

Setup Instructions - Backup Report Scripts

This document contains instructions on how to automatically download backup files from Bluestep onto a computer in the event you lose internet connection or there is an outage.

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Overview

An offline backup of an online system must have certain elements to be effective. Most of these requirements may be met in a variety of ways, but it is important to understand the theoretical model in order for the implementation of that model to be effective and reliable.

- 1. There must be a computer at the local site which has the data during an outage. If the computer isn't local, you don't have a backup. The machine must have battery or generator power backup in case of a power outage.
- 2. Since everyone in the building can't use just one computer, that computer must have a printer hooked to it so the data it contains can be printed and distributed during the outage. The printer and any hardware connecting the printer to the computer (hubs, routers, etc.) must be on battery/generator backup. The backup power must last long enough to print all of the backed up data.
- 3. There must be software installed on the offsite computer which receives the data to be backed up and stores it. This software must be configured in two ways:
 - a. It needs to know what data to backup.
 - b. It needs to know on what schedule to copy the backup.
- 4. The online system must be able to provide the data to the software on the local computer.
- 5. Someone must regularly check to see that the backup is still working. Someone in the building must know how to use the local computer to print the backup data. This step is critical to the success of any backup system.



Bluestep only controls step 4. We provide assisting technology for step 3. This document includes instructions for the other steps, but 90% of the work and responsibility resides with the facility.

Bluestep's solution to items 3-5 is as follows:

3. There is a freeware software called WGET (Windows GET) which can download webpages and store them locally so they can be viewed offline. This is a command-line tool which is difficult to configure, but very efficient and reliable. It is configured by writing some scripts which allow it to login to Bluestep and download a series of reports. We have RelateScript software that can generate the needed scripts and package them together with WGET for download. WGET does not have scheduling capabilities, so it must be scheduled to run via another method. Windows has built in scheduling capabilities. Our solution requires that someone configure Windows Scheduler to run WGET on a schedule. This software is included in what you download from the Bluestep application under Facility/Disaster Preparedness/Backup Report Scripts.

4. Bluestep must be configured with all of the needed reports/queries for each unit. These reports must be grouped together in one area of HQ. The RelateScript software which generates the WGET scripts sits on the parent page to this group of reports/queries. The queries/reports are downloaded from BlueStep as normal web pages.

5. The pages downloaded by WGET are stored to the local computer in a folder structure which mirrors our server's folder structure. To check that the backup is working, someone must navigate into this folder structure and check the date stamp on the files. To view/print the data, someone must navigate to the correct folder and click the file to open it in a webbrowser. The web-browser is then used to print the data. We include, in the install package for WGET, a quick link to jump to the correct folder, but someone on-site must know how to use the quick link and what to do once they get there.

Items Needed Prior to Setup

Verify that the computer being used will always be on and connected to the Internet. You will be scheduling time(s) for these files to download on your computer. If the computer is not



turned on at these scheduled times, or it does not have Internet access during the scheduled times, then the files **will not** download.

Verify that the computer has a windows account with Admin permissions and a password for the account. This is needed to properly set up the task scheduler.

Backup Report Scripts Setup Backup Staff User Record

- 1. Create a staff account in Bluestep that will be used to access the backup. When creating this staff, name it something descriptive so that other staff members know what it is used for and won't be tempted to remove it (e.g. "Bluestep, Backup").
 - a. As you create this staff, only worry about filling out the required fields.
 - b. Set the username/password to something that doesn't need to change
 - c. Permissions
 - i. Skilled Administration
 - ii. AL Administration, Basic Resident, Basic Medical, Staff
- 2. Log in as this Backup staff
- 3. Change the password as required

Accessing Back Up Report Scripts

- 4. Locate the Back Up Script
 - a. You will want to be on the specific Unit you are setting up the back up for
 - i. Skilled
 - 1. Facility Module -> Disaster Preparedness -> Backup Report Scripts
 - ii. AL
 - Facility Record -> Disaster Preparedness (left hand nav) -> Backup Report Scripts



5. It will take you to a page that looks like this. You will enter the username and password of the backup staff account you just created. NOT YOUR NORMAL BLUESTEP ACCOUNT



6. You will click Get Backup Scripts. The site will spin for a few seconds while it prepares the download file. It will tell you that it's a dangerous file and to discard it. You will want to hit the small triangle on the right side and select keep.

	Username:	backup
	Password:	
	Get Back	up Scripts
<		
AutoBackup.zip is not commonly downloaded and could be dangerous.	Dise	card

7. Once it's downloaded hit that same triangle and select "show in folder"



8. This will bring up a Windows Explorer window pointing to the location of the .zip file.

)rganize 🔻 📄 Ope	n Share with New folder				iii • 🚺
Favorites Desktop	Documents library Includes: 2 locations				Arrange by: Folder -
🐞 Downloads	Name	Date modified	Туре	Size	
Recent Places		E (21 (2015 12 04 DA)	Manada	66 VD	
	in new rat blank	5/21/2015 12:04 PM	Microsoft Word D	00 KB	
Libraries	D Firefox Setup Stub 38.0.1	5/22/2015 12:16 PM	Application	238 KB	
Documents	UPDATE 1063 Updated Verbiage.sti	5/2//2015 8:33 AM	STIFILE	42 KB	
J Music	UPDATE 597 Projected Med A D.sti	5/2//2015 8:33 AM	STIFIle	3 KB	
Pictures	BG Expense Report	5/28/2015 8:49 AM	Microsoft Excel 97	36 KB	
Videos	Adding Hold ADLs and Hold Medica.sti	5/28/2015 9:16 AM	STI File	3 KB	
	wwgc_manufacturers_kit_v1.2	5/29/2015 12:00 PM	Compressed (zipp	3,121 KB	
Computer	ORG Customizations	5/29/2015 2:19 PM	Microsoft Excel W	33 KB	
🏭 Local Disk (C:)	HQ FIXES.ati	6/1/2015 8:40 AM	STI File	7 KB	
	Wong-Baker	6/1/2015 1:54 PM	JPEG image	39 KB	
Network	Beck%27s Depression Harmony Place	6/3/2015 10:56 AM	Adobe Acrobat D	0 KB	
	Beck%27s Depression Harmony Place (1)	6/3/2015 10:57 AM	Adobe Acrobat D	0 KB	
	Non Emergency Communication Form	6/3/2015 3:29 PM	Microsoft Word 9-	40 KB	
	🧾 sigpadapp	6/4/2015 3:15 PM	JNLP File	2 KB	
	20150423112352219	6/5/2015 3:25 PM	Adobe Acrobat D	565 KB	
	Non%20Emergency%20Communicatio	6/10/2015 9:11 AM	OpenDocument T	18 KB	
	19 Meld-3.12.3-win32	6/11/2015 10:27 AM	Windows Installer	11,376 KB	
	UPDATE 645 Toileting Program Sc.sti	6/15/2015 8:29 AM	ST1 File	6 KB	
	UPDATE 640 External Therapy and sti	6/16/2015 3:22 PM	ST3 File	10 KB	
	2015-06-22 13.17 Meet Now	6/22/2015 1:24 PM	GoToMeeting Acti	12,297 KB	
	2015-06-22 13:50 Meet Now	6/22/2015 2:04 PM	GoToMeeting Acti	45,894 KB	
	MARs - Backup Report - Printable View	7/6/2015 4:00 PM	Adobe Acrobat D	2,821 KB	
	AutoBackup	8/13/2015 3:15 PM	Compressed (zipp	1,565 KB	

9. From there we are going to want to put it somewhere locally on the computer where it won't be moved or touched. A good place is just in the root of the "C:" drive. Just drag that zip file straight onto the C: drive. (You may have to click the triangle to the left of "Computer" to expand the list)

🕽 🕗 🔹 🕨 Librarie	s > Documents >				Search Documents
Organize 👻 📄 Ope	en Share with 💌 New folder)II 🔻 📶
🔆 Favorites 💻 Desktop	Documents library Includes: 2 locations				Arrange by: Folder 🔻
Downloads	Name	Date modified	Туре	Size	
Recent Places	an new rat black	5/21/2015 12-04 DM	Microroft Word D	65 KB	
	Eirafox Satuo Stub 28.0.1	5/21/2015 12/04 PM	Application	228 KD	
Libraries	IIPDATE 1063 Hedated Verbiage cti	5/22/2015 9-22 AM	STIEIL	42 KB	
Documents	UDDATE 507 Designed Med & Duti	5/27/2015 0.22 AM	STIFIC	92 KD	
Music	BG Evence Report	5/28/2015 8-49 AM	Microsoft Evcel 97	36 KB	
Pictures	Adding Hold ADLs and Hold Medica sti	5/28/2015 0-16 AM	STI Eila	3 KB	
Videos	Hunne manufacturer kit v1 2	5/20/2015 12:00 PM	Compressed (sing	2 1 21 VD	
	0RG Customizations	5/29/2015 2:10 PM	Microsoft Evcel W	33 KB	
Computer	HO FIXES 4	6/1/2015 8:40 AM	STI File	7 KD	
Local Disk (C:)	Woon-Baker	6/1/2015 1-54 PM	IREG image	30 KR	
	Beck%27s Depression Harmony Place	6/3/2015 10:56 AM	Adobe Accobat D	O KE	
Network	Beck%27s Depression Harmony Place (1)	6/3/2015 10:57 AM	Adobe Acrobat D.,	D KB	
	Non Emergency Communication Form	6/3/2015 3-29 PM	Microsoft Word 9	40 KR	
	signadapp	6/4/2015 3:15 PM	JNLP File	2 KB	
	1 20150423112352219	6/5/2015 3:25 PM	Adobe Acrobat D.	565 KB	
	Non%20Emergency%20Communicatio	6/10/2015 9:11 AM	OpenDocument T	18 KB	
	Meld-3.12.3-win32	6/11/2015 10:27 AM	Windows Installer	11.376 KB	
	UPDATE 645 Toileting Program Sc.sti	6/15/2015 8:29 AM	STLFile	6 KB	
	UPDATE 640 External Therapy and sti	6/16/2015 3-22 PM	STI File	10 KE	
	2015-06-22 13.17 Meet Now	6/22/2015 1:24 PM	GoToMeeting Acti-	12.297 KB	
	2015-06-22 13.50 Meet Now	6/22/2015 2:04 PM	GoToMeeting Acti_	45.894 KE	
	MARs - Backup Report - Printable View	7/6/2015 4:00 PM	Adobe Accobat D.	2.821 KB	
	AutoBackup	8/13/2015 3:15 PM	Compressed (200	1.565 KB	

10. Once that is moved. We will click on the "C:" to navigate to it. (In the screenshots I'm using a different directory but the steps are the same)



11. Once there we need to extract the contents of the zip file. Find the "AutoBackup.zip" in the list of files and folders and right click on it. From there hit "Extract All...". Then hit Extract.

🕞 🔒 Extract Compressed (Zipped) Folders	
Select a Destination and Extract Files Files will be extracted to this folder: C:\Users\Bluestep\Desktop\Back up test\AutoBackup	Browse
Show extracted files when complete	
	Extract Cancel

- 12. After you do that it will automatically bring up the extracted files.
- 13. First, double click on the "autoupdate" windows batch file. Hit "run" when the security warning comes up.



ganize 👻 Include	in library 🕶 Share with 💌 New folder)#• (1
Favorites	Name	Date modified	Туре	Size			
Desktop	🐊 bin	8/13/2015 3:31 PM	File folder				
bownloads	🛐 autoupdate	8/13/2015 3:31 PM	Windows Batch File	1	KB		
Recent Places	go_to_backup	8/13/2015 3:31 PM	Windows Batch File	1	KB		
	D loginurl	8/13/2015 3:31 PM	Text Document	1	KB		
Libraries	post [8/13/2015 3:31 PM	Text Document	1	KB		
Documents	📄 readme	8/13/2015 3:31 PM	Text Document	1	KB		
Music	urts .	8/13/2015 3:31 PM	Text Document	1	KB		
Pictures							
Videos							
Computer							
🦀 Local Disk (C:)							
Network							

14. This is going to bring up the command prompt window that will download and create the back up.



- 15. This will take anywhere from 20 minutes to an hour or two to run depending on the size of the org. Multiple times throughout this process you might feel it is stuck on "HTTP request sent, awaiting response..". This is normal.
- 16. Once this is running you can minimize it and continue on to the rest of the setup.
- 17. Now we are going to create a scheduled task so that this runs daily by itself.



- 18. Go to the windows start menu and search for "Task Scheduler"
- 19. Once that has opened, we are going to select "Create Basic Task..."

C Late schediner (rocal)	Task Scheduler Summary (Last Infreshed: 6/13/2015 3:44:00 PM)	Actions
ink onenen okense	Table Scheduler • Overview of Table Scheduler to crute and manage common table that your computer will carry out automatically at the times you specify. To begin, Click a Table Click and in the Action mens. • Table Status • Table Status • Status of table to be stated in the failbouing time period: Last 24 hours Table Name Run Facult • Active Table • Active Table and that and hours not expeed. Summary 0 table and hour conversity imsteld and hour not expeed. Summary 2 table •	Action Taik Scheder Ecold Connect in Anther Computer. Connect in Anther Computer. Connect in Anther Computer. Connect inst. Fig. Conter Taik. Fig. Conter Taik. Fig. Conter Artike History AT Service Account Cerfiguration View At Service Account Cerfiguration Fig. Help

20. In the Name field type "Bluestep Backup".

Create Basic Task Wizard			<u> </u>
Create a Basic Task	:		
Create a Basic Task	Use this wizar such as multi	d to quickly schedule a common task. For more advanced options or setti ple task actions or triggers, use the Create Task command in the Actions pa	ngs ane.
Action	Name:	Bluestep Backup	
Finish	Description:		
		< Back Next > Ca	ncel



21. Select "Daily".

Create Basic Task Wizard		
Task Trigger		
Create a Basic Task	When do you want the task to start?	
Trigger	Daily	
Action	Weekly	
rinsn	Monthly	
	💿 One time	
	O When the computer starts	
	O When I log on	
	When a specific event is logged	
		< Back Next > Cancel

22. Now we want to change the time to sometime in the middle of the night.

Create Basic Task Wizard		X
Daily		
Create a Basic Task Trigger Daily Action Finish	Start: 8/13/2015 💽 2:00:00 AM 😨 Synchronize across time zones Recur every: 1 days	
	< Back Next > (Cancel



23. Select "Start a program".

Create Basic Task Wizard		23
Create Basic Task Wizard To Action Create a Basic Task Trigger Daily Action Start a Program Finish	What action do you want the task to perform? Start a program Send an e-mail Display a message	X
	< <u>B</u> ack <u>N</u> ext >	Cancel

24. On the next page we will want to hit the "Browse" button and navigate to the extracted Auto Update folder and select the "autoupdate.bat" file (most likely found in the "C:" drive).

Create Basic Task Wizard		23
Start a Program		
Create a Basic Task		
Trigger	Program/script:	
Daily	C:\Users\Bluestep\Desktop\AutoBackup\autoupdate.bat	
Action		-
Start a Program	Add arguments (optional):	
Finish	Start in (optional):	
	< <u>B</u> ack <u>N</u> ext > Ca	ncel



25. Next we are going to want to copy part of the file path and paste it into the "Start in" field. For example: "C:\BACKUP\FOLDER\autoupdate.bat" is changed to C:\BACKUP\FOLDER\. Be sure to not include any quotes or the "autoupdate.bat" at the end.

Create Basic Task Wizard		23
Start a Program		
Create a Basic Task		
Trigger	Program/script:	
Daily	C:\Users\Bluestep\Desktop\AutoBackup\autoupdate.bat Browse	
Action Start a Program	Add arguments (optional):	
Finish	Start in (optional): C:\Users\Bluestep\D	eskt
	< <u>B</u> ack <u>N</u> ext > Ca	ncel



26. In the last step we will select the "Open the Properties dialog..." option and then hit finish.

Create Basic Task Wizard		
Summary		
Create a Basic Task		
Trigger	Name:	Bluestep Backup
Daily	Description:	
Action		
Start a Program	_	
Finish		
	Trigger:	Daily; At 2:00 AM every day
	Action:	Start a program; C:\Users\Bluestep\Desktop\AutoBackup\autoupdate.bat
	🖾 Open the	Properties dialog for this tack when I slick Einish
	When you cli	ick Finish the new task will be created and added to your Windows schedule.
	inch you ch	
		< Back Finish Cancel

27. Once you do, it will bring up the properties for this task. On the General tab select "Run whether user is logged on or not" and "Run with highest privileges"

General	Triggers	Actions	Conditions	Settings	History (disabled)		
Name:	Blu	estep Back	up				
Location	n: \						
Author:	VO	RROTEST	Bluestep				
Descript	tion:						
Securit	y options						
When	running t	he task, us	e the followir	ng user acc	ount:		
VORR	OTEST\Blu	lestep				Change User	
🔘 Rur	n only whe	en user is l	ogged on				
Rur	whether	user is log	ged on or no	t			
	Do not st	ore passwo	ord. The task	will only h	ave access to local computer	resources.	
🔽 Rur	n with hig	hest privile	ges				
		COLUMN.					_



28. Next go to the Settings Tab and change the "If the task fails, restart every:" to 2 hours. Make sure that "Attempt to restart up to:" is set at 3 times. And change "Stop the task if it runs longer than:" to 4 hours. Then click OK.

Bluestep	o Backup P	roperties	(Local Compu	uter)	
General	Triggers	Actions	Conditions	Settings	History (disabled)
Specify	additional	settings t	hat affect the	behavior (of the task.
🔽 Alle	ow task to	be run on	demand		
🔲 Rur	n task as so	on as pos	sible after a s	cheduled s	tart is missed
🔽 lf ti	ne task fail:	s, restart e	very:		2 hours 👻
Att	empt to re	start up to	•		3 times
🗹 Sto	p the task i	if it runs lo	onger than:		4 hours 👻
🗸 lf th	ne running	task does	not end whe	n requeste	d, force it to stop
🔲 lf ti	ne task is n	ot schedu	led to run aga	ain, delete	it after: 30 days 👻
If the ta	isk is alread	dy running	g, then the fol	lowing rul	e applies:
Do not	start a nev	vinstance		•	
					OK Cancel

29. At this point it will prompt you to enter the password of the **Microsoft Windows** account you are currently using.



This completes the setup of the Task Scheduler.



30. When you are back on the "AutoBackup" folder, right click on the "go_to_backup" batch file. From there hover over "Send to" and select "Desktop (create shortcut)". This will create an icon on your desktop that will automatically take you to the backups. This shortcut can be renamed.



31. Once that is complete and the command prompt window has closed itself, head back to the "AutoBackup" folder. At this point you will see that there is a folder with the org URL label.

ganize * Include	in library Share with New folder				₩•□	1
Favorites	Name	Date modified	Туре	Size		
Desktop) bin	8/13/2015 3:31 PM	File folder			
Downloads	tempskilled.bluestep.net	8/13/2015 3:38 PM	File folder			
Recent Places	autoupdate	8/13/2015 3:31 PM	Windows Batch File	1 KB		
	a go_to_backup	8/13/2015 3:31 PM	Windows Batch File	1 KB		
Libraries	D loginurl	8/13/2015 3:31 PM	Text Document	1 KB		
Documents	post	8/13/2015 3:31 PM	Text Document	1 KB		
Music	readme	8/13/2015 3:31 PM	Text Document	1 KB		
Pictures Videos	in urls	8/13/2015 3:31 PM	Test Document	1 KB		
Computer						
Local Disk (C:)						
Network						

32. If the shortcut created in step 30 above gets removed or no longer works, you can navigate to the file directly. Open the folder highlighted above (label of the org url), then open "rename", then "shared", then "relate", then "printreport.jsp" to find the backups. ("org url" -> rename -> shared -> relate -> printreport.jsp).



Viewing Backups

33. The backups are saved as html files. They will need to be opened in a browser. Depending on the settings on the computer they may open in a text editor. If so then the "Open with" settings may need to be changed so that they are opened in a browser. To change that, right click on the html file, select "Properties", and under "Opens with" select "Change". You should see all available browsers under "Recommended Programs. Select the one you desire, (i.e. Google Chrome, Firefox, Internet Explorer).

_	
9	tml@_event=view&_id=530010_U13786377163
Type of file:	Chrome HTML Document (.html)
Opens with:	Google Chrome Change
Location:	C:\Users\Bluestep\Desktop\Back up test\AutoBack
Size:	240 KB (246,233 bytes)
Size on disk:	244 KB (249,856 bytes)
Created:	Today, August 13, 2015, 49 minutes ago
Modified:	Today, August 13, 2015, 49 minutes ago
Accessed:	Today, August 13, 2015, 49 minutes ago
Attributes:	Read-only Hidden Advanced

34. The last step is to encrypt the "post.txt" file found in the "AutoBackup" folder. This file contains the plain text username and password of the Bluestep backup account. To do this we will right click on the "post.txt" file and select properties.



35. From there we will select "Advanced...".

	post
Type of file:	Text Document (.txt)
Opens with:	Notepad Change
Location:	C:\Users\Bluestep\Desktop\Back up test\AutoBac
Size:	103 bytes (103 bytes)
Size on disk:	4.00 KB (4,096 bytes)
Created:	Today, August 13, 2015, 2 hours ago
Modified:	Today, August 13, 2015, 59 minutes ago
Accessed:	Today, August 13, 2015, 2 hours ago
Attributes:	Read-only Hidden
Security:	This file came from another computer and might be blocked to help protect this computer.



36. Then select "Encrypt contents to secure data" and click OK.

Choose the settings you wan	t for this folde	r.
File attributes		
File is ready for archiving		
Allow this file to have contents in	dexed in addit	tion to file properties
Compress or Encrypt attributes		
Compress or Encrypt attributes	space	
Compress or Encrypt attributes Compress contents to save disk Compress contents to secure data	space	Details

37. After selecting OK, click Apply on the next screen. The next window will ask if you want to encrypt the entire folder or just the file. We will select just the file.



38. Once this is done, the program should run every night and recreate this back up in case of an emergency. It's important that this is checked regularly to be sure it is running daily and showing accurate information.