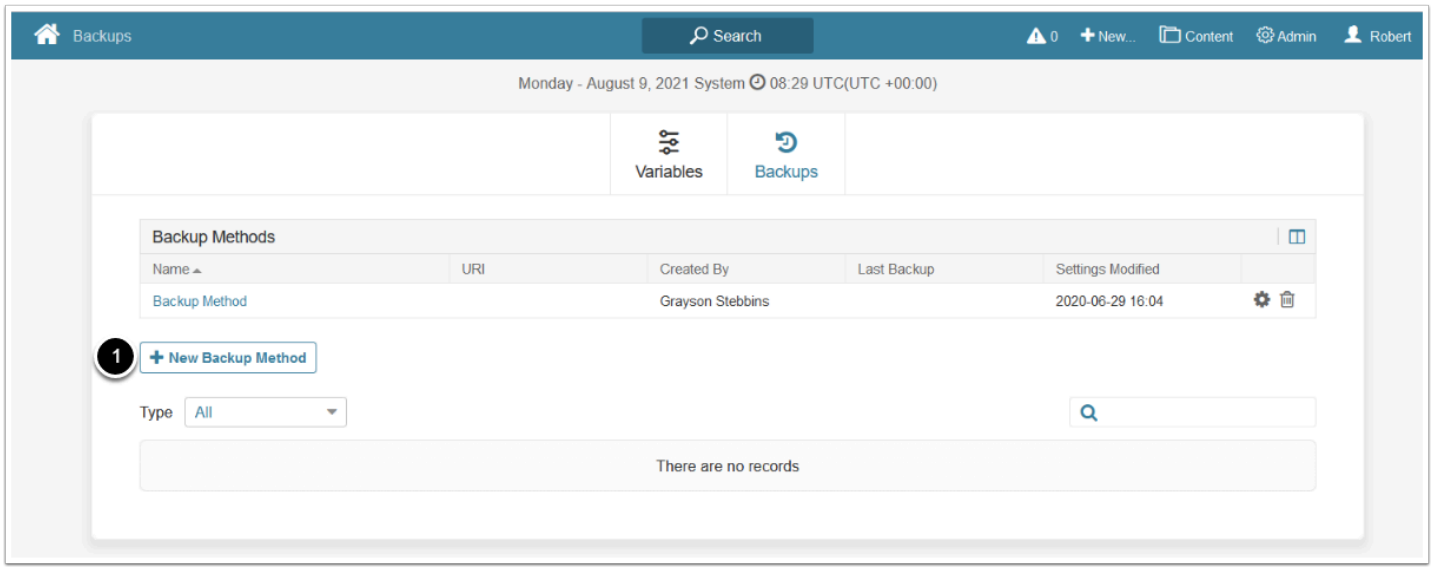
# Creating a System Backup

This article details how to create a System Backup of your Metric Insights instance.

For details on `mi-app-backup` script, see Backup Your Metric Insights Instance.

## 1. Create a New Backup

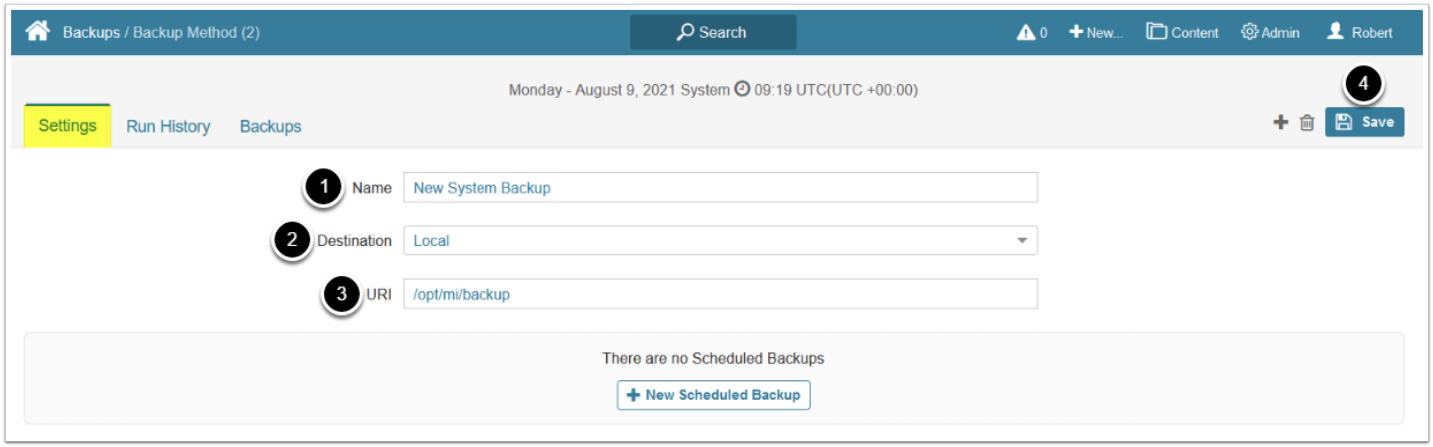
Access **Admin > System > System Backups**




The list page containing all available System Backups opens.

1. Below the grid, click **[+ New Backup Method]**

# 2. Configure Backup Settings



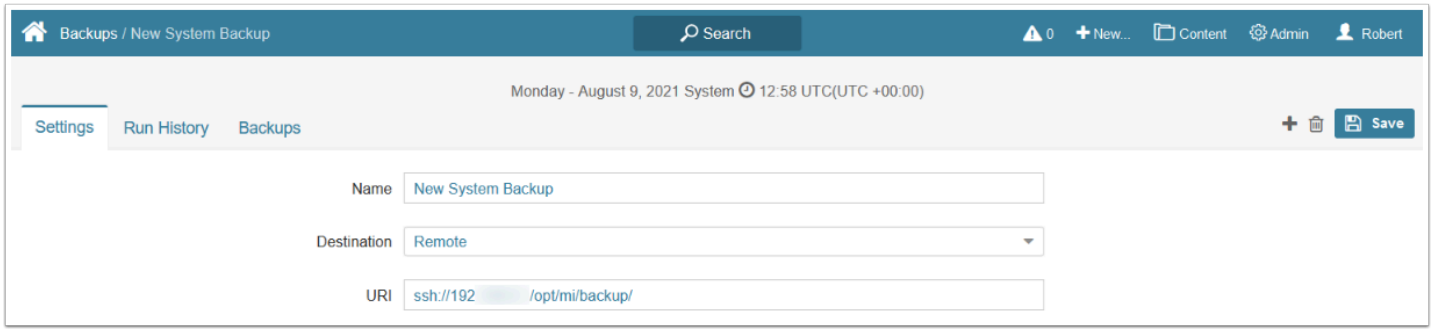

This example illustrates creation of a locally stored Backup. Backups can also be stored:

- On a remote server
- On Amazon S3
- On FTP server

See the corresponding sections for examples.

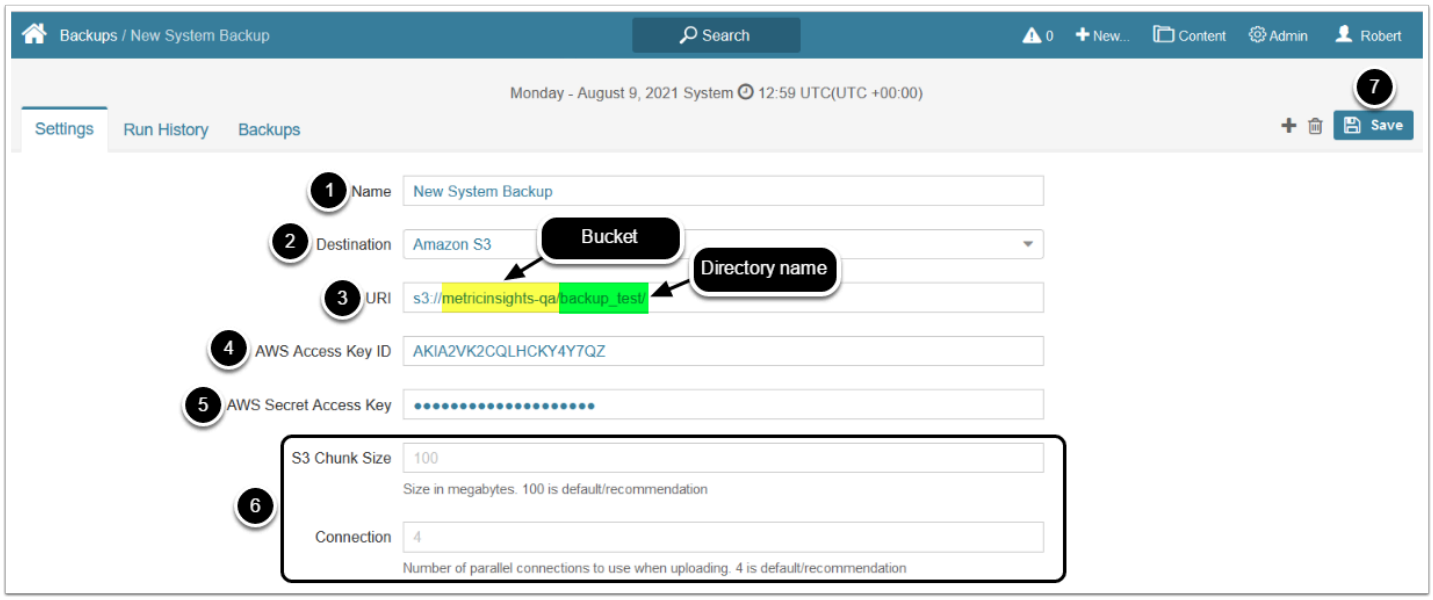
1. Enter a **Name** for the Backup
2. **Destination**: Select the type of location where the Backup will be stored
3. **URI**: Enter the path under which the Backup will be stored
   - By default, backups are stored locally in the `/opt/mi/backup` directory inside the `web` container
4. **[Save]**

## 2.1. Remote



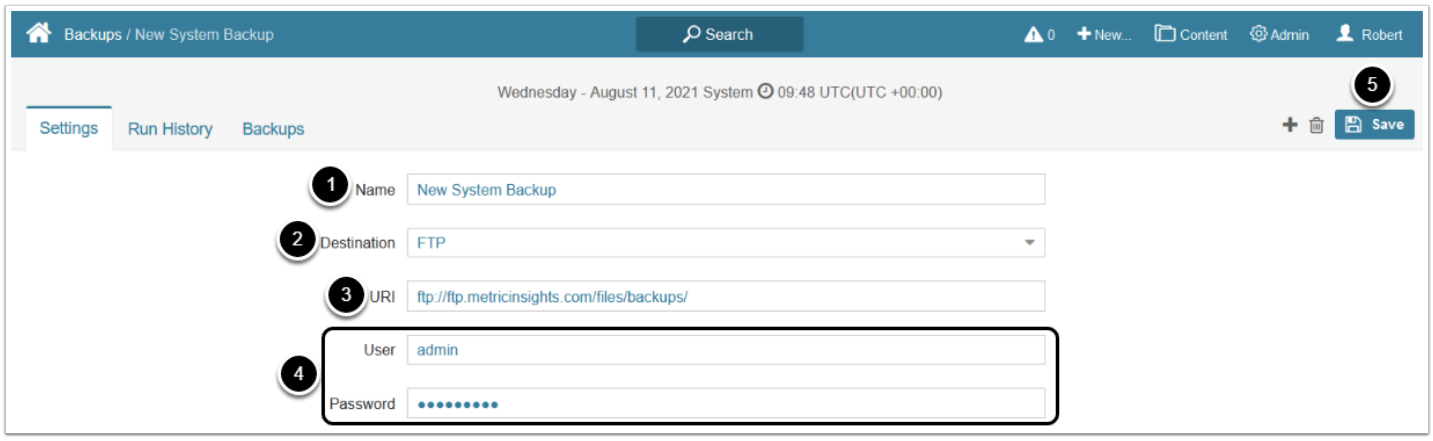
1. Enter a **Name** for the Backup
2. **Destination**: Remote
3. Enter **URI** in the following format: `ssh://<remote server address>/<location>`
4. **[Save]**

## 2.2. Amazon S3



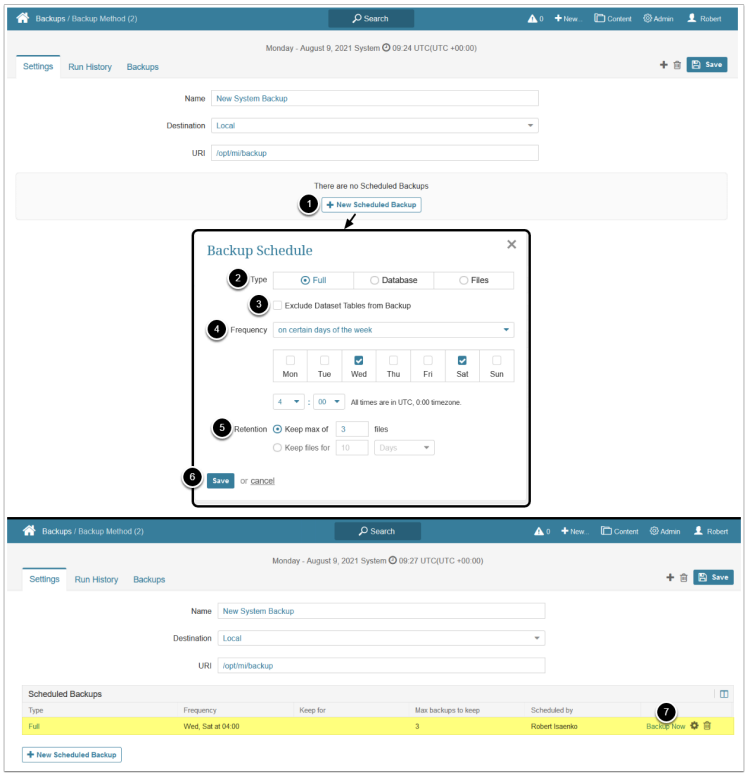

1. Enter a **Name** for the Backup
2. **Destination**: Amazon S3
3. Enter **URI** in the following format: `s3://<bucket name>/<directory name>`
4. Enter **AWS Access Key ID**
5. Enter **AWS Secret Access Key**
6. Optionally, change the **S3 Chunk Size** of stored data and number of **Connections** for uploading
7. **[Save]**

## 2.3. FTP



1. Enter a **Name** for the Backup
2. **Destination**: FTP
3. Enter **URI** in the following format: `ftp://<FTP server address>/<location on the FTP server>`
4. Enter the FTP credentials
5. **[Save]**

# 3. Add a Scheduled Backup




1. **[+ New Scheduled Backup]**
2. Select Backup **Type:**
   - **Full:** the default Backup type. Both files and database data are included in the Backup
   - **Database**: Only database data is included in the Backup
   - **Files**: Only files are included in the Backup
3. **Exclude Dataset Tables from Backup:** exclude Dataset data from the Backup. This option is applicable for **Full** and **Database** Backup types
4. Set **Frequency** of Backup
5. Set Backup **Retention** by:
   - Maximum number of Backups in the system
   - Time of keeping Backups
6. Click **[Save]**, the created schedule appears under the *Scheduled Backups* grid
7. You can click **[Backup Now]** to create a new Backup immediately, out of the set schedule