



Electronic Library Assistant



ELA 3 Backup Procedure

May 2024

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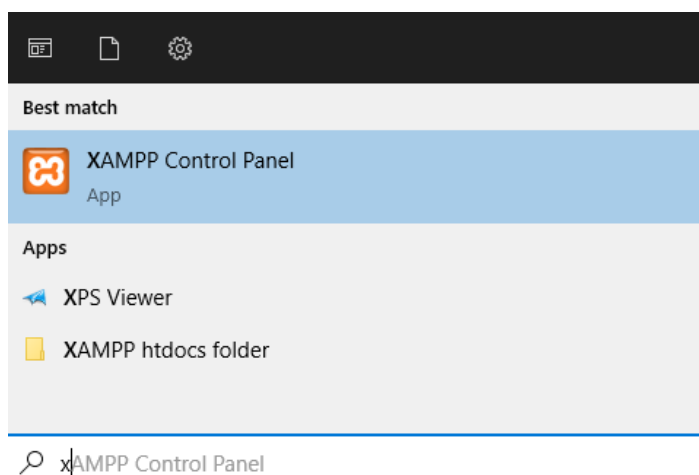
ELA BACKUP PROCEDURE

Before we get started with backing up the files, we need to first shut down the services responsible for running ELA on the host machine.

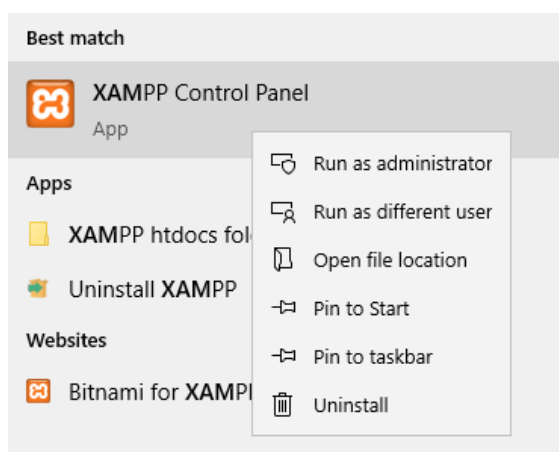
Step 1: Launch XAMPP in Administrator mode.

This can be done as follows:

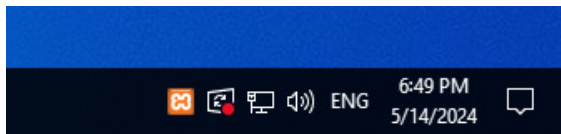
- Click the windows Start button and start typing XAMPP. It should show up like this if the application is located



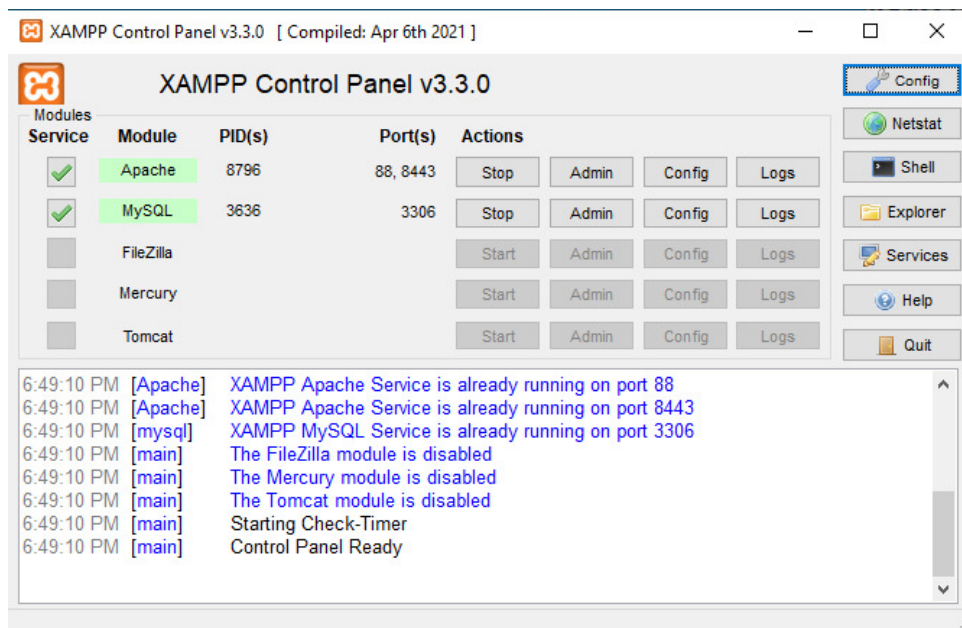
- Right click on the application, and select the option **Run as Administrator**. If you can't run it as an administrator that is also fine



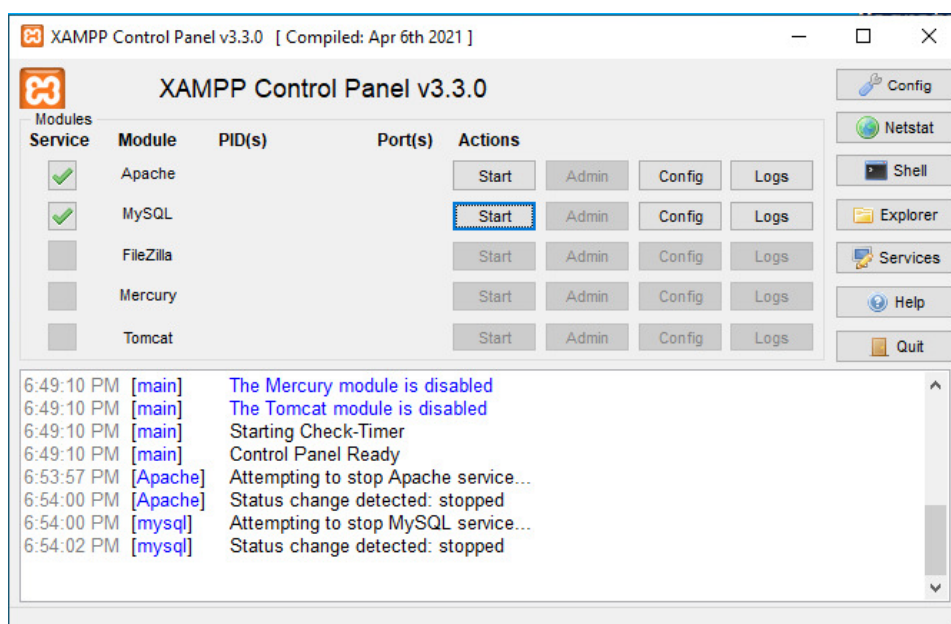
- Next look at the bottom right corner of your screen. You should see the XAMPP icon appear. If you do not see this icon. Look for an arrow pointing up. This will show all the applications that are not visible in the pinned system tray



- Double click the icon in the system tray



- From this we can see that Apache and MySQL are running. We need to select stop next to each one of these services. It should look like the below image when completed. If you did not run this as an administrator, you might get a popup screen to shut down the various services.



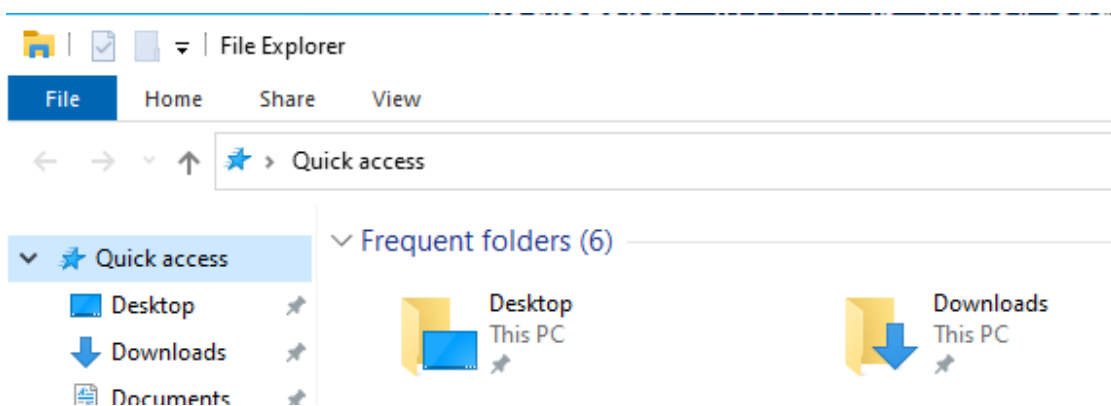
Step 2: Backing up the files

This can be done as follows:

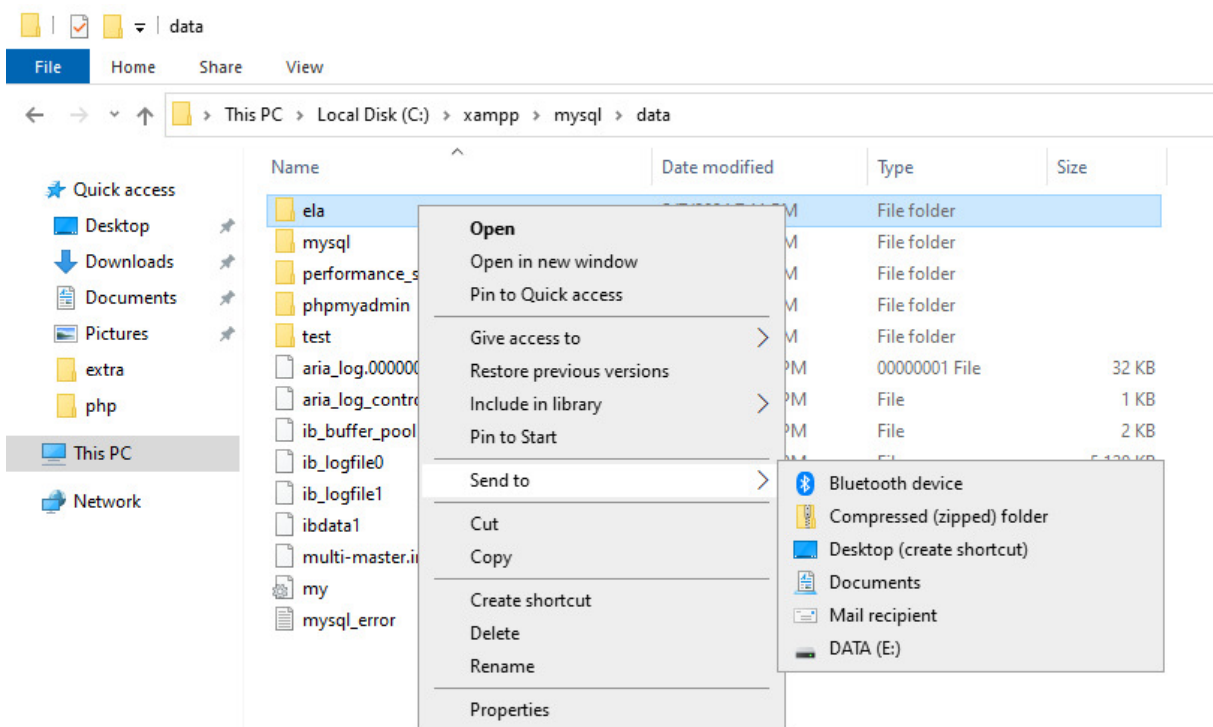
- You will need to open File Explorer, which is done by clicking the yellow folder icon in the bottom left corner, or center of the screen for Windows 11



- The default screen will look something like this



- Replace Quick access with **C:\xampp\mysql\data**. This will take you to the directory where the database is stored. Then select the folder **ela**. Then right click over it, to which is should show a menu of items to select. Move down to **Send to**, then select **Compressed (zipped) folder**



- It will then create a file called **ela.zip**

aria_log.00000001	5/14/2024 6:54 PM	00000001 File	32 KB
aria_log_control	5/14/2024 6:54 PM	File	1 KB
ela	5/14/2024 7:09 PM	Compressed (zipp...	1,159 KB
ib_buffer_pool	5/14/2024 6:54 PM	File	2 KB
ib_logfile0	5/14/2024 6:54 PM	File	5,120 KB

- I would recommend right clicking that file to select the option **Rename**

ela	5/14/2024 7:09 PM	Compressed (zipp...	1,159 KB
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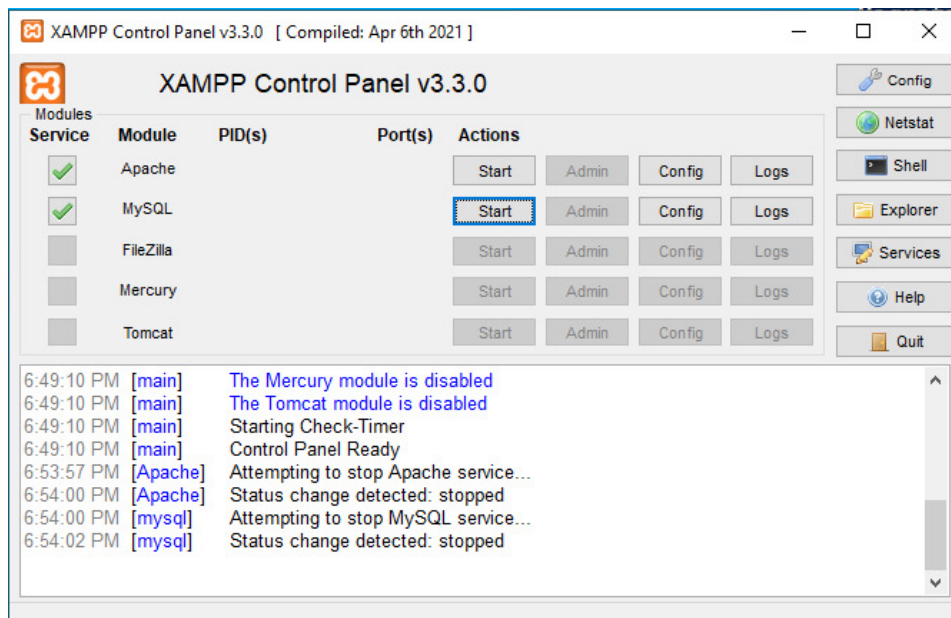
- Then put in the date so as to not override previous ELA backups done
- You can then move this file created to an external storage location like a USB drive for safe keeping

Step 3: Restart ELA

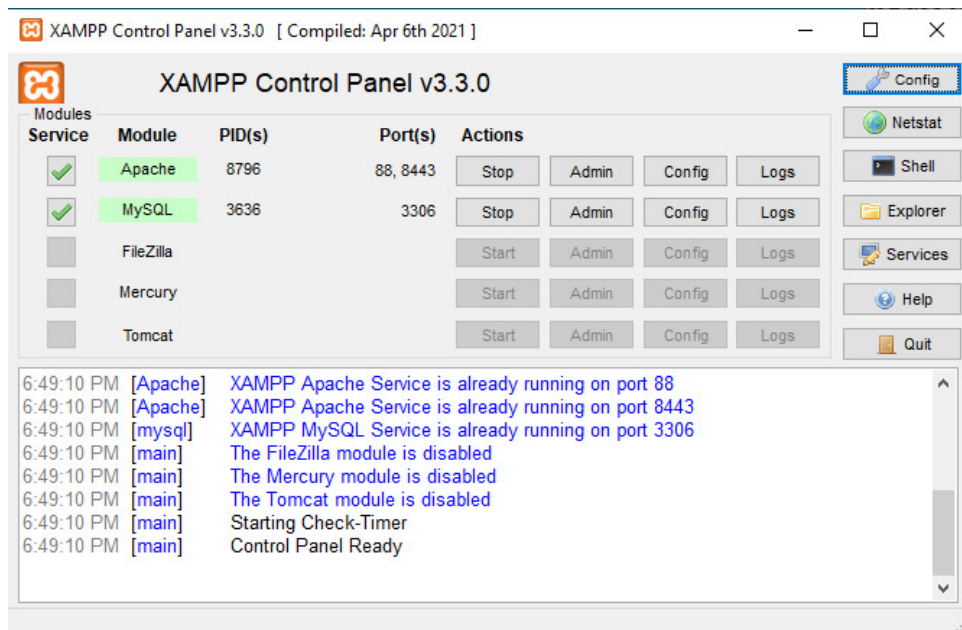
This can be done in two methods. The first is to restart the machine and the services will automatically start up again. The second method is to restart the XAMPP services

This can be done as follows:

- You should still have the following window open on your screen.



- Simply select the **Start** Button that appears next to Apache and MySQL
- Once completed, it should look like this again and ELA should be functional as well.



- The **X** at the top right corner can be selected. It will not shut down XAMPP, but simply hide the Control Panel in the bottom right corner of the system tray