

### Setting Up Cognos Daily Backup

- 1. Sign on to the eCMS system using the CGCOwner account.
- 2. Open Cognos.
- 3. From the Launch Menu, select IBM Cognos Administration.



#### 4. Select the Configuration tab $\rightarrow$ Content Administration





5. Select *Export* from the upper right icon list.

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IBM Cognos Administrat	on	CGCOWNER   🖻   ☆ - 🕆 8 - Launch - 9 - IBM.
Status Security	Configuration Index Search	
Data Source Connections	Specify a name and description - New Export wizard	нер 😣
Content Administration	Specify a name and location for the deployment specification. You can also specify a description and screen tip.	
Distribution Lists and Contacts	Name:	
Printers	Cognos Daily Backup	
Styles	Description:	
Portlets     Dispatchers and Services     Query Service Caching	$\hat{}$	
	Screen tip:  Location: Administration Select another location  Cancel < Back Next > Finish	

6. Specify the name, CognosDailyBackup of the export. Press next.

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Status Security	Configuration Index Search
Data Source Connections	Choose a deployment method - New Export wizard
Content Administration	Choose to deploy public folders and directory content or to deploy the entire Content Store.
Distribution Lists and Contacts	Deployment method:
Printers	Select public folders and directory content
Styles	<ul> <li>Select the entire Content Store</li> </ul>
Portlets	Include user account information
<ul> <li>Dispatchers and Services</li> <li>Query Service Caching</li> </ul>	Cancel     < Back     Next >     Finish

7. Select public folders and directory content. Press next.



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Status Security	Configuration	Index Search				
Data Source Connections	Select the public folders co	itent - New Export wizard		<u>Help</u>	8	
Point     Content Administration       Distribution Lists and Contacts       Printers       Styles	Select the packages or folders - Public folders content Change the target name of pa Disable the packages and fold	and select the options to inclu ckages and folders if you do ers if you do not want users i	ude in the export. not want to overwrite them in the target with packages and folders from the deployment archive to access them in the target after the import.	2.	^	
Portlets	□    > Name	>	Target name	Disable after import		
<ul> <li>Dispatchers and Services</li> <li>Query Service Caching</li> </ul>			No entries.			
	Options  Include report output ver Conflict resolution:  Keep existing entrie  Conflict resolution:  Keep existing entrie  Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace existing entrie Replace ex	sions ies ies Next > Fir	nish	Add Remov	2 2	

8. Press Add link.

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Status Security	Configuration Index Search	d Þ
Data Source Connections	Select entries (Navigate) - New Export wizard	Hado 😣
Pio       Content Administration         Distribution Lists and Contacts         Printers         Styles         Portlets         Dispatchers and Services         Query Service Caching	Navigate the folders or search to find the entries to include in your archive. Select the entries you v  Available entries  Public Folders  Entries: 1 - 7   Image:	Selected entries     Search       Image: Selected entries     Image: Selected entries       Image: Image: Selected entries     Image: Image: Selected entries       Image: Image: Image: Selected entries     Image: Image: Selected entries       Image: Image: Image: Image: Image: Selected entries     Image: Image: Selected entries       Image: Image
	OK Cancel	

9. Select all folders the press the  $\rightarrow$  button to select. Press OK.



Security       Concentions         Status       Security       Configuration       Index Search         Status       Security       Configuration       Index Search         Data Source Connections         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the packages or folders and select the options to include in the export.         Public folders content       Change the target name of packages and folders if you do not want users to access them in the target after the import.       Entries: 1 - 2         Ortelets       Inters: 1 - 3
Cecowner       Cecowner       Cecowner       I aunch * ? * I         Status       Security       Configuration       Index Search         One tassource Connections       Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the public folders content - New Export wizard       Help         Select the packages or folders and select the options to include in the export.       Public folders content         Distribution Lists and Contacts       Printers       Change the target name of packages and folders if you do not want to overwrite them in the target with packages and folders from the deployment archive. Disable the packages and folders if you do not want users to access them in the target after the import.       Entries: 1 - 7         Portlets      > Target name       Disable after import
Status       Security       Configuration       Index Search         Data Source Connections       Select the public folders content - New Export wizard       Help         Content Administration       Select the public folders content - New Export wizard       Help         Select the packages or folders and select the options to include in the export.       Select the packages or folders and select the options to include in the export.         Printers       Change the target name of packages and folders if you do not want to overwrite them in the target after the import.       Entries: 1 - Z         Portiets       Image: I
Data Source Connections       Select the public folders content - New Export vizard       Hdp         Content Administration       Select the public folders content - New Export vizard       Hdp         Distribution Lists and Contacts       Select the packages or folders and select the options to include in the export.       Public folders content         Printers       Change the target name of packages and folders if you do not want to overwrite them in the target after the import.       Entries: 1 - 7         Portlets       Image: Im
Image: Content Administration       Select the packages or folders and select the options to include in the export.         Image: Distribution Lists and Contacts       Select the packages or folders and select the options to include in the export.         Image: Printers       Change the target name of packages and folders if you do not want to overwrite them in the target after the import.         Image: Portlets       Image: Portlets
Image: Distribution Lists and Contacts       Solution Distribution Lists and Contacts       Public folders content         Image: Distribution Lists and Contacts       Public folders content       Change the target name of packages and folders if you do not want to overwrite them in the target after the import.         Image: Distribution Lists and Contacts       Change the target name of packages and folders if you do not want users to access them in the target after the import.         Image: Distribution Lists and Contacts       Distribution Lists and Folders from the deployment archive.         Distribution Lists and Contacts       Distribution Lists and folders if you do not want users to access them in the target after the import.         Image: Distribution Lists and Folders if you do not want users to access them in the target after the import.       Entries: 1 - 7         Image: Distribution Lists and Folders if you do not want users to access them in the target name       Image: Distribution Lists after the import.
Printers     Change the target name of packages and folders if you do not want to overwrite them in the target with packages and folders from the deployment archive.     Disable the packages and folders if you do not want users to access them in the target after the import.     Entries: 1 - 7     Portlets
Styles     Disable the packages and folders if you do not want users to access them in the target after the import.     Entries: 1 - 7       Portlets     Image:
Portiets         Image: Im
Image: Dispatchers and Services         □         □         > Amy Archuleta         > Amy A
Supervice Caching > Billy Friesen > Billy Friesen /
C CC Equipment -> CGC Equipment /
CGC Financial     ···> CGC Financial
Cost operations     ···> CGC Operations
··· > Computer Guidance     ··· > Computer Guidance
Add Remove
Options
Include report output versions     Conflict report.
Contract resourceour
Replace existing entries
Conflict resolution:
C Keep existing entries
Replace existing entries
✓ Include schedules
Conflict resolution:
Replace existing entries
Cancel < Back Next > Finish

10. Select Include Schedules. . Press next.



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Data Source Connections	Select the directory content	New Export wizard					Ŀ	<u>telp</u> 🙁	
Content Administration  Content Administration  Distribution Lists and Contact  Printers	Select the directory content and Directory content	options to include in the expo	rt.						
Styles     Portlets     Spispatchers and Services	Conflict resolution: Keep existing entries Replace existing entri	25							
Query Service Caching	Include distribution lists an     Conflict resolution:         Keep existing entries         Replace existing entrie	ed contacts es							
	Include data sources and Include signons	connections							
	Keep existing entries     Replace existing entri	es							
	Cancel < Back	Next > Fini	sh						

11. . Press next.

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Status Security	Configuration	Index Search									•
Data Source Connections	Specify the general options	New Export wizard							<u>Help</u>	8	
Content Administration	Specify the options applicable to	all the entries in the export. Yo	u can also select the options appl	icable to the deployment r	ecord.						
Distribution Lists and Contacts	Access permissions										
Printers	Include access permission										
Styles	<ul> <li>Apply to new entries</li> </ul>	nly									
Portlets	Apply to new and exit	ting entries									
Dispatchers and Services											
Query Service Caching	External namespaces										
	<ul> <li>Include references to externa</li> </ul>	nal namespaces									
	<ul> <li>Do not include references</li> </ul>	o external namespaces									
	Entry ownership										
	Set the owner to:										
	<ul> <li>The owner from the source</li> <li>The user performing the i</li> </ul>	nort									
	Apply to:	porc									
	<ul> <li>New entries only</li> </ul>										
	New and existing entries										
	Deployment record										
	Recording level:										
	Select the level of detail to sav	in the deployment record.									
	Basic 🗸										
	Cancel < Back	Next > Finish	l								

12. Press next.



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Status Security	Configuration	Index Search	
Data Source Connections	Specify a deployment archiv	e - New Export wizard	нер 😣
Qa       Content Administration         Image: Distribution Lists and Contacts         Image: Distribution Lists and Services         Image: Distribution Lists and Services <th>Select from the existing deployr Deployment archive The location of the deployment Entries: 1 - 2 Name © Cognos Backup 10 © Cognos Backup 10 © Cognos Daily Backup © Cognos Daily Backup Encryption You can encrypt the content of the Set the encryption passwood Cancel &lt; Back</th> <th>ent archives or type a new       : archive is set using the de       : archive is set using the de       : archive is set using the de       : archive by setting a particular particular de setting a particular de</th> <th>v deployment archive name. Select whether to encrypt the content of the archive.  aployment files location in IBM Cognos Configuration.</th>	Select from the existing deployr Deployment archive The location of the deployment Entries: 1 - 2 Name © Cognos Backup 10 © Cognos Backup 10 © Cognos Daily Backup © Cognos Daily Backup Encryption You can encrypt the content of the Set the encryption passwood Cancel < Back	ent archives or type a new       : archive is set using the de       : archive is set using the de       : archive is set using the de       : archive by setting a particular particular de setting a particular de	v deployment archive name. Select whether to encrypt the content of the archive.  aployment files location in IBM Cognos Configuration.

#### 13. Press next.

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Status Security	Configuration	Index Search								
Data Source Connections	Review the summary - New E	xport wizard						<u>Help</u>	8	
Qa       Content Administration         Image: Straight of the straight of t	The Export wizard is ready to exp If you want to change any settin If you are satisfied with the sett Deployment specification Name: Cognos Daily Backup Deployment archive Name: Cognos Daily Backup Public folders content > Name > Mame > Mame > Cogno Baily Backup Public folders content 	Image: Control of the deployment archings, click Back.       ings and want to select whe       Image: Control of the deployment archings, click Back.       Image: Control of the deployment archings.       Image: Control of the deploymen	me ther to run, schedule, or save of me trchuleta iesen aujoment nancial perations ter Guidance if ish	lly, dick Next.  Description: Do not encrypt the content of the	ie archive		Disable after impo	1. 1.	7	

14. Press next.



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Data Source C	onnections	Select an action - New Expor	t wizard										<u>Help</u>	8	
🚱 Content Adm	inistration	Select whether you want to run,	schedule, or save only, whe	en the wizard close	es.										
Distribution Li	sts and Contacts	Action:													
Printers		<ul> <li>Save and run once</li> </ul>													
Styles		Save and schedule													
Portlets		<ul> <li>Save only</li> </ul>													
Oispatchers and Dispatchers	d Services														
Query Service	Caching	Cancel < Back	Next > Fin	ish											

#### 15. Select Save and schedule. Press next.

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Data Source Connections	Schedule - Cognos Daily B	ckup			<u>Help</u> 😣	
Content Administration	Schedule the entry to run at a	recurring date and time. You can dis	able the schedule without losing any o	of its details.		
Distribution Lists and Con	Biaskla the exhaulue	Priority:		Start:		
Styles		3	$\checkmark$	Oct 20, 2016		
Portlets	Frequency			7 : 00 PM		
Bispatchers and Services	Select the frequency by clic	ng on a link.		End:		
Query Service Caching	By Day By	leek By Month	By Year By Trigger	No end date     End by:		
				Oct 20, 2016		
	Every 1 week(s) o			11 : 26 AM 🔶		
	✓ Monday ✓ Tue	day 🗹 Wednesday 🗹 Thu day 🗌 Sunday	rsday			
	Daily Frequency:					
	Every 1	ur(s) 🗸 between 9:00	AM and 5:00 PM	▲ ▼		
	Credentials: CGCOWNER (CGCOWNER)					
	Content:					
	Name					
	<ul> <li>Content store</li> <li>Public Folders</li> </ul>					
	✓> Amy Archule					
	✓ … > Billy Friesen ✓ … > CGC Equipment	e				
	✓> CGC Financia	-				
	✓> CGC Operation	is lance				
	✓> ECMSBI					
	OK Cance					
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- 16. Set the schedule for an evening run between 7pm 8pm, Monday through Friday. Press OK to schedule.
- 17. The backup output file will be placed on the Cognos server in folderc:\IBM\Cognos\10\_64\deployment. The file should be copied to an alternate location support recovery if needed.