

Blue Prism

archive and backup policy

**Version: #.#**



Revision History

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| --- | --- | --- | --- |
| **Date** | **Revision** | **Author** | **Description** |
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Reference Training

The following guidelines will help complete training for this delivery documentation.

|  |  |
| --- | --- |
| **Title** | **Description** |
| Maintaining a Blue Prism Database Server | This data sheet provides guidance for maintenance of a Blue Prism database. The instructions and recommendations contained within this document should be considered as a guide only.  Blue Prism portal path: Home> Documents |

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# Introduction

The Archive and Backup Policy Document gives guidance to archiving process logs and backing up production processes and business objects. A sensible archive strategy will allow the production database size to be kept to a minimum whilst still allowing retrieval of log files should business units require them. Backing up production process and objects will provide some resilience to database failure for business critical processes.

# Session Logs

As an agility program develops and more and more automated processes are created, the amount of log data collated by the processes will increase.

To maintain an efficient environment for the automated processes it is essential that this data is archived, in accordance with any archiving policy.

## Logging Policy

The amount of logging performed by a process or business object can have a great effect on data storage (and consequently archive) requirements. Full logging provides a rich and highly detailed view of process activity but the storage requirements of all that data can be excessive. By contrast data can be minimised by switching logging off completely but at the expense of trace history.

For each environment a happy medium should be found to balance the amount of data stored, the practical use in keeping that data and the archiving strategy.

*<Detail the amount of logging to be performed in each environment. The table below includes Blue Prism recommendations>*

|  |  |  |
| --- | --- | --- |
| **Environment** | **Logging Level** | **Comment** |
| Development | Any | At Process Modeller’s discretion |
| Test | Partial | Process only |
| Live | Minimal | High level: process main page and top level exception handling only. |

## Archiving Strategy

*<Detail when and how log files in each database will be archived. Consider the practical use of log data and bear in mind that Blue Prism’s use of the Presentation Layer means that it acts much like a normal user. As such the client’s own policy on monitoring and tracing staff system activity could negate the need to keep logs for a long time.>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Database Name** | XYZ123 | **Environment** | Live |
| Process Name | Frequency | Limit | Destination |
| Process A | Daily | 6 Months | F:\Back Up\Logs\Process A\ |
| Process B | Daily | 6 Months | F:\Back Up\Logs\Process B\ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Database Name** | ABC456 | **Environment** | Development |
| Process Name | Frequency | Limit | Destination |
| All processes | Weekly | 30 Days | G:\Back Up\Logs\ |
| All business objects | Weekly | 10 Days | G:\Back Up\Logs\ |

## Destination, Media and Security

< Detail the location of the archived material and the security policy around the location as the data may be of a sensitive nature. >

## Capacity Planning

< Detail the plan on database and archived storage space and any expected plans for change of stored data capacity. Specify the useful lifespan of archived files and the procedure for deleting aged files.>

## Data Monitoring

< Detail how database size and archived storage space will be monitored. Include a procedure for dealing with higher than expected growth rates.>

## Restoration

< Detail the SLA to restore the archived data, how this is requested, who will perform the task and also if any tests will be performed on restoration of archived data>

# Processes and Business Objects

As with archiving of data, creating a permanent back-up of the key automated processes and their dependencies is essential to help mitigate the risk of environment failure.

This could be either by exporting the processes separately or by a full database backup with a fully supported and tested restoration service

## Frequency

*< Detail the frequency of process backups>*

## Method

*<The processes themselves can be exported instead of an actual database backup - the actual procedure to be documented here>*

## Destination

*<The location of the process back-ups>*