming, there should be people available on the end of a phone somewhere to help you out. Needless to say, no-one can help if there is no current copy of data available. That only comes about by the rigorous compliance with archive procedures following each day's proceedings.

Periodically, you should delete very out-of-date backups.

Some Notes

Item 1

Do not place the working database (xx.abs) on a network drive(including a drop-box). Keep it on the local "C:/" drive. The computer overheads of continually maintaining network-drive synchronising will make the product unusably slow.

Item 2

One of the inherent difficulties with cloud / server / networked storage systems is that they need some degree of IT expertise and knowledge of user names and passwords to permit the configuring of a replacement computer at the last minute.

Item 3

If multiple people need / want to access the current database to set up races or amend handicaps, do not take a copy of the database home for adjustment. Human error can intervene and multiple versions each at different revision levels can exist. This compounds when multiple people are attempting to do this. To circumvent this problem TopYacht strongly recommends staging the product on a stand-alone laptop / desktop computer (a laptop is better, as it can be taken to the race- course), leave it permanently powered up and connected to the internet network. AnyDesk, a desk-top sharing utility that is included in the TopYacht download, can be configured for remote logging in, and use this feature to carry out any alterations.

Item 4

Since TopYacht is not a resource-hungry product, a second-hand Windows XP machine would be more than adequate. While XP is no longer supported by windows, it will still work as an operating system. As an alternative, Windows 7 (and later) computers can be upgraded free to Windows 10, using the same Windows activation code that came with the machine.

Item 5

For security reasons, do not store any sensitive information on this machine.

Revision Record

2021-03-21.