

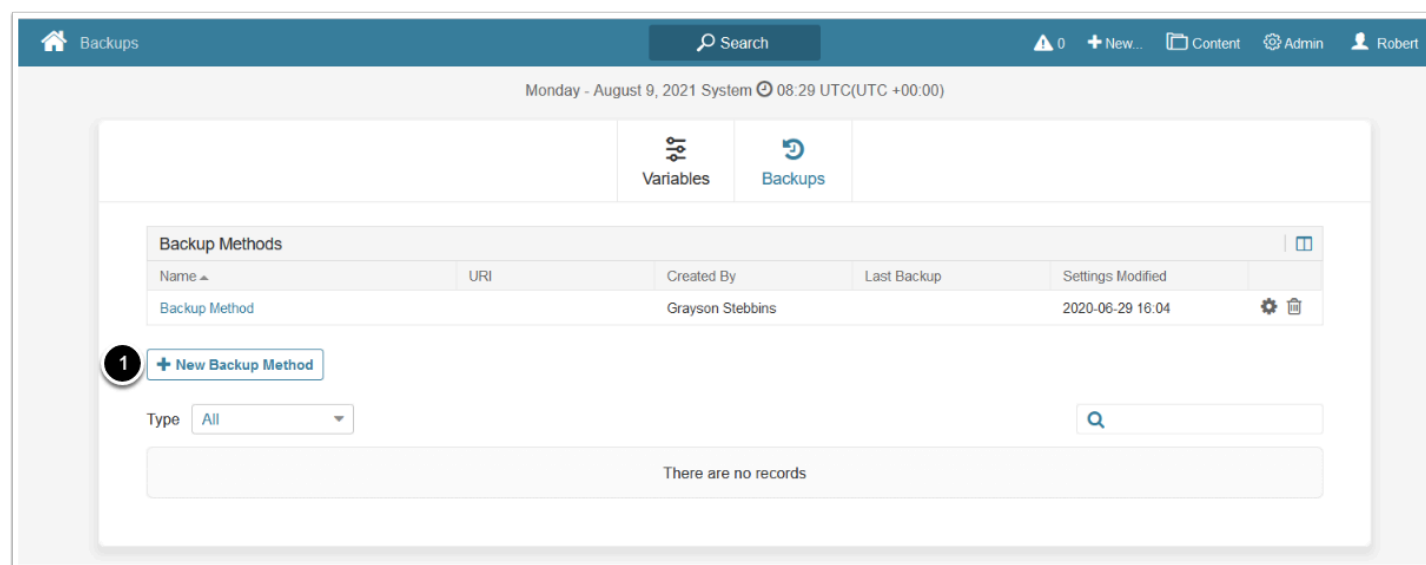
Creating a System Backup

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

Backups / Backup Method (2)

Monday - August 9, 2021 System 09:19 UTC(UTC +00:00)

Settings Run History Backups

1 Name New System Backup

2 Destination Local

3 URI /opt/mi/backup

4 Save

There are no Scheduled Backups

+ New Scheduled Backup

i 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

Backups / New System Backup

Monday - August 9, 2021 System 12:58 UTC(UTC +00:00)

Settings Run History Backups

Name New System Backup

Destination Remote

URI ssh://192 /opt/mi/backup/

Save

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

The screenshot shows the 'New System Backup' form with the following fields and annotations:

- 1 Name:** New System Backup
- 2 Destination:** Amazon S3. A callout box labeled 'Bucket' points to the dropdown menu, and another callout box labeled 'Directory name' points to the URI field.
- 3 URI:** s3://metricinsights-qa-backup_test/
- 4 AWS Access Key ID:** AKIA2VK2CQLHCKY4Y7QZ
- 5 AWS Secret Access Key:** (masked with dots)
- 6 S3 Chunk Size:** 100. Below the input, it says 'Size in megabytes. 100 is default/recommendation'.
- Connection:** 4. Below the input, it says 'Number of parallel connections to use when uploading. 4 is default/recommendation'.

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

The screenshot shows the 'New System Backup' form with the following fields and annotations:

- 1 Name:** New System Backup
- 2 Destination:** FTP
- 3 URI:** ftp://ftp.metricinsights.com/files/backups/
- 4 User:** admin
- Password:** (masked with dots)

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

The screenshot shows the 'Backups / Backup Method (2)' interface. The top section shows the 'New System Backup' form with fields for Name, Destination (Local), and URI (logins/backup). Below this, a message states 'There are no Scheduled Backups' with a '+ New Scheduled Backup' button. A modal dialog titled 'Backup Schedule' is open, showing options for Type (Full, Database, Files), Exclude Dataset Tables from Backup, Frequency (on certain days of the week), Retention (Keep max of 3 files), and a 'Save' button. Below the modal, the 'Scheduled Backups' table is visible, showing a single entry for 'Full' backup type, scheduled for 'Wed, Sat at 04:00'.

Type	Frequency	Keep for	Max backups to keep	Scheduled by	
Full	Wed, Sat at 04:00		3	Robert Isenko	Backup Now

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