



AUTHORISED PARTNER

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2023

## DocuWare 7.\* essential backup guide

Important: The date / time of the SQL and physical storage repositories restored should match otherwise issues will occur following restore. (For example, backups of both items should be scheduled to occur daily at the same time when no user activity is expected) There are DocuWare tools that can help reconcile this data but it is best practice to avoid having to use these through planning.

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### Database Backups

- dwdata
- dwlogging
- dwnotification
- dwselectlists
- dwsystem
- dwthumbnail
- dwworkflowengine

### Storage Locations

(Consult DocuWare Administration for the installed paths of the following directories)

- Documents (<<>>\Documents)
- File Connections (<<>>\File Connections)
- Logging (<<>>\Logging)

### Document user accounts for installation

- DocuWare System Administrator account
- SQL DBA
- DocuWare SQL DB accounts
- DocuWare Service account

### DocuWare settings files

- All DW\*.exe.settings files across the DocuWare installation folders (default: C:\Program Files (x86)\DocuWare)