Managing backups

You can manage the backups by configuring the global properties of Alfresco Community. The global properties are defined in the *alfresco-global. properties* file, which is stored in *<Alfresco Community installation directory>/tomcat/shared/classes*.

The managing backups includes

- Changing the location for storing backups
- Changing the number of backups to keep
- Turning off backups saving

Changing the location for storing backups

Actually there are two locations for storing the backups: one for backups of live documents, while the other - for backups of archived documents (documents become archived after deletion).

To change the locations for storing backups

1. Stop Cameo Collaborator.

    a. Open *<Alfresco Community installation directory>* and double-click the *manager-windows.exe* file.
    b. In the **Alfresco Community - 5.0.d** dialog, click the **Stop All** button.

2. Open for edit the *alfresco-global.properties* file.
3. Append to the file the following lines:

    ```
    # the backup path

    solr.backup.alfresco.remoteBackupLocation=${dir.root}/solrBackup/alfresco

    solr.backup.archive.remoteBackupLocation=${dir.root}/solrBackup/archive
    ```

4. Change the paths according to your needs.
5. Save and close the file.
6. Start Cameo Collaborator.

Changing the number of backups to keep

Changing the number of backups helps to save the disk space used for Cameo Collaborator. You can specify the number of backups to keep for the live documents as well as for the archived documents (documents become archived after deletion).

To change the number of backups to keep

1. Stop Cameo Collaborator.

    a. Open *<Alfresco Community installation directory>* and double-click the *manager-windows.exe* file.
    b. In the **Alfresco Community - 5.0.d** dialog, click the **Stop All** button.

2. Open for edit the *alfresco-global.properties* file.
3. Append to the file the following lines:

    ```
    # the number of backups to keep

    solr.backup.alfresco.numberToKeep=3

    solr.backup.archive.numberToKeep=3
    ```

4. Change the numbers of backups according to your needs.
5. Save and close the file.
6. Start Cameo Collaborator.

Turning off backups saving

🛈

> ⚠ highly do not recommend to turn off the backups saving! Though this helps to save the disk space used for Cameo Collaborator, in case of critical error all projects and users may be lost forever.

To turn off the backups saving you must specify any year of the future, for example, 2099, as the year for starting to make backups.

To turn off backups saving

1. Stop Cameo Collaborator.

   a. Open *<Alfresco Community installation directory>* and double-click the *manager-windows.exe* file.
   b. In the **Alfresco Community - 5.0.d** dialog, click the **Stop All** button.
2. Open for edit the *alfresco-global.properties* file.
3. Append to the file the following lines:

   ```
   #Effectively turn off solr backup

   solr.backup.alfresco.cronExpression=0 0 2 * * ? 2099

   solr.backup.archive.cronExpression=0 0 4 * * ? 2099
   ```

4. Save and close the file.
5. Start Cameo Collaborator.

Related pages

- Administrator Guide
    - Alfresco server maintenance
    - Reclaming free space on repository