Vorrohealth
Connect·Care·Engage

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.

Table of Contents

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 web-browser. 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
            1. 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.
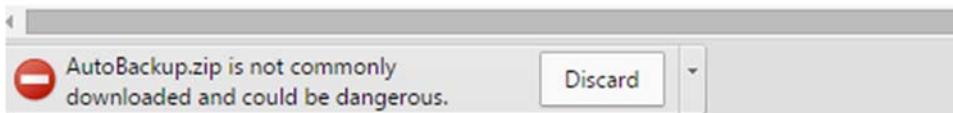

7. Once it's downloaded hit that same triangle and select "show in folder"

*vorro*health
Connect · Care · Engage

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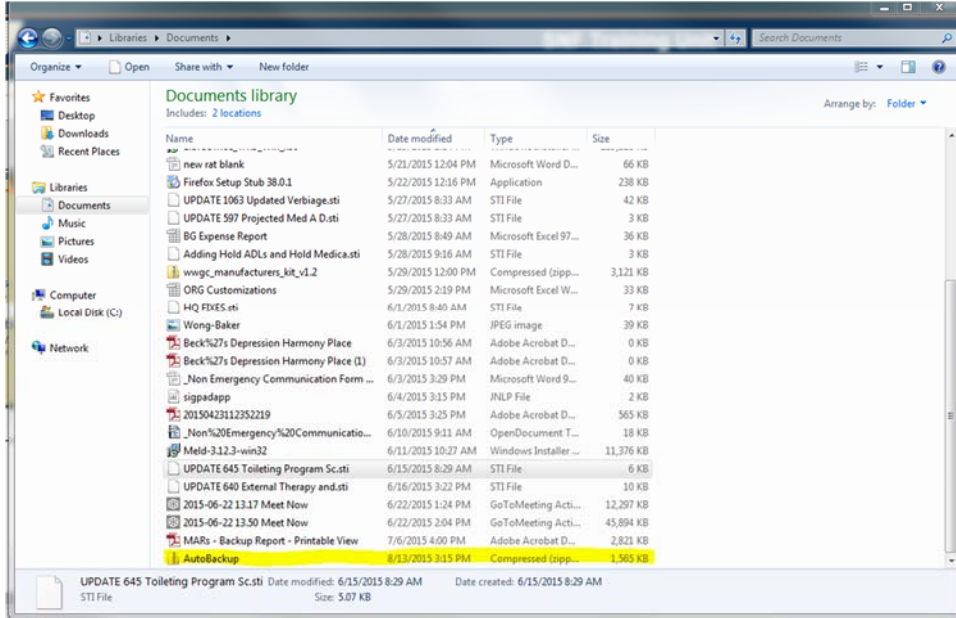

9. From there we are going to want to put it somewhere locally on the computer where it won't be moved or touched. A good place is just in the root of the "C:" drive. Just drag that zip file straight onto the C: drive. (You may have to click the triangle to the left of "Computer" to expand the list)
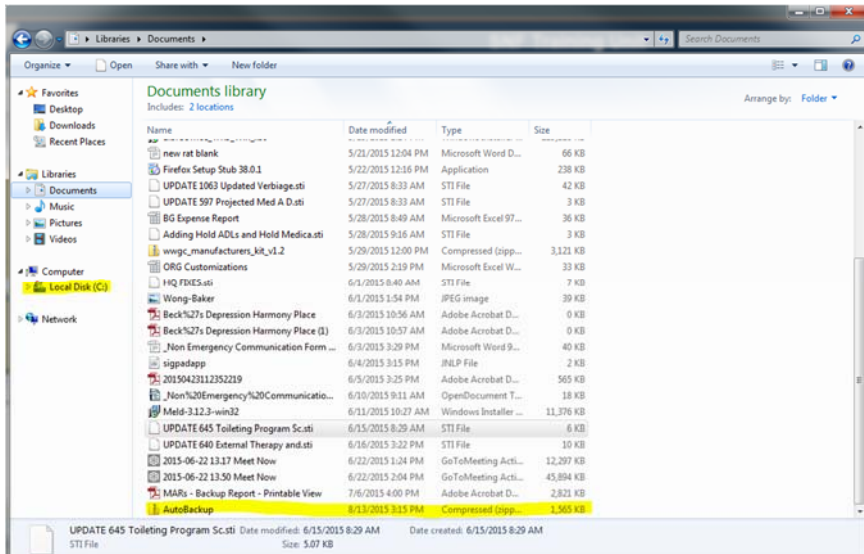

10. Once that is moved. We will click on the "C:" to navigate to it. (In the screenshots I'm using a different directory but the steps are the same)

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.
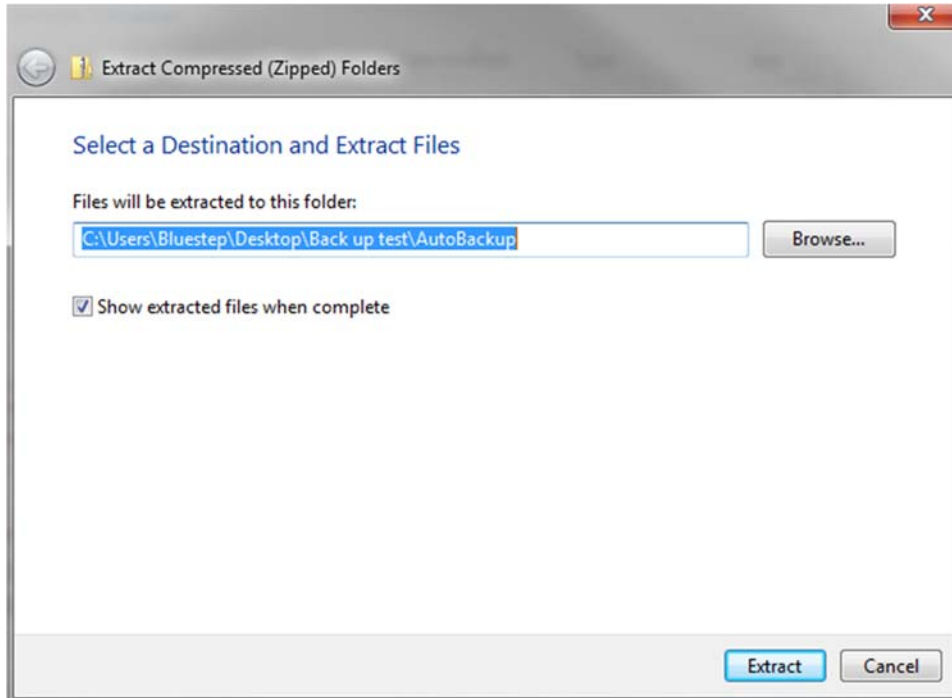
12. After you do that it will automatically bring up the extracted files.

13. First, double click on the "autoupdate" windows batch file. Hit "run" when the security warning comes up.
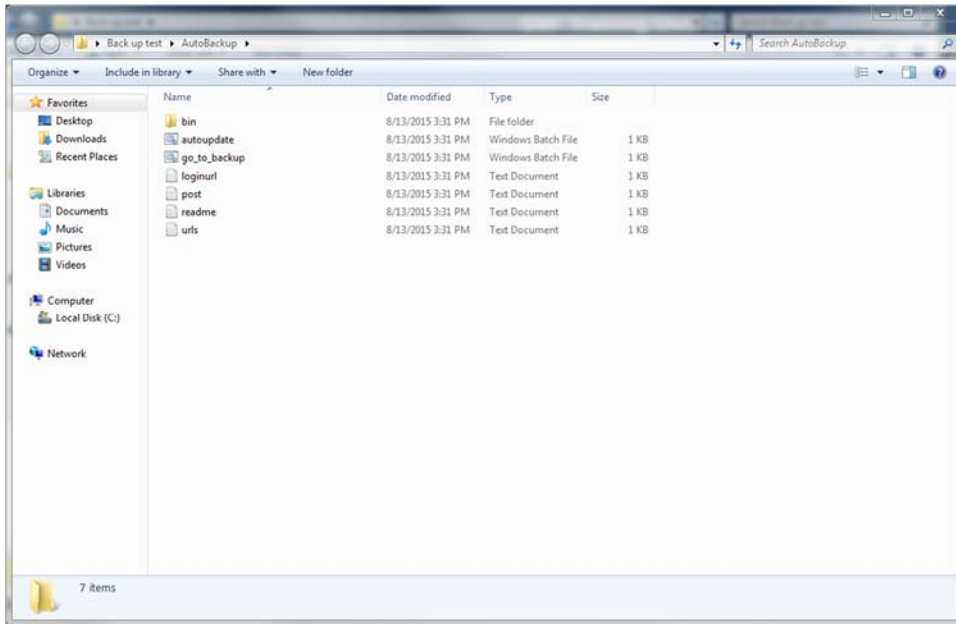
14. This is going to bring up the command prompt window that will download and create the back up.
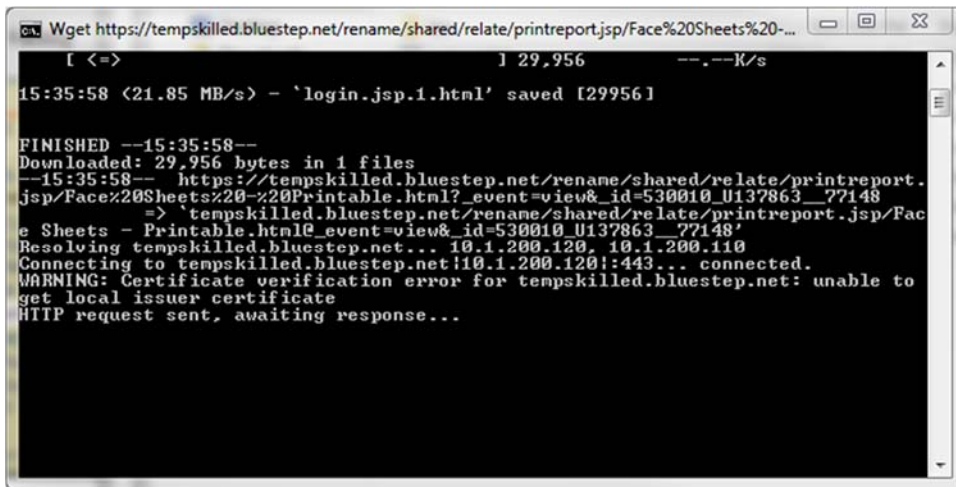

15. This will take anywhere from 20 minutes to an hour or two to run depending on the size of the org. Multiple times throughout this process you might feel it is stuck on "HTTP request sent, awaiting response..". This is normal.

16. Once this is running you can minimize it and continue on to the rest of the setup.
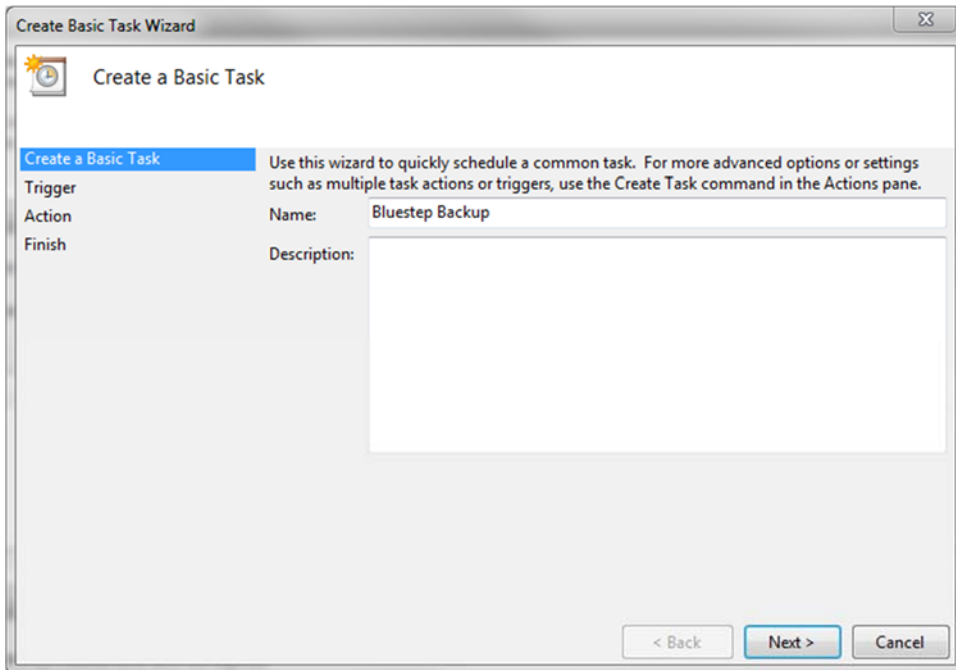
17. Now we are going to create a scheduled task so that this runs daily by itself.

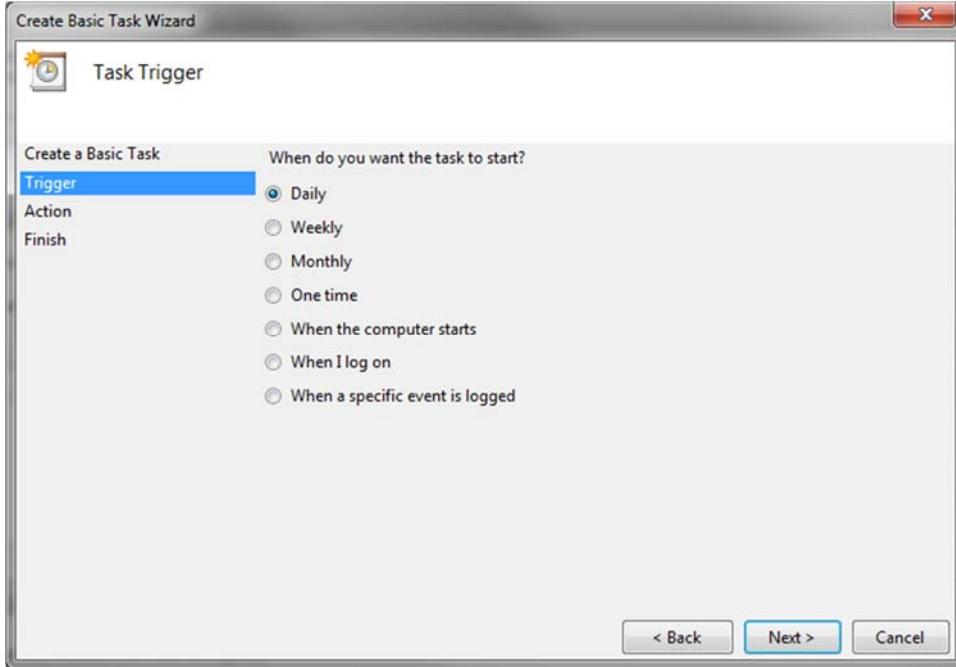18. Go to the windows start menu and search for "Task Scheduler"

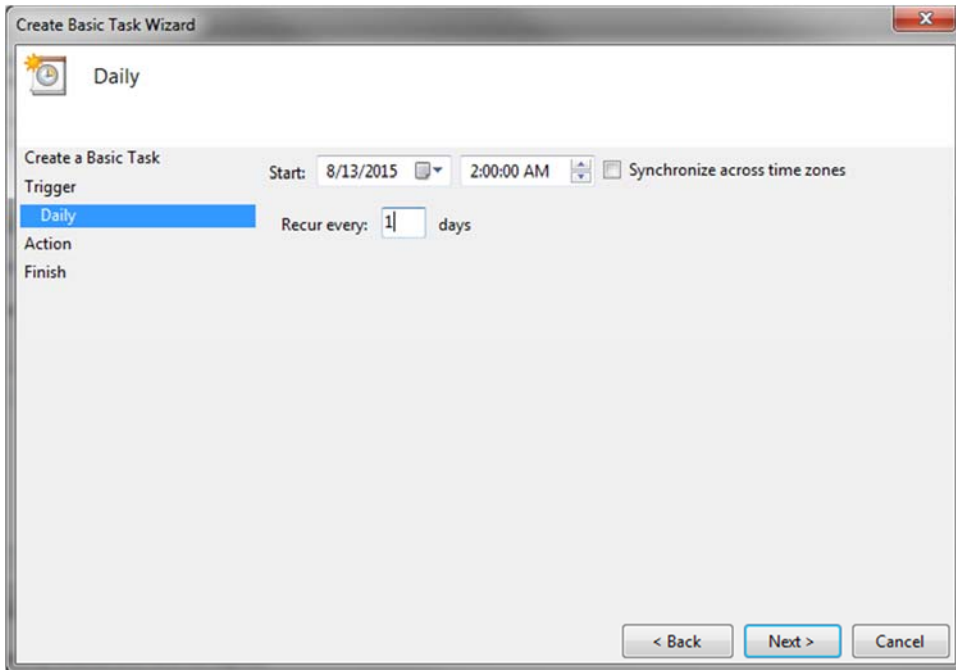19. Once that has opened, we are going to select "Create Basic Task..."
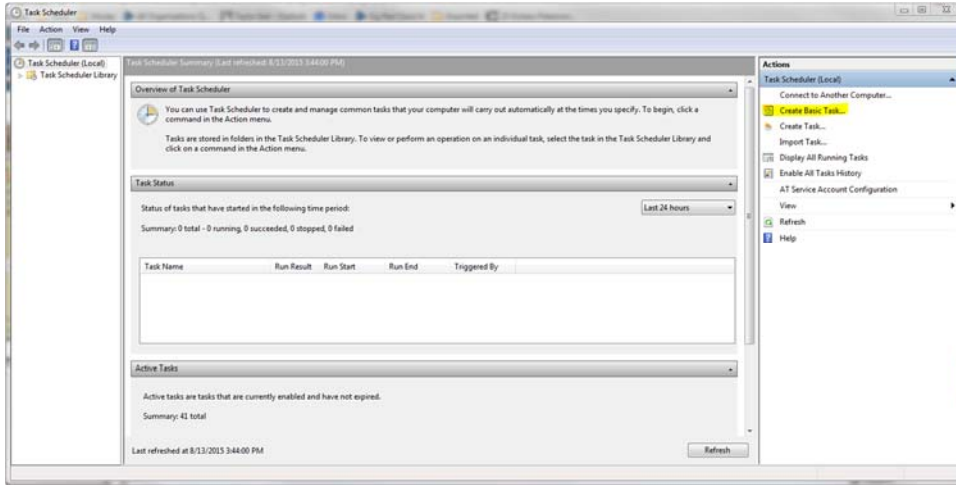
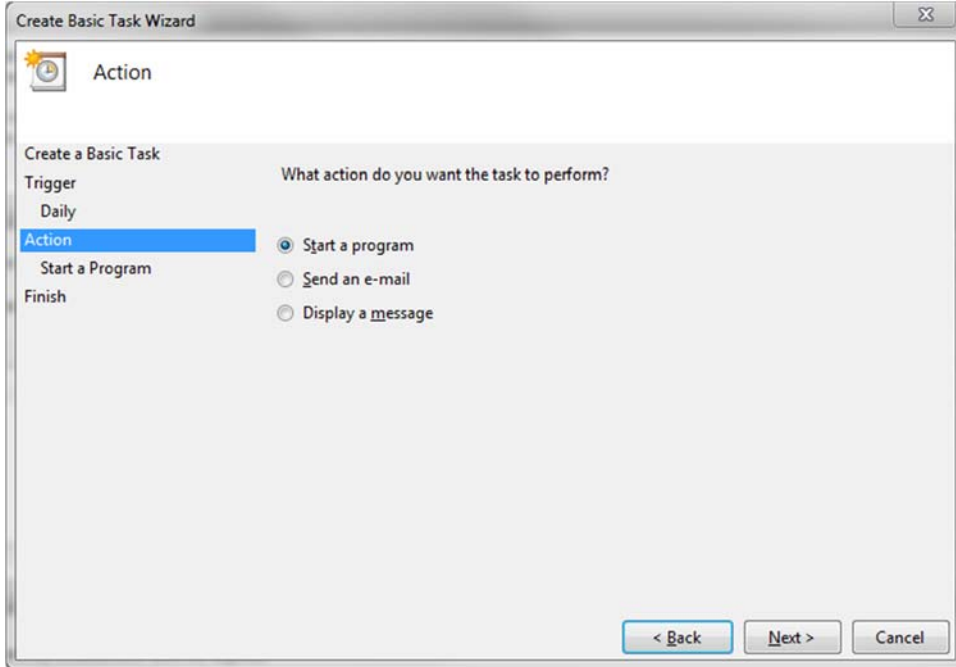20. In the Name field type "Bluestep Backup".

21. Select "Daily".

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

**Bluestep Client Care**
clientcare@bluestep.net
1-801-336-3043

23. Select "Start a program".

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).
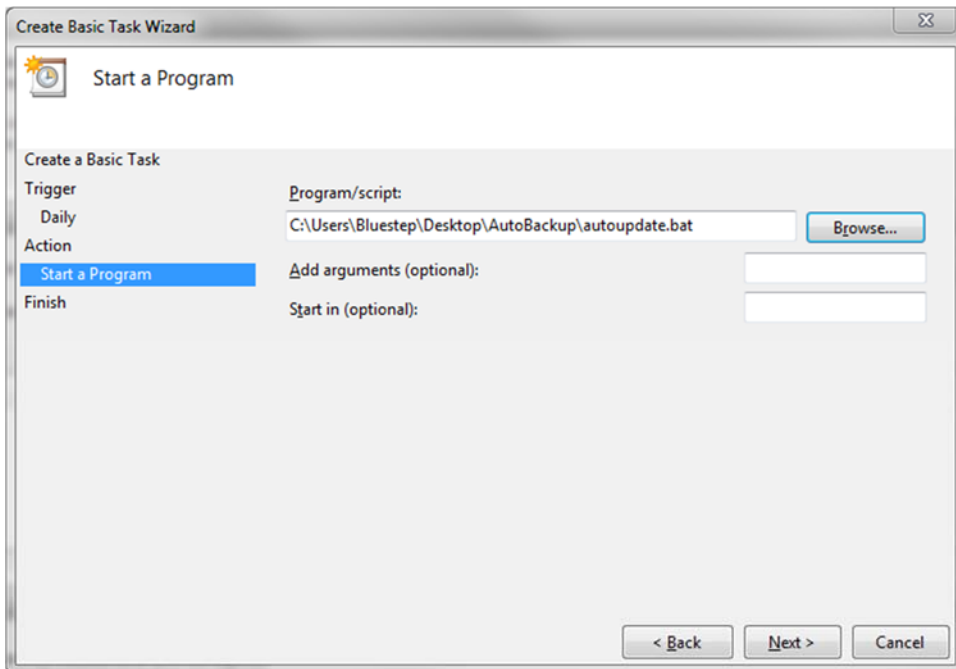
25. Next we are going to want to copy part of the file path and paste it into the "Start in" field. For example: "C:\BACKUP\FOLDER\autoupdate.bat" is changed to C:\BACKUP\FOLDER\. Be sure to not include any quotes or the "autoupdate.bat" at the end.
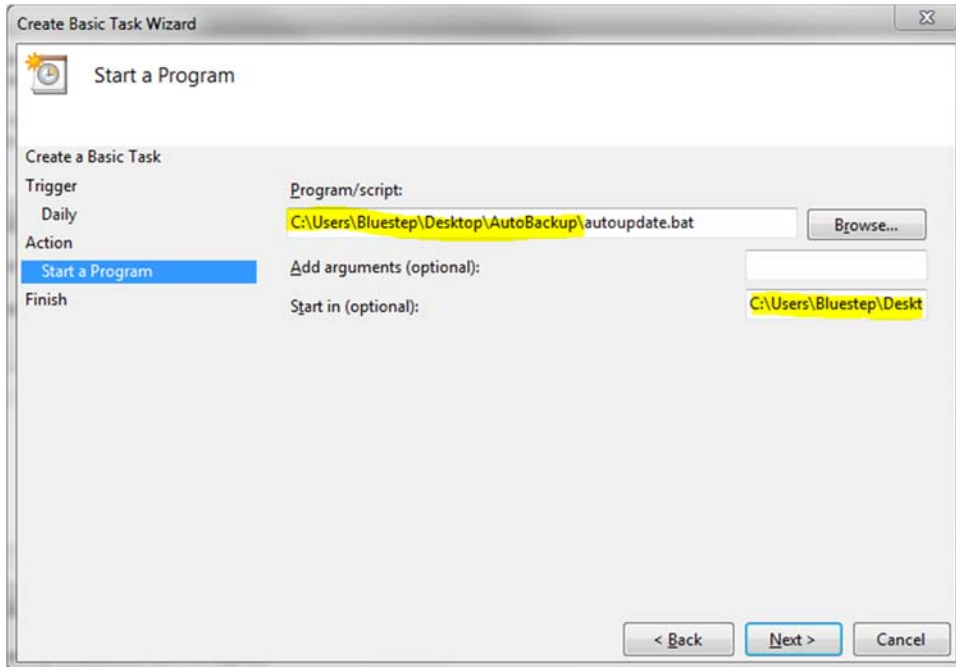
26. In the last step we will select the "Open the Properties dialog..." option and then hit finish.
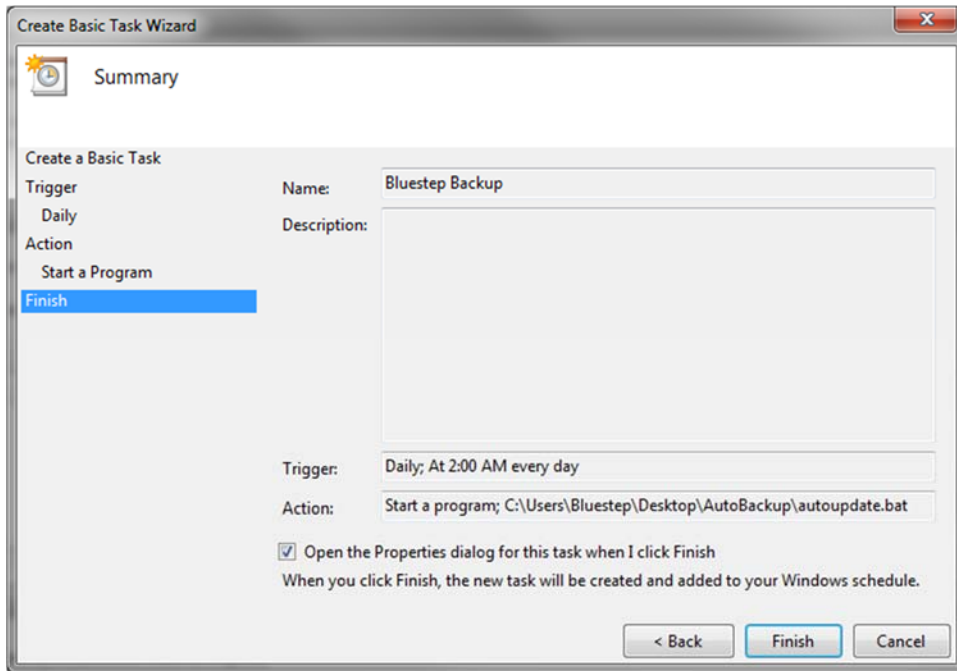
27. Once you do, it will bring up the properties for this task. On the General tab select "Run whether user is logged on or not" and "Run with highest privileges"
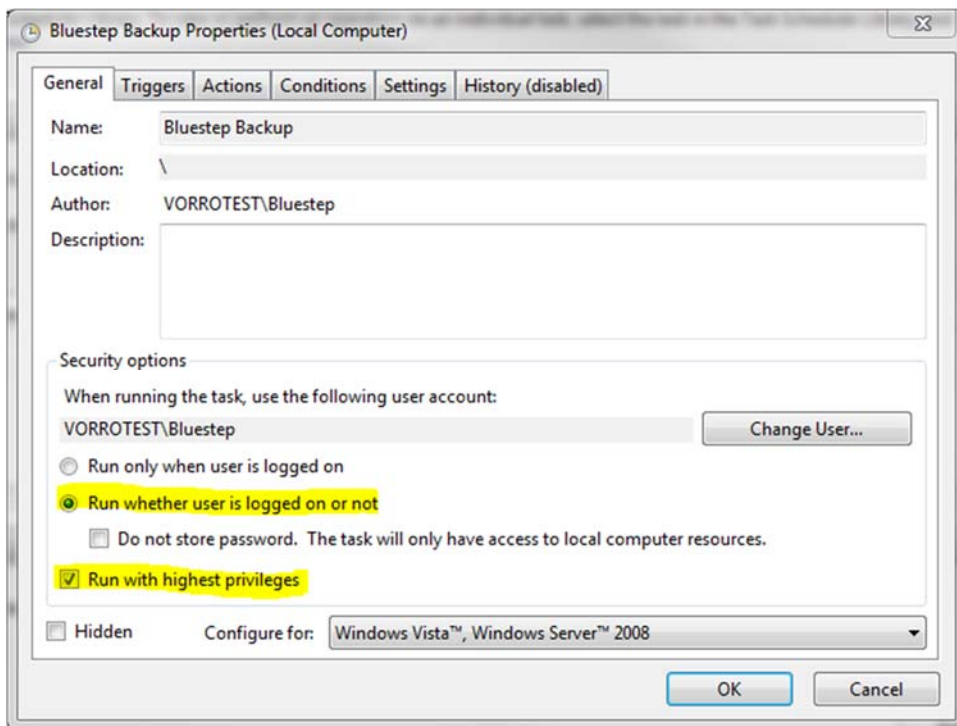
28. Next go to the Settings Tab and change the "If the task fails, restart every:" to 2 hours. Make sure that "Attempt to restart up to:" is set at 3 times. And change "Stop the task if it runs longer than:" to 4 hours. Then click OK.
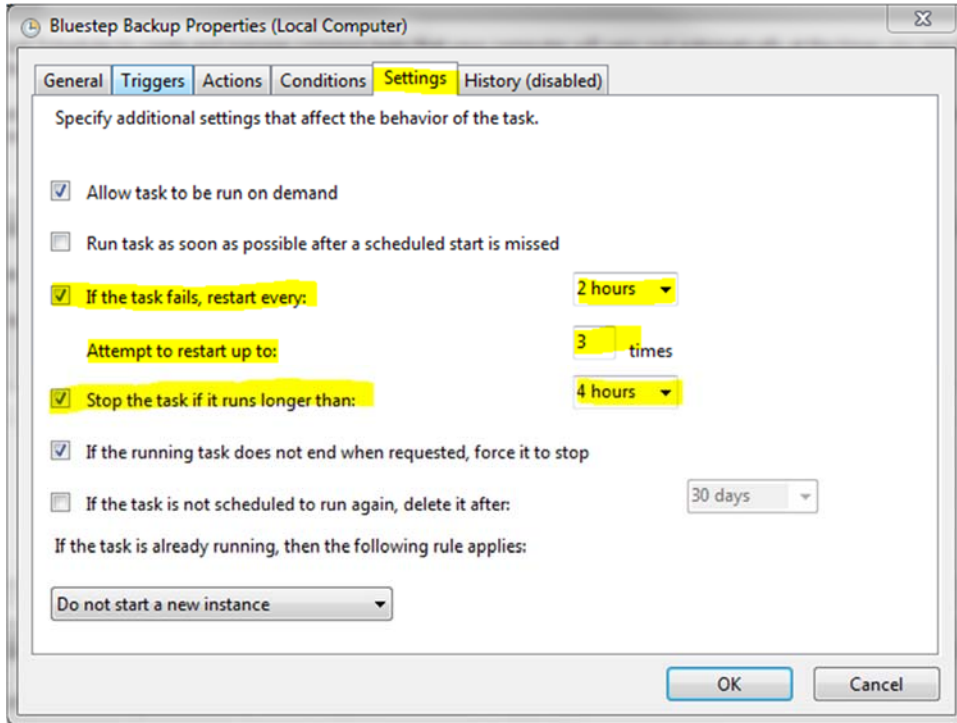
29. At this point it will prompt you to enter the password of the **Microsoft Windows** account you are currently using.
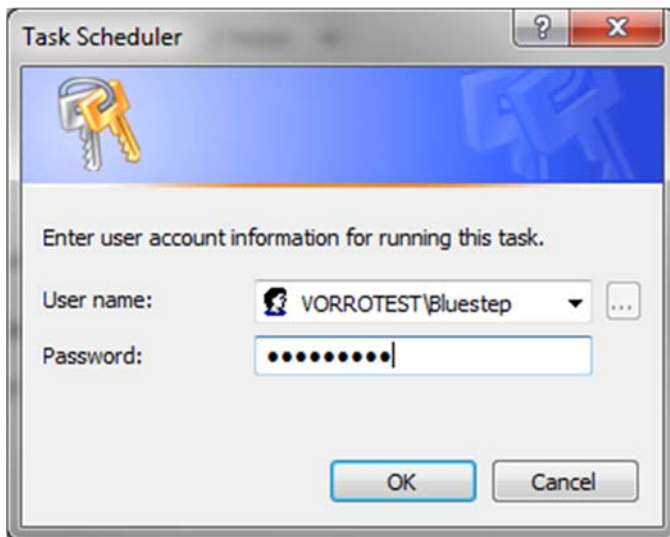

This completes the setup of the Task Scheduler.

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.
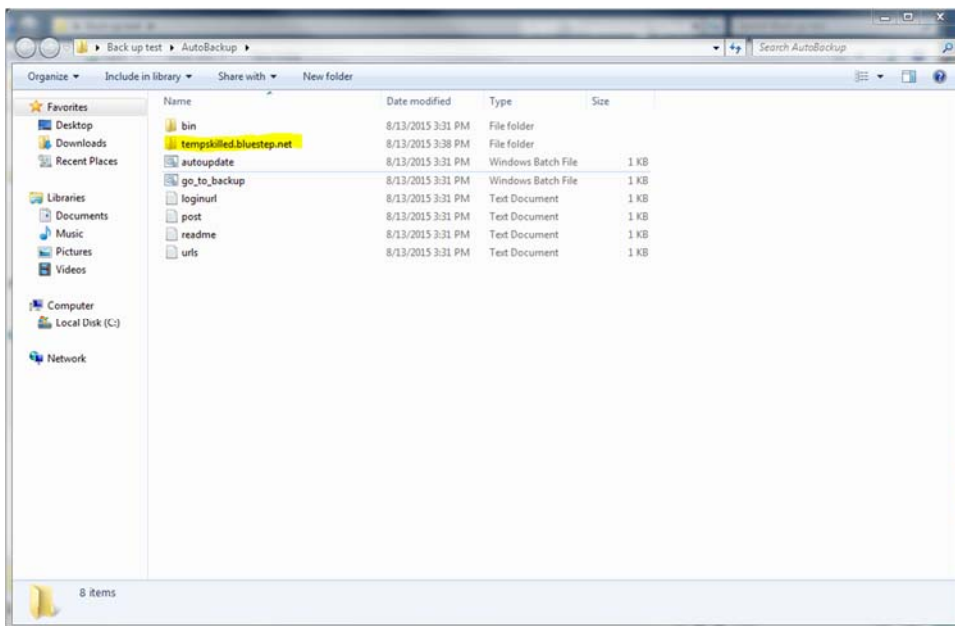

32. If the shortcut created in step 30 above gets removed or no longer works, you can navigate to the file directly. Open the folder highlighted above (label of the org url), then open "rename", then "shared", then "relate", then "printreport.jsp" to find the backups. ("org url" -> rename -> shared ->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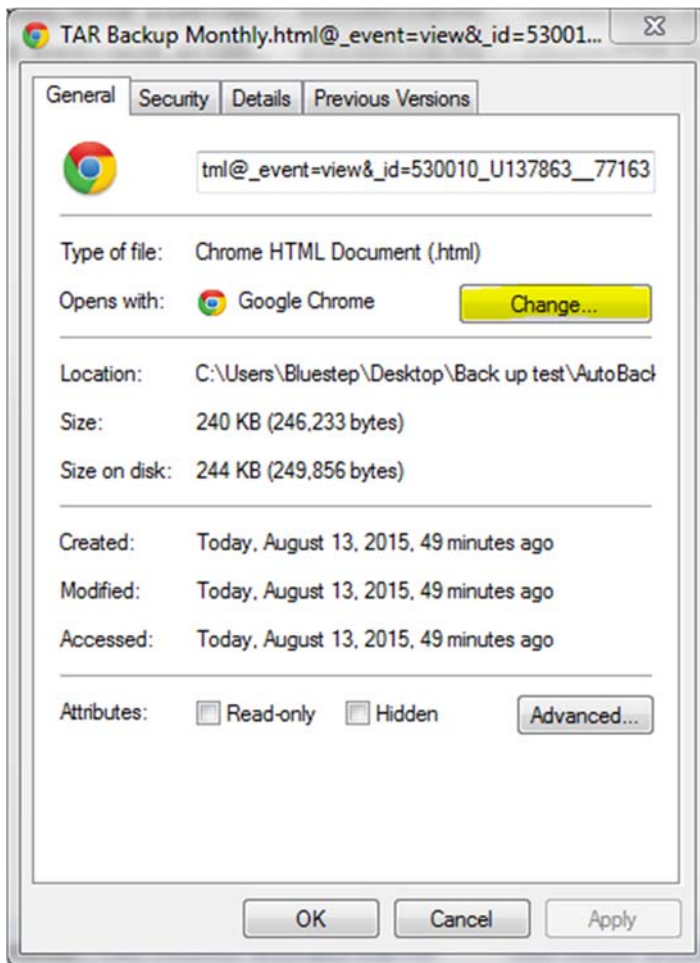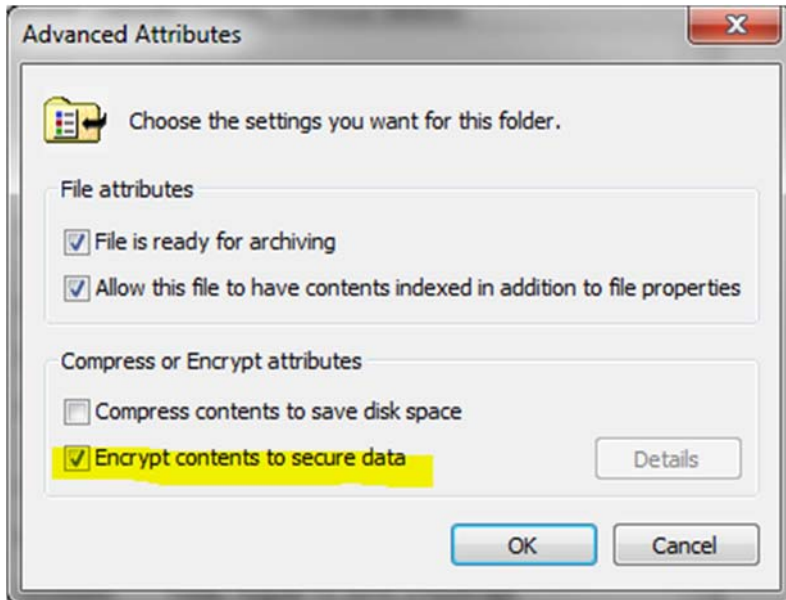

34. The last step is to encrypt the "post.txt" file found in the "AutoBackup" folder. This file contains the plain text username and password of the Bluestep backup account. To do this we will right click on the "post.txt" file and select properties.
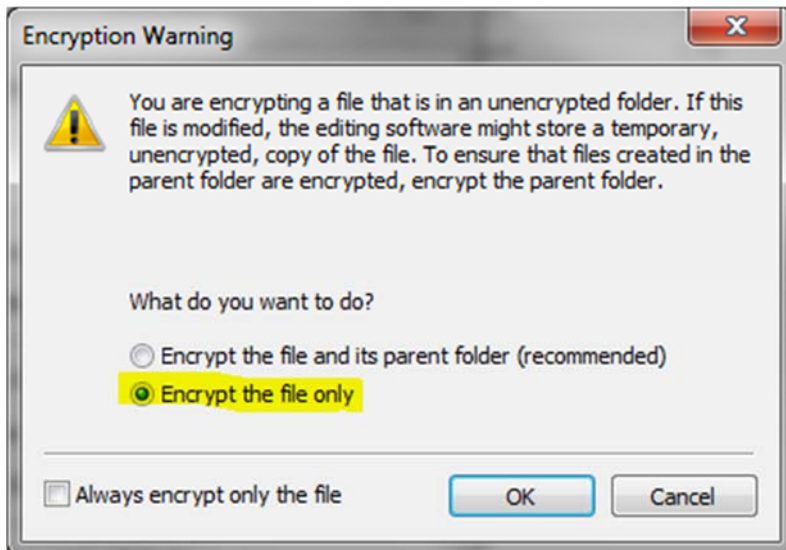
35. From there we will select "Advanced...".
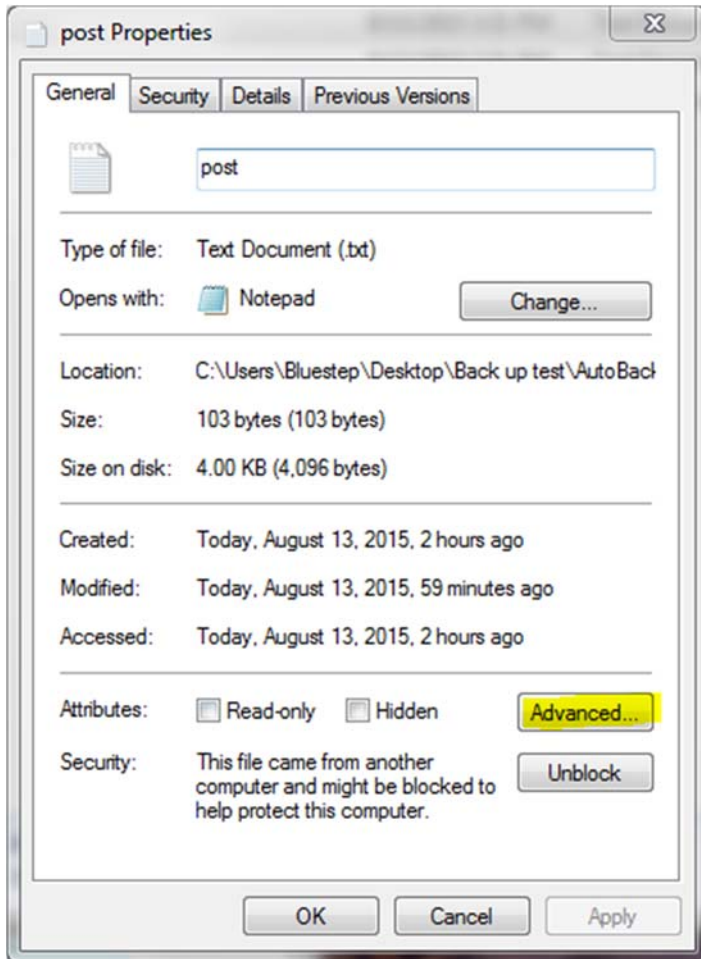
36. Then select "Encrypt contents to secure data" and click OK.

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.