# BACKING UP A SQL DATABASE

## for Relate Software





<u>www.relate-software.com</u> support@relate-software.com ROI +353 1 459 7800 UK +44 871 284 3446 Relate Software is committed to strong customer service and satisfaction. At all times you will be able to make contact with our company and our technical service teams. Relate Software will provide the highest level of customer service and will provide telephone support as well as online remote access support and where applicable we will call out onsite to help resolve any support issue.

You can make contact with our support department in the following ways:

| Telephone:      |                             |
|-----------------|-----------------------------|
| Ireland:        | +353 (0)1 4597800           |
| United Kingdom: | +44 (0)871 284 3446         |
| Email:          | support@relate-software.com |
|                 |                             |

Opening Times for Support

09:00-13:00, 14:00-17.30

#### COPYRIGHT

This document is protected under copyright law and may not be reproduced in any format whatsoever without the prior written consent of Relate Software Development Limited. Failure to comply with this condition may result in prosecution. The program and documentation are protected under copyright law and the program is licensed for use by the user who has completed the Software Registration agreement. The program is licensed under the conditions referred to in the Software License Agreement.

Relate Software does not warrant that the software package will function properly in every hardware/software environment. The software may encounter problems working in combination with modified versions of the operating system, with certain print-spooling or file facility programs, or with certain printers supplied by independent manufacturers.

Rigorous testing of the software is carried out by Relate Software and all documentation and help files are reviewed, however Relate Software makes no warranty or representation, either express or implied, with respect to this software or documentation, their quality, performance, merchantability, or fitness for a particular purpose.

The software and documentation are licensed 'as is', and the licensee, by making use of the system, assumes the entire risk as to their quality and performance.

Relate Software will not be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the software or documentation, even if advised of the possibility of such damages. In particular, and without prejudice to the generality of the foregoing, Relate Software will not incur any liability for any programs or data stored. Relate Software will not incur any costs of recovering such programs or lost data for whatever reason.

We reserve the right to alter, modify, correct and upgrade our software and documentation without notice.

In no event shall Relate Software be liable for any special, indirect, or consequential damages whatsoever resulting from loss of use, data or profits, whether in action of contract, negligence or other action arising out of or in connection with the use or performance of the supplied accounts templates, software, documentation or information available on its websites.

© Relate Software

### Contents

| Support Services               | .2 |
|--------------------------------|----|
| Backing up your SQL Database   | .5 |
| Overview                       | .5 |
| How to Backup the SQL Database | .5 |

#### BACKING UP YOUR SQL DATABASE

#### **OVERVIEW**

It is of vital importance that regular backups of the SQL database are taken so as to ensure that no data is lost should a server or PC crash. As the data is entirely and wholly owned by the user all responsibility falls to the user to ensure this is carried out, whether it is done locally or included in nightly backups taken by IT persons.

Database backups are taken using Microsoft SQL Server Management Studio. If you are using working from a standalone installation the backup can be carried out from your local PC. In all other cases the backup will need to be done directly on the server. If you do not have access to your server please contact your IT person.

#### HOW TO BACKUP THE SQL DATABASE

Launch SQL Server Management Studio from the Start Menu, All Programs, Microsoft SQL Server (2008 R2/2015 depending on the version being used). The 'Connect to Server' window will open. Figure 1 Click 'Connect' to connect to the instance.

| Connect to Server X |                        |            |  |  |  |
|---------------------|------------------------|------------|--|--|--|
| SQL Server 2008 R2  |                        |            |  |  |  |
| Server type:        | Database Engine        | ~          |  |  |  |
| Server name:        | SQL-Server\Relate      | ~          |  |  |  |
| Authentication:     | Windows Authentication | ~          |  |  |  |
| User name:          |                        | ~          |  |  |  |
| Password:           |                        |            |  |  |  |
|                     | Remember password      |            |  |  |  |
| Connect             | Cancel Help            | Options >> |  |  |  |

Figure 1

After connecting to the appropriate instance of the Microsoft SQL Server Database Engine, in Object Explorer, you will see an expanded server tree. Figure 2

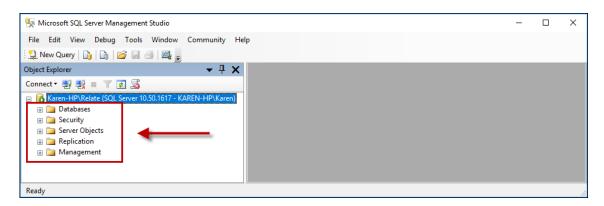
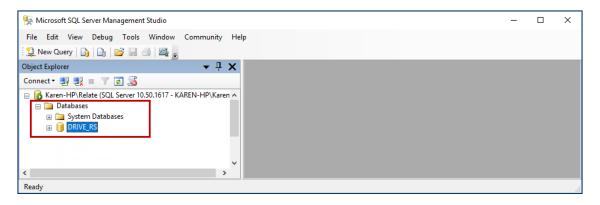


Figure 2

Click on the + beside the 'Databases' folder to view all connected databases. Figure 3





Once you have located the database you want to backup right click on it, select 'Tasks', 'Backup'. Figure 4

| 🇏 Microsoft SC  | L Server Management Studio         |                                   | - | × |
|-----------------|------------------------------------|-----------------------------------|---|---|
| File Edit Vi    | ew Debug Tools Window              | Community Help                    |   |   |
| 🗄 🛄 New Query   | 🗅   🔄 📂 🖬 🗇   🕰 💂                  |                                   |   |   |
| Object Explorer |                                    | <b>-</b> ₽ <b>X</b>               |   |   |
| Connect 🕶 📑     | 🤮 = 🝸 💽 🔏                          |                                   |   |   |
|                 | \Relate (SQL Server 10.50.1617 - I | (AREN-HP\Karen)                   |   |   |
| 🖃 🧰 Datab       | ases<br>stem Databases             |                                   |   |   |
|                 | stem Databases                     |                                   |   |   |
| · · · i         | New Database                       |                                   |   |   |
| E 🧾             | New Query                          |                                   |   |   |
| 🗉 🚺             | Script Database as 🔹               |                                   |   |   |
| 🕀 🚞 Ser         | Tasks 🔸                            | Detach                            |   |   |
|                 | Policies +                         | Take Offline                      |   |   |
|                 | Facets                             | Bring Online                      |   |   |
|                 | Start PowerShell                   | Shrink +                          |   |   |
|                 | Reports                            | Back Up                           |   |   |
|                 | Rename                             | Restore                           |   |   |
|                 | Delete                             | Generate Scripts                  |   |   |
|                 | Refresh                            | Extract Data-tier Application     |   |   |
| Ready           | Properties                         | Register as Data-tier Application |   |   |
|                 |                                    | Import Data                       |   |   |
|                 |                                    | Export Data                       |   |   |

The 'Back Up Database' screen will appear. The default backup location will be pre-populated as seen in Figure 5. It is best to change this to a location that you are more familiar with, for example a Relate Backup folder. To change the location select 'Add'.

| 🔋 Back Up Database - DRIVE_       | RS  |                  | _                     |        | ×      |
|-----------------------------------|---|------------------|-----------------------|--------|--------|
| Select a page                     | 🔄 Script 🔻 📑 Help                         |                  |                       |        |        |
| Poptions                          | Source                                    |                  |                       |        |        |
|                                   | Database:                                 |                  | DRIVE_RS              |        | $\sim$ |
|                                   | Recovery model:                           |                  | SIMPLE                |        |        |
|                                   | Backup type:                              |                  | Full                  |        | $\sim$ |
|                                   | Copy-only Backup                          |                  |                       |        |        |
|                                   | Backup component:                         |                  |                       |        |        |
|                                   | <ul> <li>Database</li> </ul>              |                  |                       |        |        |
|                                   | <ul> <li>Files and filegroups:</li> </ul> |                  |                       |        |        |
|                                   | Backup set                                |                  |                       |        |        |
|                                   | Name:                                     | DRIVE_RS-Fu      | III Database Backup   |        |        |
|                                   | Description:                              |                  |                       |        |        |
|                                   | Backup set will expire:                   |                  |                       |        |        |
| Connection                        | After:                                    | 0                | days                  |        |        |
| Server:                           | On:                                       | 25/06/2018       |                       |        |        |
| Karen-HP\Relate                   | Destination                               | 0.51             | 0.7                   |        | _      |
| Connection:<br>KAREN-HP\Karen     |   | Disk             | 🔿 Tape                |        |        |
| <u>View connection properties</u> | c:\Program Files\Microsoft SQ             | L Server\MSSQL10 | 50.RELATE\MSSQL\Back( | Add    |        |
| Progress                          |   |                  |                       | Remov  | /e     |
| Ready                             | <   |                  | ,                     | Conten | its    |
|                                   |   |                  | ОК                    | Canc   | el     |

Figure 5

On the 'Select Backup Destination' choose the ellipses (box with 3 dots). Figure 6

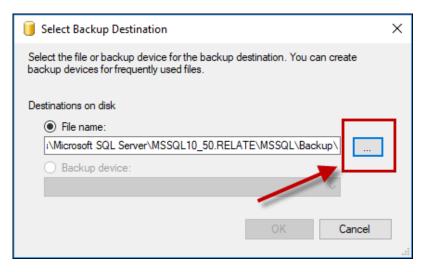


Figure 6

Browse to the location of the folder where you want to save the backup to. In the 'File name' at the bottom of this screen enter the following details DRIVE\_[PRACTICEINITIALSTODAYSDATE] for example, DRIVE\_RS25062018 and then press OK. Figure 7

| 📋 Locate Database Files - | KAREN-HP\RELATE      | _    |      | ×      |
|---------------------------|----------------------|------|------|--------|
| Select the file:          |                      |      |      |        |
| 🗄 🛅 Config.Msi            |                      |      |      | ~      |
| 🗄 🧰 Development           |                      |      |      |        |
|                           | Settings             |      |      |        |
| 😥 🛅 Guide                 |                      |      |      |        |
| 🕀 🧰 HMRCTest              |                      |      |      |        |
| 😟 💼 hp                    |                      |      |      |        |
| 🕀 💼 inetpub               |                      |      |      |        |
| 🕀 💼 Intel                 |                      |      |      |        |
| 🕀 💼 Logo                  |                      |      |      |        |
| 🕀 💼 Logs                  |                      |      |      |        |
| 🗄 📲 MCD                   |                      |      |      |        |
| 🗄 💼 MSOCache              |                      |      |      |        |
| 🗄 💼 PerfLogs              |                      |      |      |        |
| 🗄 👘 🛅 Program Files       |                      |      |      |        |
| 🗄 👘 🛅 Program Files (x8   | 6)                   |      |      |        |
| 🗄 👘 🛅 Program Data        |                      |      |      |        |
| 🗄 💼 RAP Images            |                      |      |      |        |
| 🗄 💼 RAPBackups            |                      |      |      |        |
| Recovery                  |                      |      |      |        |
| Relate Backup             |                      |      |      |        |
| RelateSoftware            |                      |      |      |        |
| 🗄 💼 ros                   |                      |      |      |        |
| 🗄 👘 🛅 Support             |                      |      |      |        |
| B SWSETUP                 |                      |      |      |        |
| 🗄 🛅 System Volume li      | nformation           |      |      |        |
| B SYSTEM.SAV              |                      |      |      |        |
| 🖶 🦳 TempPath              |                      |      |      | ×      |
| Selected path:            | C:\Relate Backup     |      |      |        |
| Files of type:            | Backup Files(*.bak;* | .tm) |      | $\sim$ |
| File name:                | DRIVE_RS2506201      | 8    |      |        |
|                           |                      | ОК   | Cano | el     |

Figure 7

The backup destination will now be updated with the details entered. Press OK again. Figure 8

| Select Backup Destination  | × |
|--|---|
| Select the file or backup device for the backup destination. You can create<br>backup devices for frequently used files. |   |
| Destinations on disk   |   |
| File name:   |   |
| C:\Relate Backup\DRIVE_RS25062018  | 1 |
| O Backup device:   |   |
| $\sim$   |   |
|  |   |
| OK Cancel  |   |
|  |   |

Figure 8

On the main 'Back Up Databases' screen the initial back up location may still be present. If it is, highlight that location and select 'Remove' so that only the location selected by you is present. If there is only one location listed here ignore this step. Figure 9

| 🧻 Back Up Database - DRIVE_F  | RS  |                |                  | _      |       | ×      |
|-------------------------------|---|----------------|------------------|--------|-------|--------|
| Select a page                 | 🔄 Script 🔻 🛐 Help   |                |                  |        |       |        |
| Poptions                      | Source  |                |                  |        |       |        |
|                               | Database:   |                | DRIVE_RS         |        |       | $\sim$ |
|                               | Recovery model:   |                | SIMPLE           |        |       |        |
|                               | Backup type:  |                | Full             |        |       | $\sim$ |
|                               | Copy-only Backup  |                |                  |        |       |        |
|                               | Backup component:   |                |                  |        |       |        |
|                               | Database  |                |                  |        |       |        |
|                               | <ul> <li>Files and filegroups:</li> </ul>                   |                |                  |        |       |        |
|                               | Backup set<br>Name:   | DRIVE RS-Fu    | ll Database Back | UD     |       |        |
|                               | Description:  |                |                  |        |       |        |
|                               | Backup set will expire:                                     |                |                  |        |       |        |
| Connection                    | After:  | 0              | *<br>*           | days   |       |        |
| Server:                       | ○ On:   | 25/06/2018     |                  |        |       |        |
| Karen-HP\Relate               | Destination<br>Back up to:                                  | Disk           |                  | ) Tape |       |        |
| Connection:<br>KAREN-HP\Karen | C:\Program Files\Microsoft SQL<br>C:\Relate Backup\DRIVE_RS | Server\MSSQL10 | _50.RELATE\MS    |        | Add.  |        |
| Progress                      |   |                |                  |        | Remo  | ve     |
| Ready                         | <   |                |                  | >      | Conte | nts    |
|                               |   |                |                  |        |       |        |
|                               |   |                |                  | ОК     | Cano  | cel    |

Figure 9

The database is now ready to be backed up. Press OK at the bottom of the screen. Figure 10

| 🔋 Back Up Database - DRIVE_F  | RS                       |       |             |                 |        | [ |         | $\times$ |
|-------------------------------|--------------------------|-------|-------------|-----------------|--------|---|---------|----------|
| Select a page                 | 🖾 Script 🔻 🚺 Help        |       |             |                 |        |   |         |          |
| Options                       | Source                   |       |             |                 |        |   |         |          |
|                               | Database:                |       |             | DRIVE_RS        |        |   |         | $\sim$   |
|                               | Recovery model:          |       |             | SIMPLE          |        |   |         |          |
|                               | Backup type:             |       |             | Full            |        |   |         | $\sim$   |
|                               | Copy-only Backup         |       |             |                 |        |   |         |          |
|                               | Backup component:        |       |             |                 |        |   |         |          |
|                               | Database                 |       |             |                 |        |   |         |          |
|                               | Files and filegroups:    |       |             |                 |        |   |         |          |
|                               | Backup set               |       |             |                 |        |   |         | _        |
|                               | Name:                    |       | DRIVE_RS-Fu | I Database Back | up     |   |         | _        |
|                               | Description:             |       |             |                 |        |   |         |          |
|                               | Backup set will expire:  |       |             |                 |        |   |         |          |
| Connection                    | After:                   |       | 0           | ×               | days   |   |         |          |
| Server:                       | ) On:                    |       | 25/06/2018  |                 |        |   |         |          |
| Karen-HP\Relate               | Back up to:              |       | Disk        | (               | ) Tape |   |         |          |
| Connection:<br>KAREN-HP\Karen | C:\Relate Backup\DRIVE_f |       |             |                 | - Tape |   |         |          |
| View connection properties    |                          | 10200 | 52010       |                 |        |   | Add     |          |
|                               |                          |       |             |                 |        | F | Remove  |          |
| Progress                      |                          |       |             |                 |        |   |         | _        |
| Ready                         |                          |       |             |                 |        | C | ontents |          |
| 4404                          |                          |       |             |                 |        | _ |         |          |
|                               |                          |       |             | •               | ОК     |   | Cancel  |          |

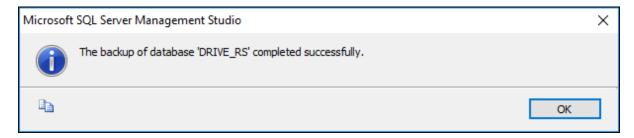
Figure 10

The progress wheel will show you how much of the database has been backed up. Figure 11

| 🥫 Back Up Database - DRIVE_F  | RS                        |            |                     | _  |        | ×      |
|-------------------------------|---------------------------|------------|---------------------|----|--------|--------|
| Select a page                 | 🔄 Script 🔻 📑 Help         |            |                     |    |        |        |
| Options                       | Source                    |            |                     |    |        |        |
|                               | Database:                 |            | DRIVE_RS            |    |        | $\sim$ |
|                               | Recovery model:           |            | SIMPLE              |    |        |        |
|                               | Backup type:              |            | Full                |    |        | $\sim$ |
|                               | Copy-only Backup          |            |                     |    |        |        |
|                               | Backup component:         |            |                     |    |        |        |
|                               | Database                  |            |                     |    |        |        |
|                               | Files and filegroups:     |            |                     |    |        |        |
|                               | Backup set                | DRIVE RS-F | III Database Backup |    |        |        |
|                               | Description:              |            |                     |    |        |        |
|                               | Backup set will expire:   |            |                     |    |        |        |
| Connection                    | After:                    | 0          | 🔶 day               | S  |        |        |
| Server:                       | 🔿 On:                     | 25/06/2018 |                     |    |        |        |
| Karen-HP\Relate               | Destination               | 0          |                     |    |        |        |
| Connection:<br>KAREN-HP\Karen | Back up to:               | Disk       | () Ta               | pe |        |        |
| View connection properties    | C.VHelate Backup VDHIVE_1 | 4523052018 |                     |    | Add    |        |
| _                             |                           |            |                     |    | Remov  | 'e     |
| Progress                      |                           |            |                     |    |        |        |
| Executing (70%)               |                           |            |                     |    | Conten | ts     |
| Stop action now               |                           |            |                     |    |        |        |
|                               |                           |            | 01                  | K  | Cance  | el     |

Figure 11

When this hits 100% a notification will appear on screen alerting you that the database has been backed up. Select OK. Figure 12



The database has been successfully backed up. You can now browse to the folder location to see the backup file. Figure 13

| 🔜 🛛 🔁 📑 🖛 🗐 Relate Bac   | kup                                  |                  |      | – 🗆 X                    |
|--|--------------------------------------|------------------|------|--------------------------|
| File Home Share  | View                                 |                  |      | ~ (                      |
| $\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\Rightarrow$ Thi | is PC → Windows (C:) → Relate Backup |                  | ~ Ū  | Search Relate Backup 🛛 🔎 |
| a OneDrive   | ^ Name                               | Date modified    | Туре | Size                     |
| 💻 This PC  | DRIVE_RS25062018                     | 25/06/2018 14:21 | File | 1,370,516 KB             |
| 🗊 3D Objects   |                                      |                  |      |                          |
| 📃 Desktop  |                                      |                  |      |                          |
| 🔮 Documents  |                                      |                  |      |                          |
| 🕂 Downloads  |                                      |                  |      |                          |
| 👌 Music  |                                      |                  |      |                          |
| Pictures   |                                      |                  |      |                          |
| 📑 Videos   |                                      |                  |      |                          |
| Windows (C:)   |                                      |                  |      |                          |
| HP_RECOVERY (D:)   | ¥                                    |                  |      |                          |
| 1 item   |                                      |                  |      |                          |

#### Figure 13

If, having followed all of the above steps, you are experiencing issues backing up the database, please contact your IT person. If the issue persists please contact the Relate Software Support team.