

# BACKING UP A SQL DATABASE

for Relate Software

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[www.relate-software.com](http://www.relate-software.com)

support@relate-software.com

ROI +353 1 459 7800

UK +44 871 284 3446

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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](mailto:support@relate-software.com)

**Opening Times for Support** 09:00-13:00, 14:00-17.30

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## 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.

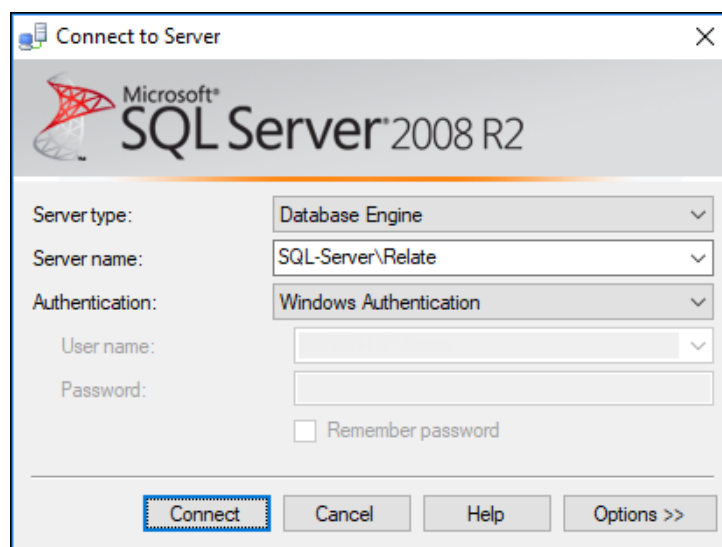


Figure 1

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

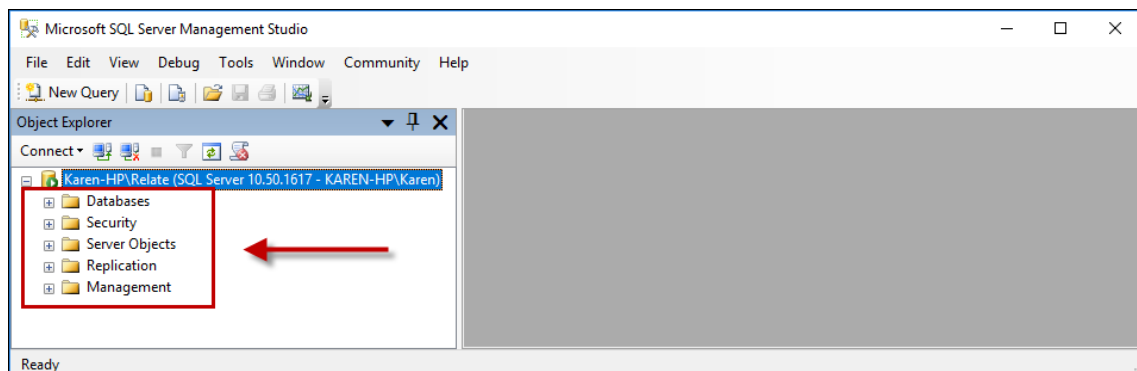


Figure 2

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

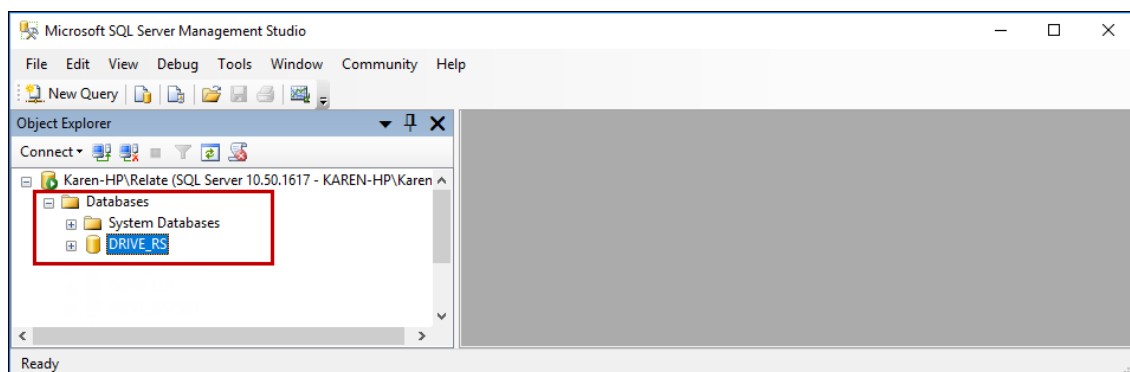


Figure 3

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

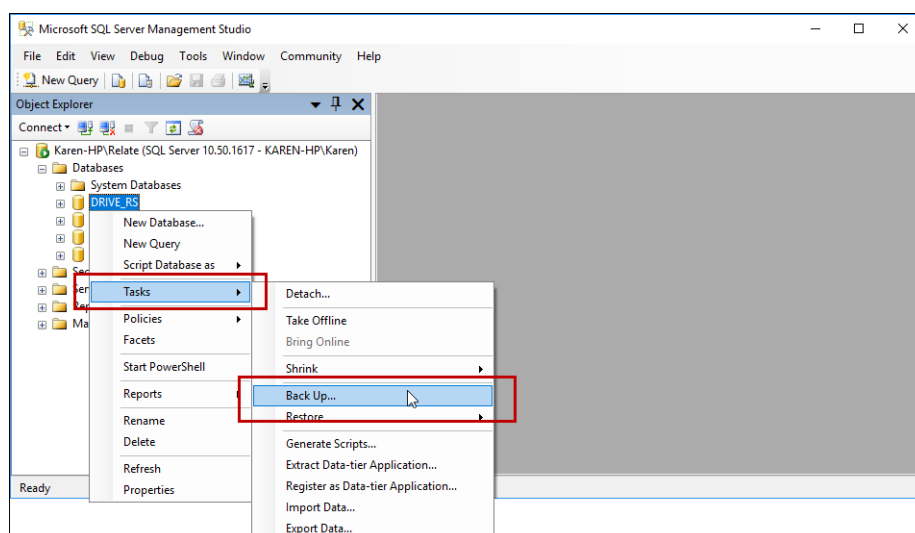


Figure 4

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'.

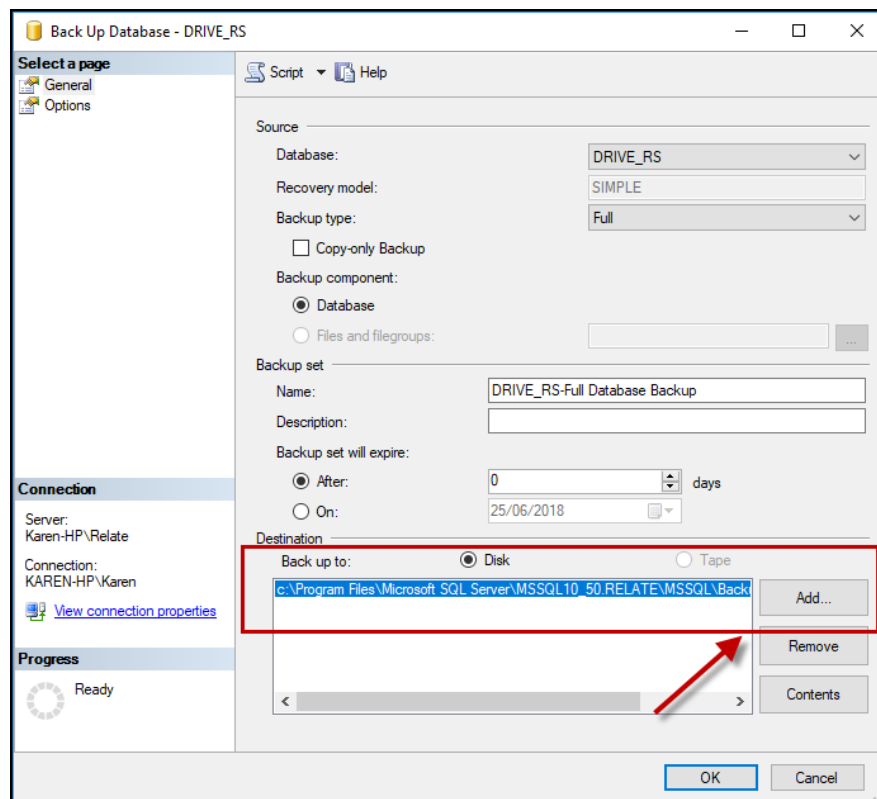


Figure 5

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

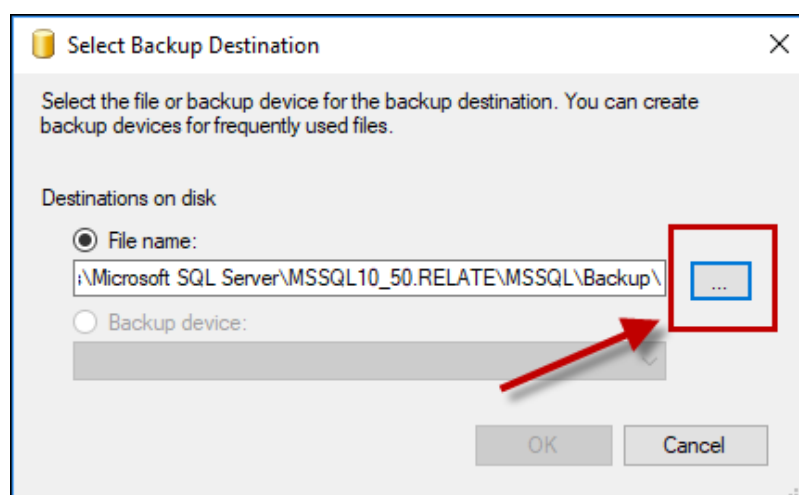


Figure 6

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

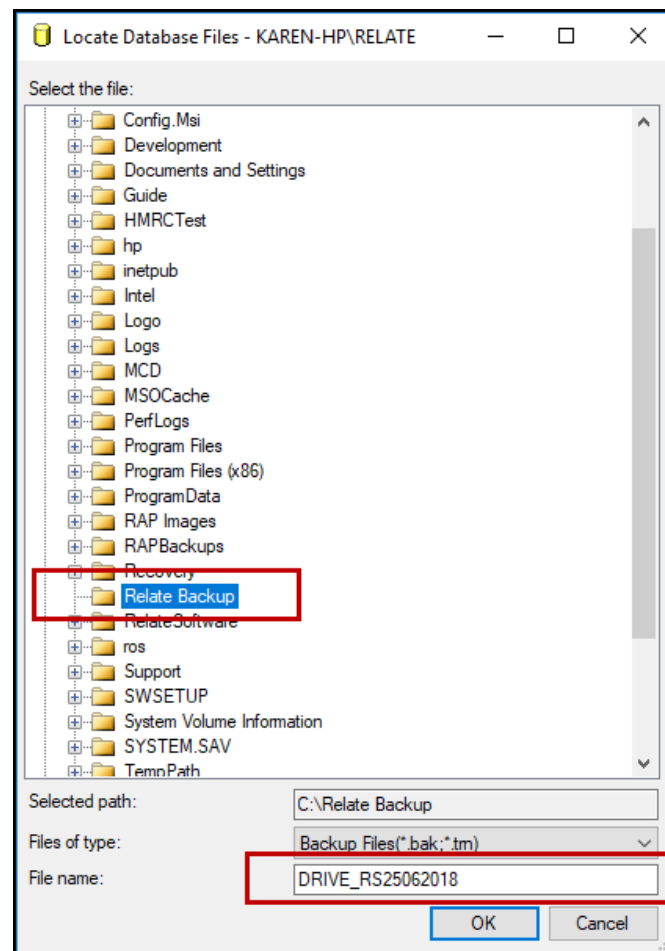


Figure 7

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

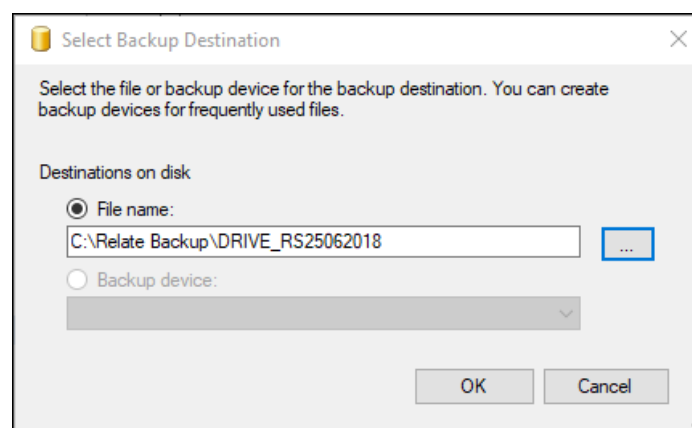


Figure 8



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

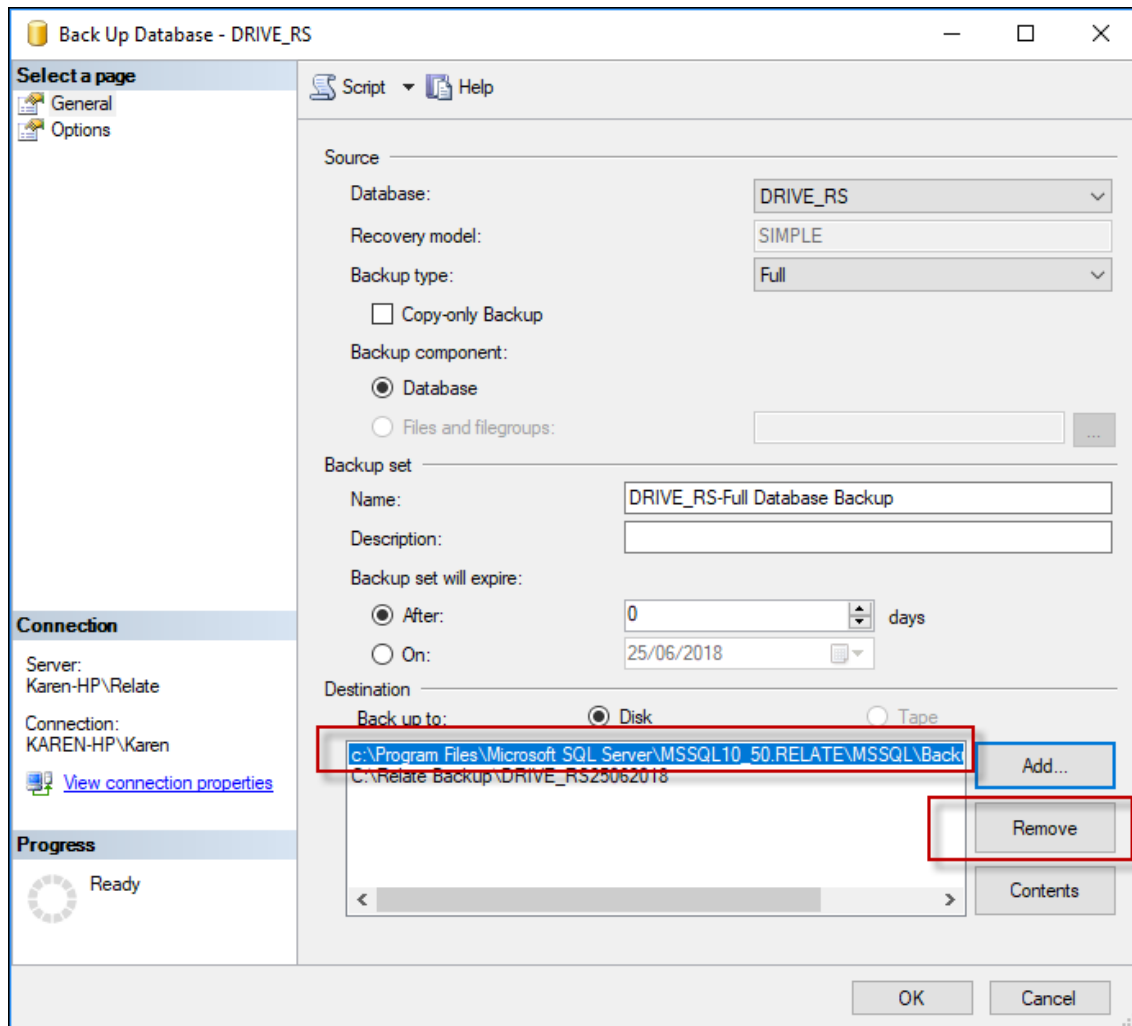


Figure 9

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

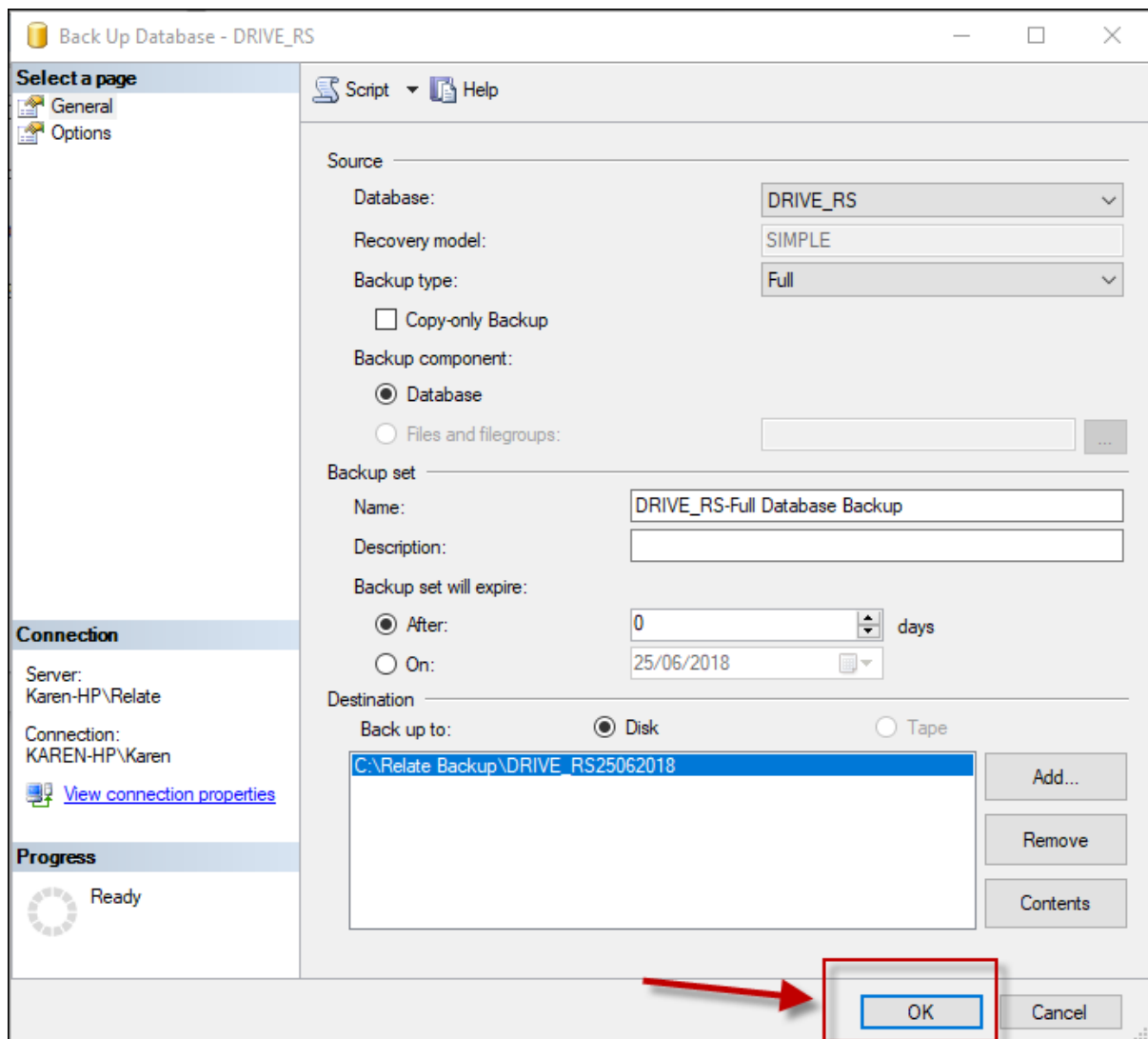


Figure 10

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

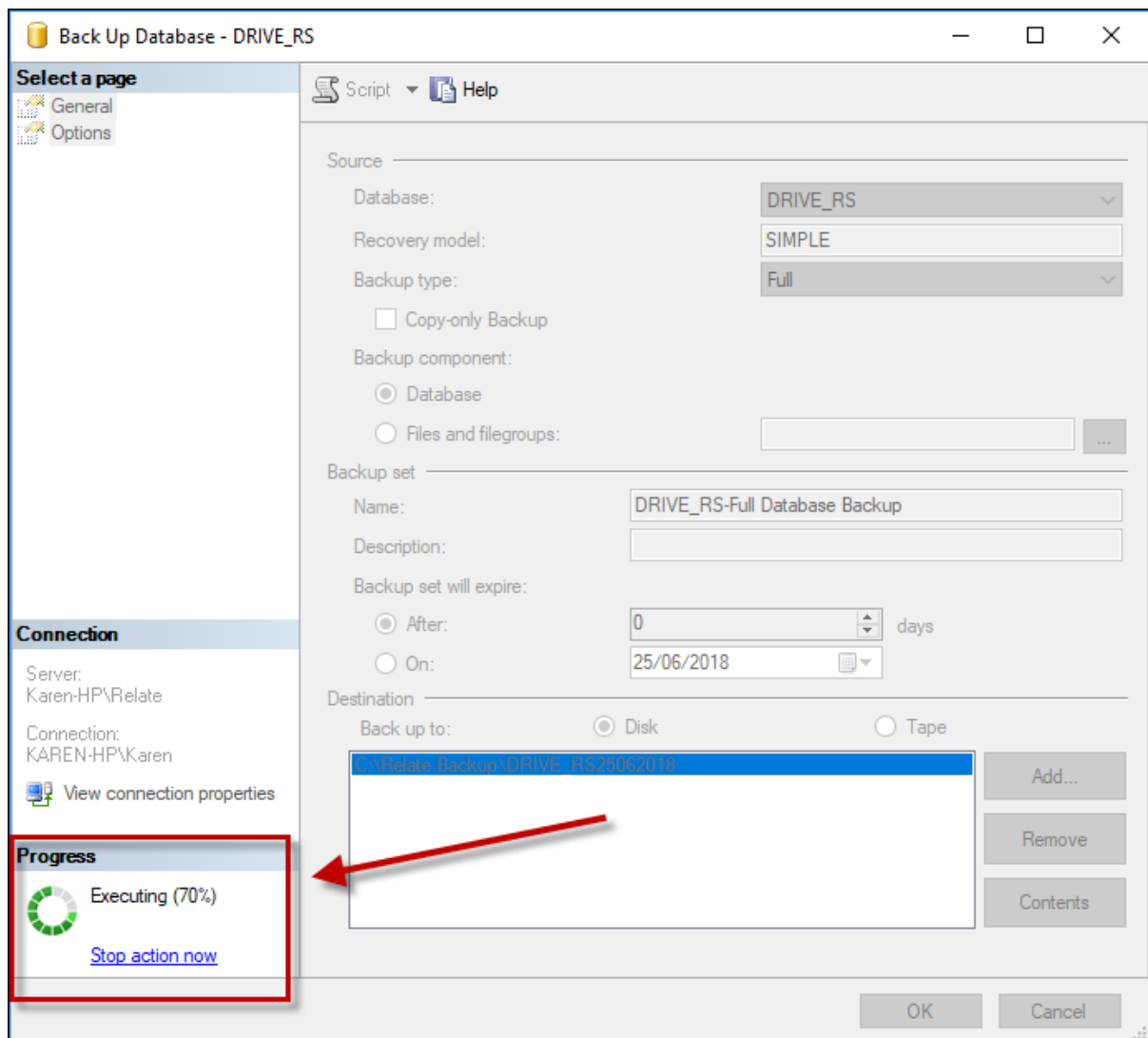


Figure 11

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

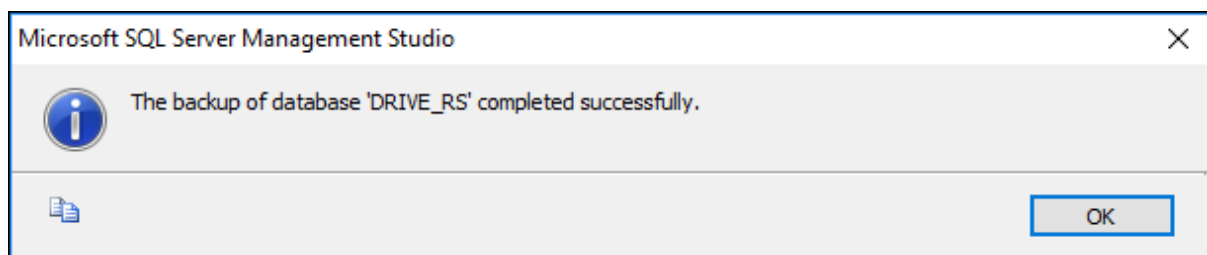


Figure 12

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

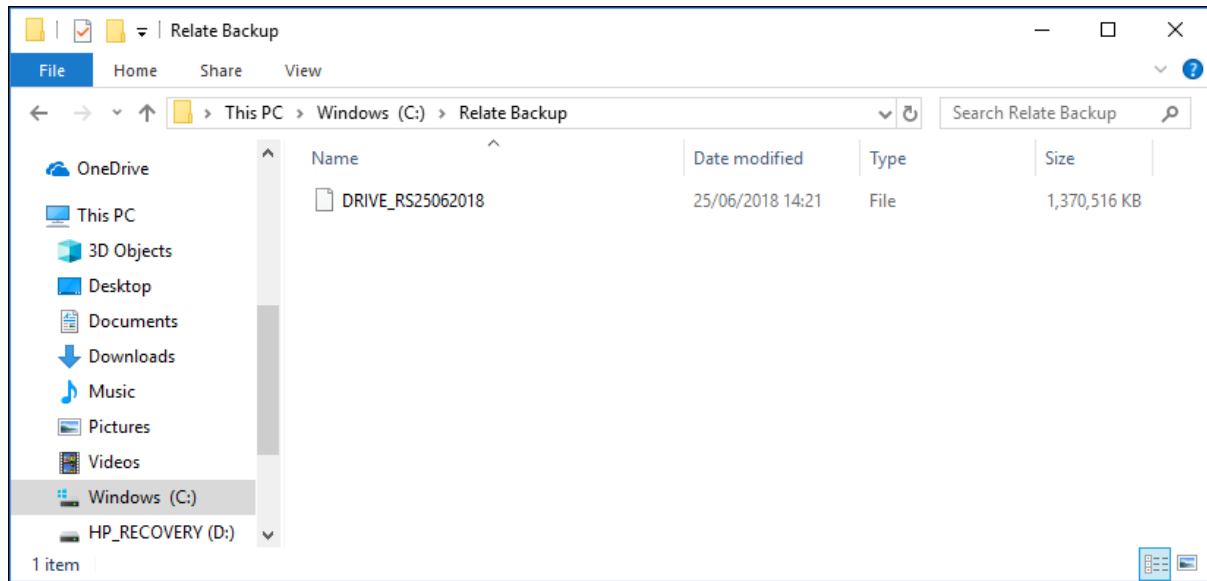


Figure 13

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.