





Interaction	Control/Activities	Records
<pre> graph TD     Start([Start]) --&gt; D1{1. System Backup done daily}     D1 --&gt; P2[2. IBS, Intranet, ClearMind &amp; ProLine Backup]     P2 --&gt; DS3[3. Record filename &amp; file size]     DS3 --&gt; DS4[(4. Storage)]     DS4 --&gt; End([End])                     </pre>	1. System Backup are done daily	
	2. MIS executes IBS, Intranika, ClearMind Broker and ProLine database backup to server hard disk.	<ul style="list-style-type: none"> <li>• Backup Log Book</li> </ul>
	3. Record the database file size in data backup log book and database backup log.	<ul style="list-style-type: none"> <li>• Database Backup Log</li> </ul>
	4. MIS transfers the backup file to external hard disk for external storage.	

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