

Backup and Restore Process

Backup and Restore

Database Management Process

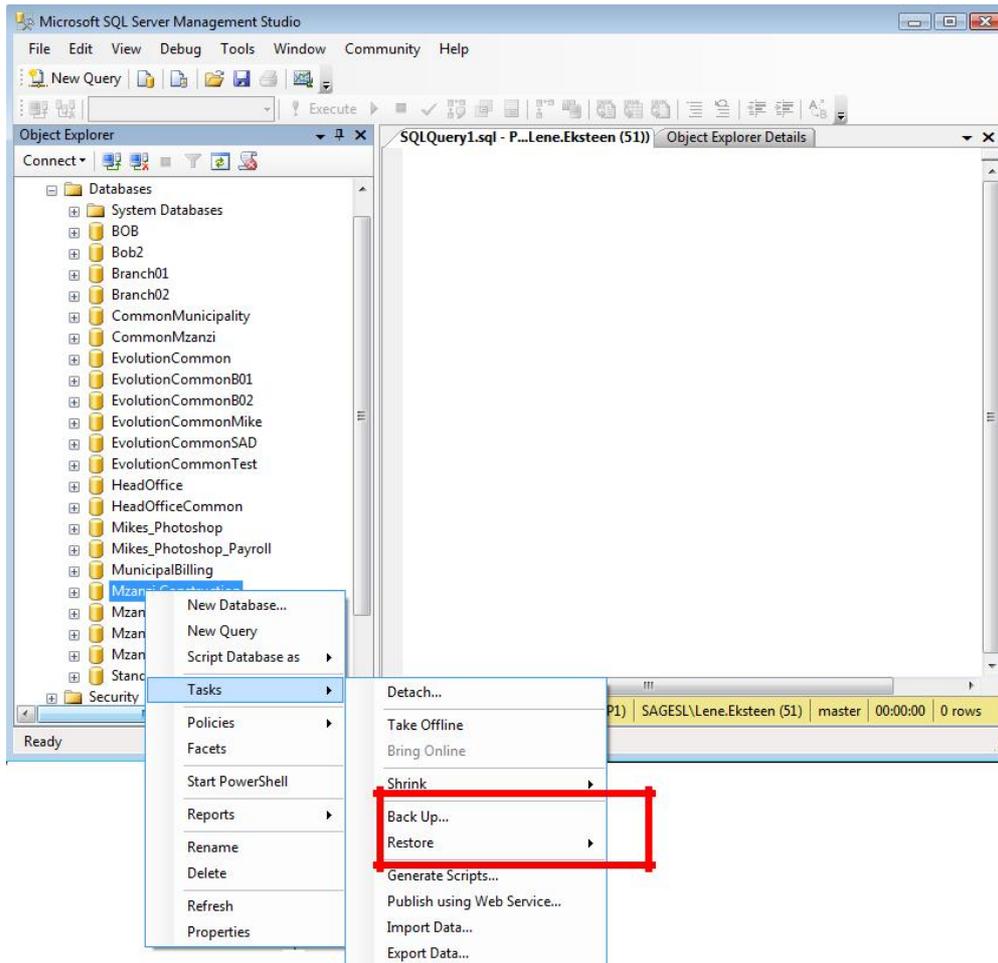
1. To back up, restore, delete, attach and/or detach databases, start the Pastel Evolution Database Management console via Windows by going to Start...Programs...Pastel Evolution...Pastel Evolution Database Management.
2. You can access the SQL Server Management Studio console via the shortcut on your desktop. This shortcut should have been automatically created on your behalf during the installation process.



3. The Microsoft SQL Server Management Studio screen displays:



4. Select the relevant company database and right click on the database. Select the action that you want to perform.



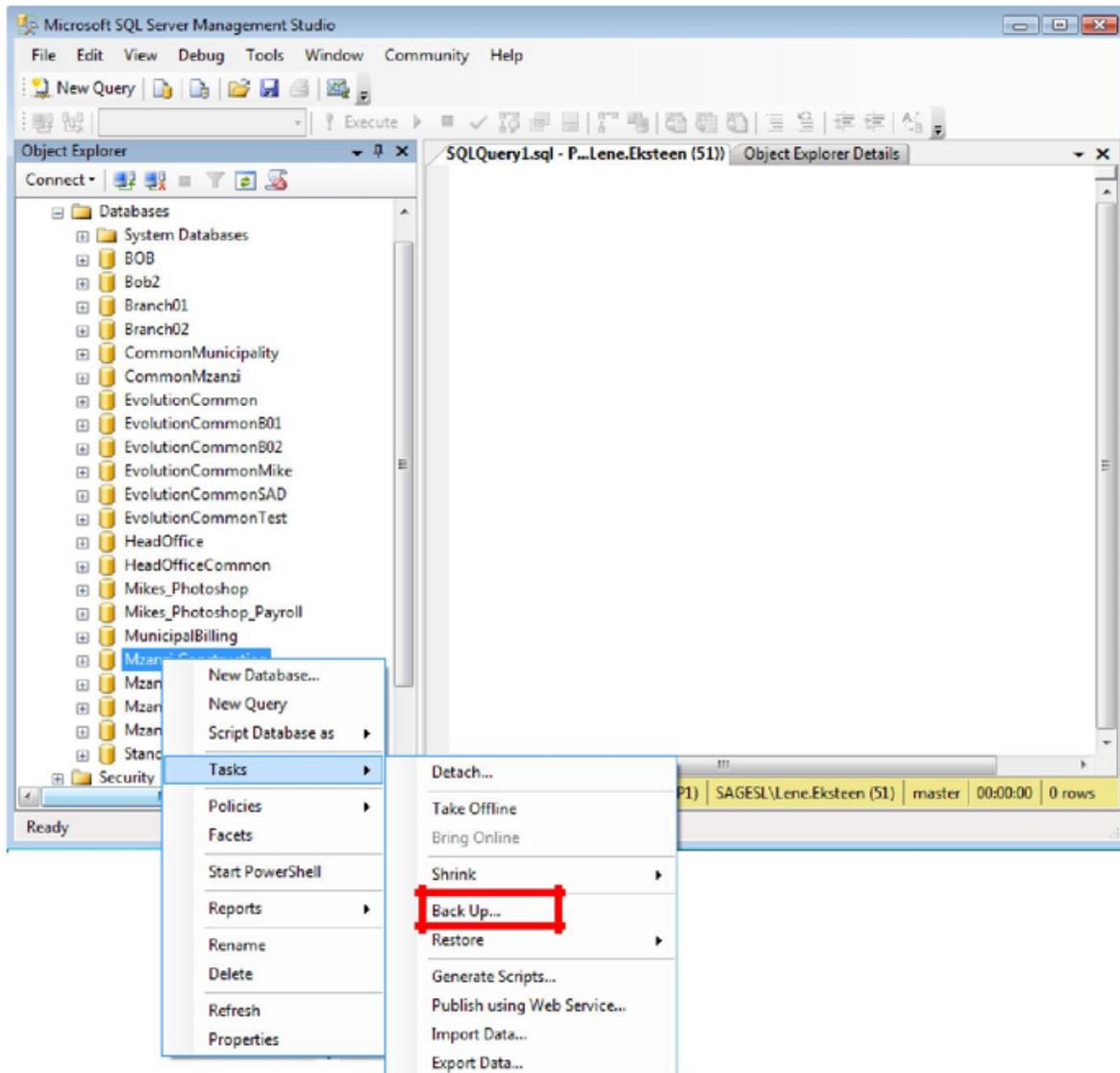
5. The following table explains each action.

| Action | When to use? |
|---------|---|
| Attach | Select Attach Database if you want to move a specific database to another server or workstation. |
| Detach | Select Detach Database if you want to save the Attached Database to the selected server or workstation. |
| Backup | Select Backup Database to make a backup of the database for security reasons. Always select the Full backup type, as this is recommended. |
| Restore | Select Restore Database if you want to open a database that you have backed up. |
| Delete | Select Delete Database if you want to permanently delete a database from a server or workstation. Please note, once you have selected this option, this database will be deleted and not be able to be relocated or restored. |

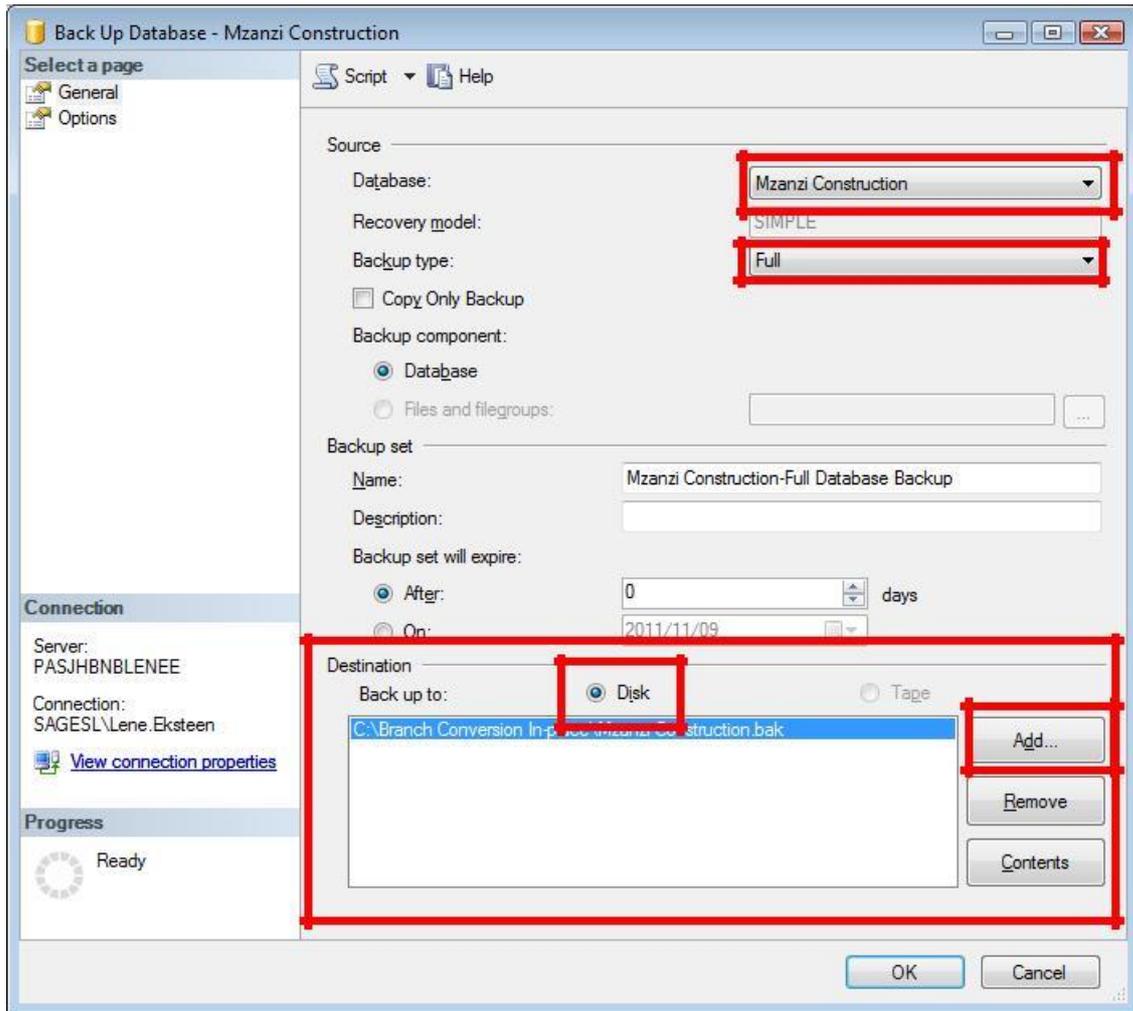
6. In the Destination block, depending on what your action is, browse and select the applicable database that you wish to restore, delete, attach, detach etc., as well as select the final destination for the database.
7. Click on the OK button.

Backup Process

1. Right click on the relevant database that you want to backup, and select the **Back Up...** option from the Tasks menu option.

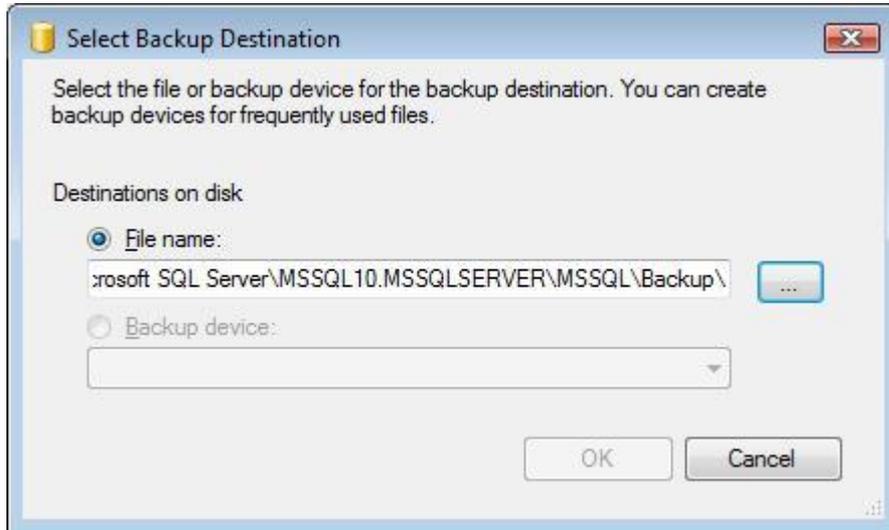


2. The following screen displays:

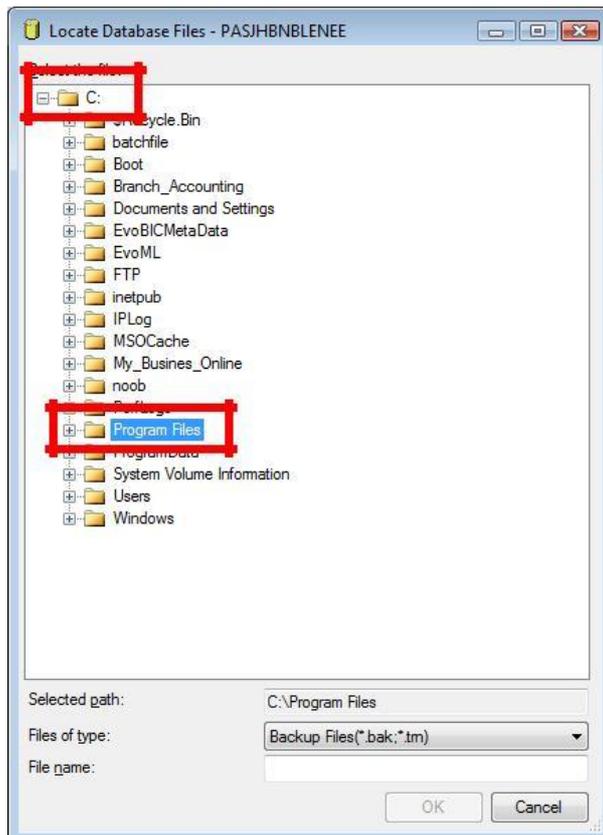


3. Ensure that you select the Backup type as **Full** using the drop down menu.
4. In the Destination section above select the Disk option. This actually refers to the local PC's hard drive and not a DVD/CD or Memory Stick. Always backup to your main Hard Drive, usually called the C:\.

- From the above click on the **Add** button above to select the server's local hard drive. This screen should open

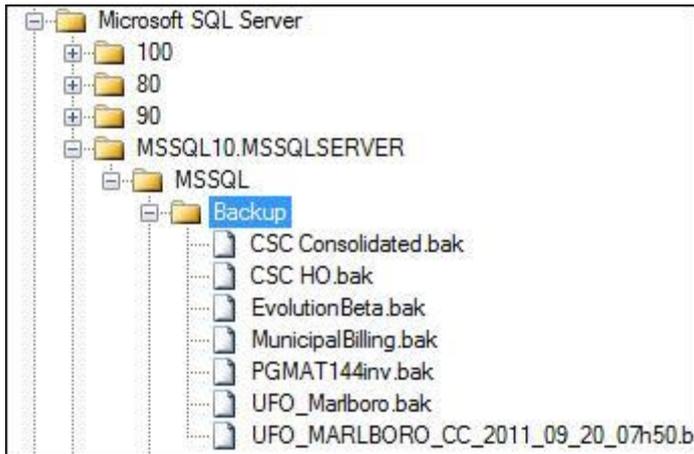


- Click on the above browse button () and browse to the relevant destination folder where you want to

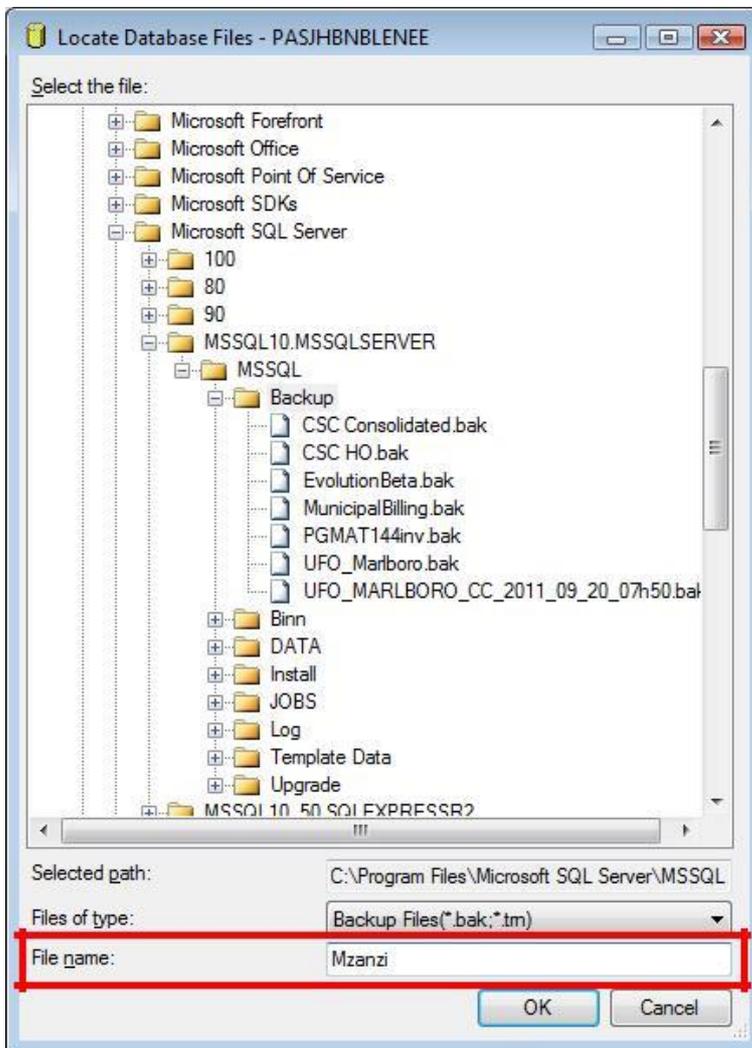


- Go to your C: Drive and select your Program Files folder.

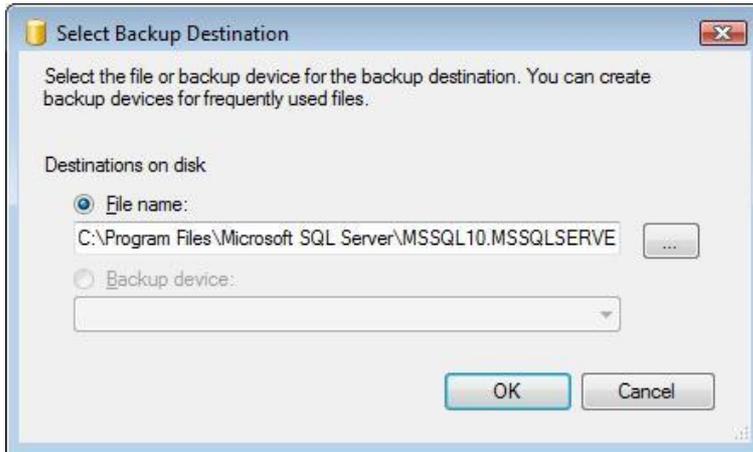
- Expand the folders and navigate to your Microsoft SQL Server folder:



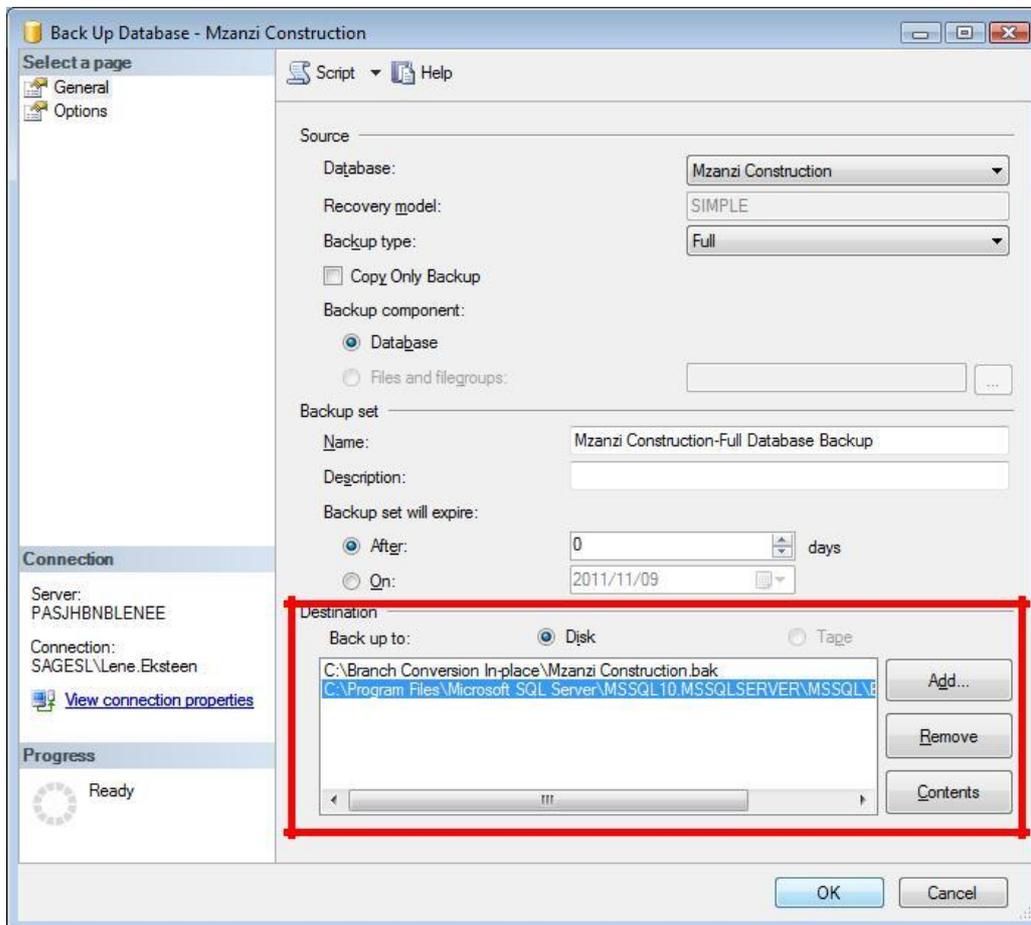
- Expand the Microsoft SQL Server folder and select the MSSQL folder (it might differ from computer to computer as to what this folder is called).
- Expand the MSSQL folder to reveal the Backup folder. This is the safest destination to back up Evolution databases as this will avoid corruption of data and so on.



11. Enter your File Name in the field and click on the OK button.
12. The following screen just confirms the destination:

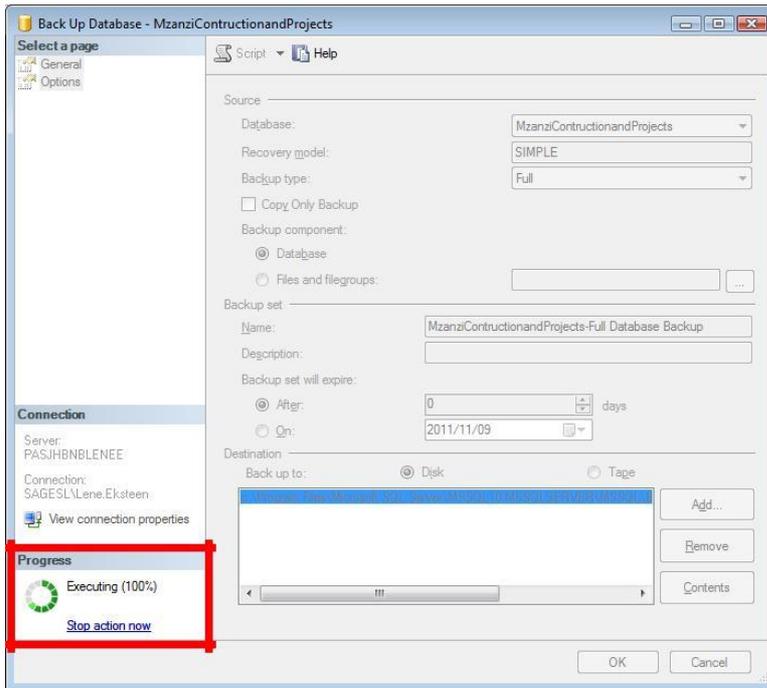


13. Click on the OK button.
14. Ensure that the following screen displays your selected destination:

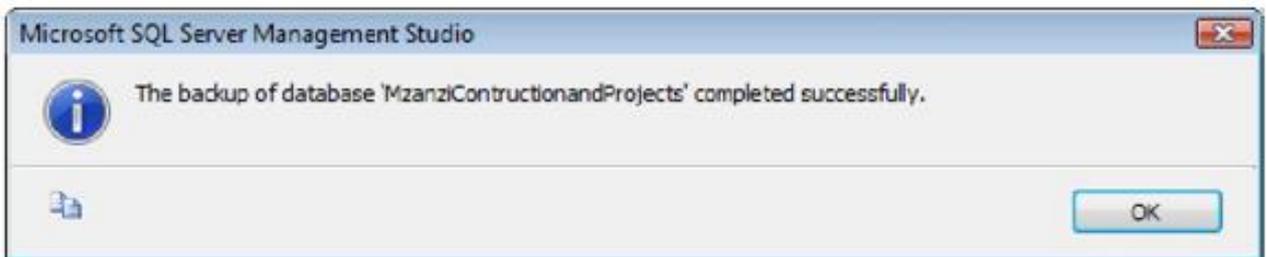


The destination must be highlighted as displayed in the screen shot.

- Click on the OK button.



- The Progress of the backup displays on the screen.
- When the database was successfully backed up, the following message displays:



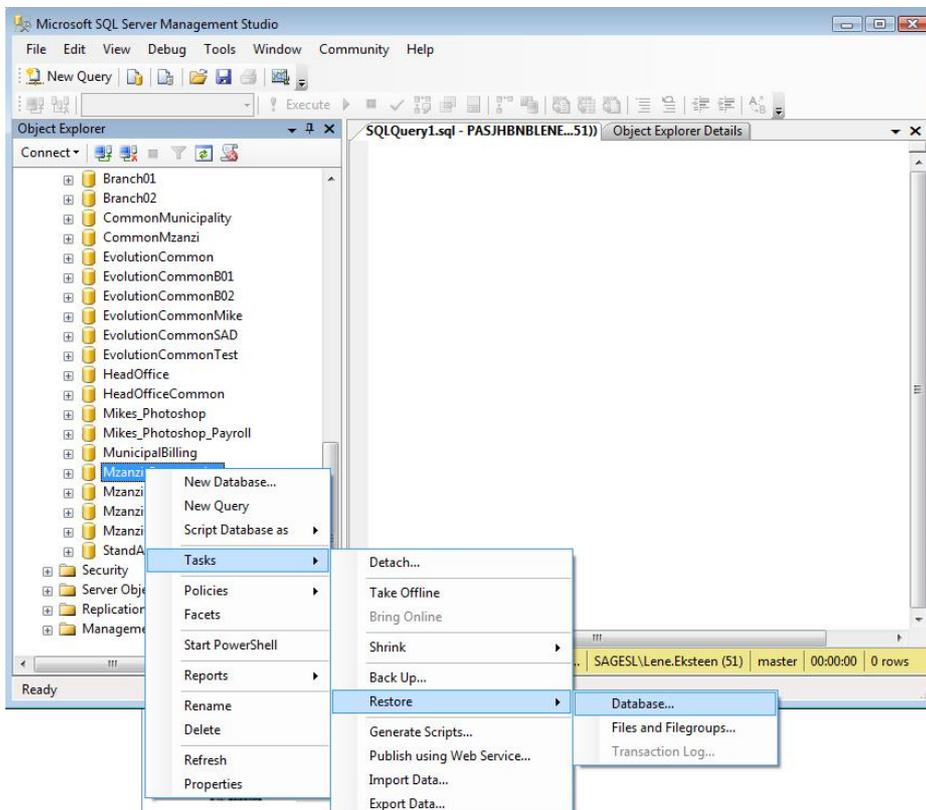
Restore your database

To restore a database, follow the next few steps:

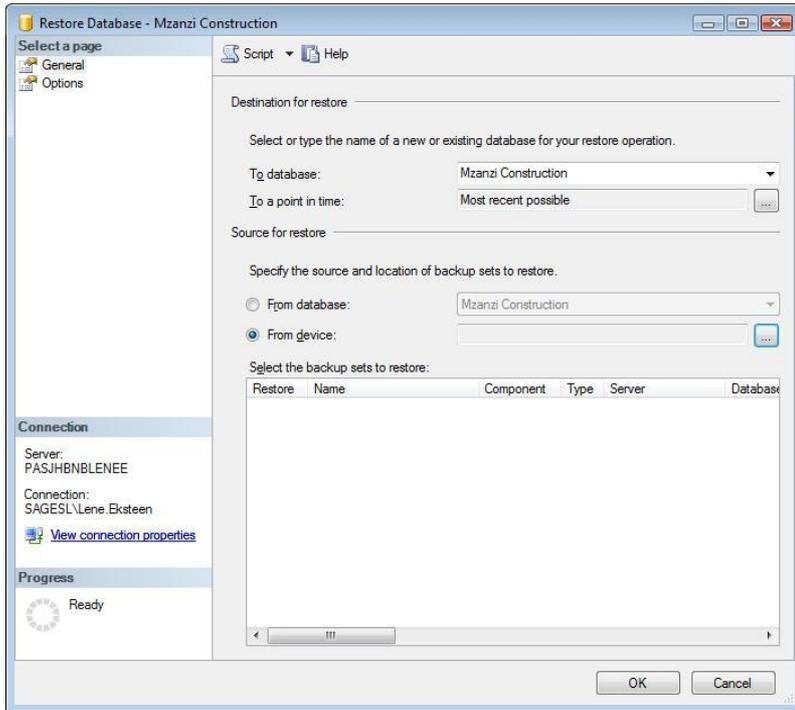
1. Firstly, create a database in Pastel Evolution first:



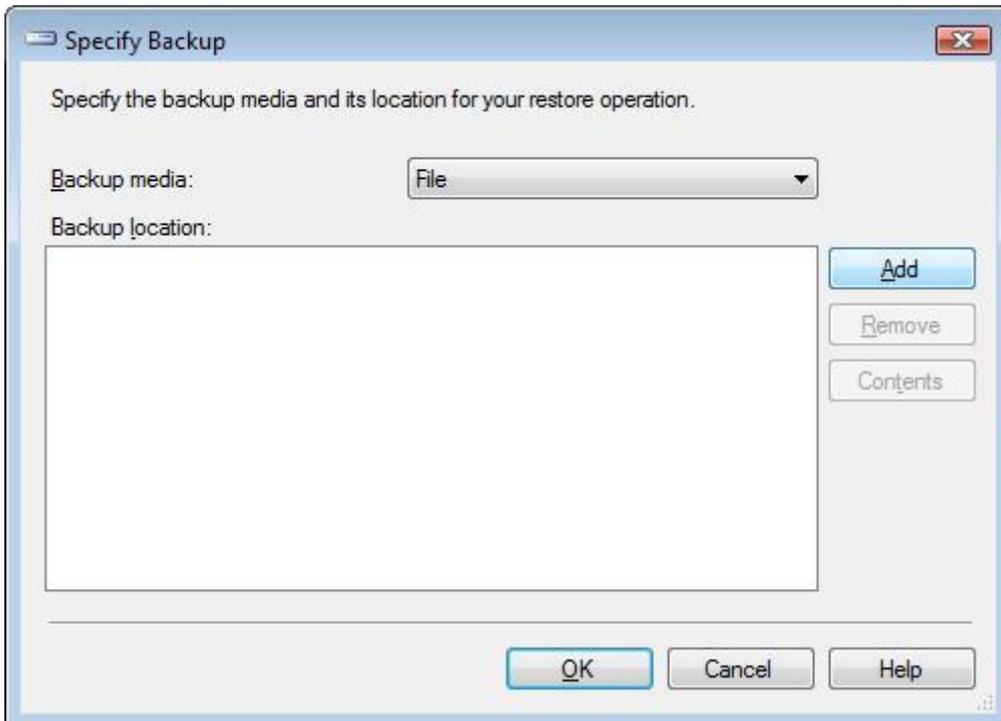
2. Open the Microsoft SQL Server Management Studio:



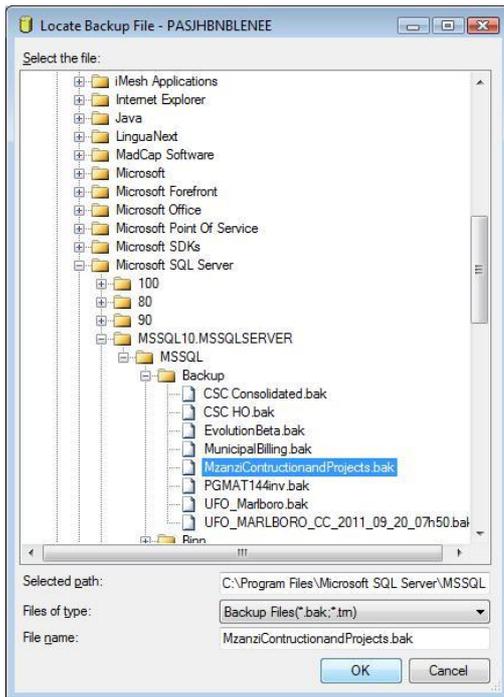
3. Select the database. Right click, select the Tasks...Restore...Database menu options that display.
4. The following screen displays:



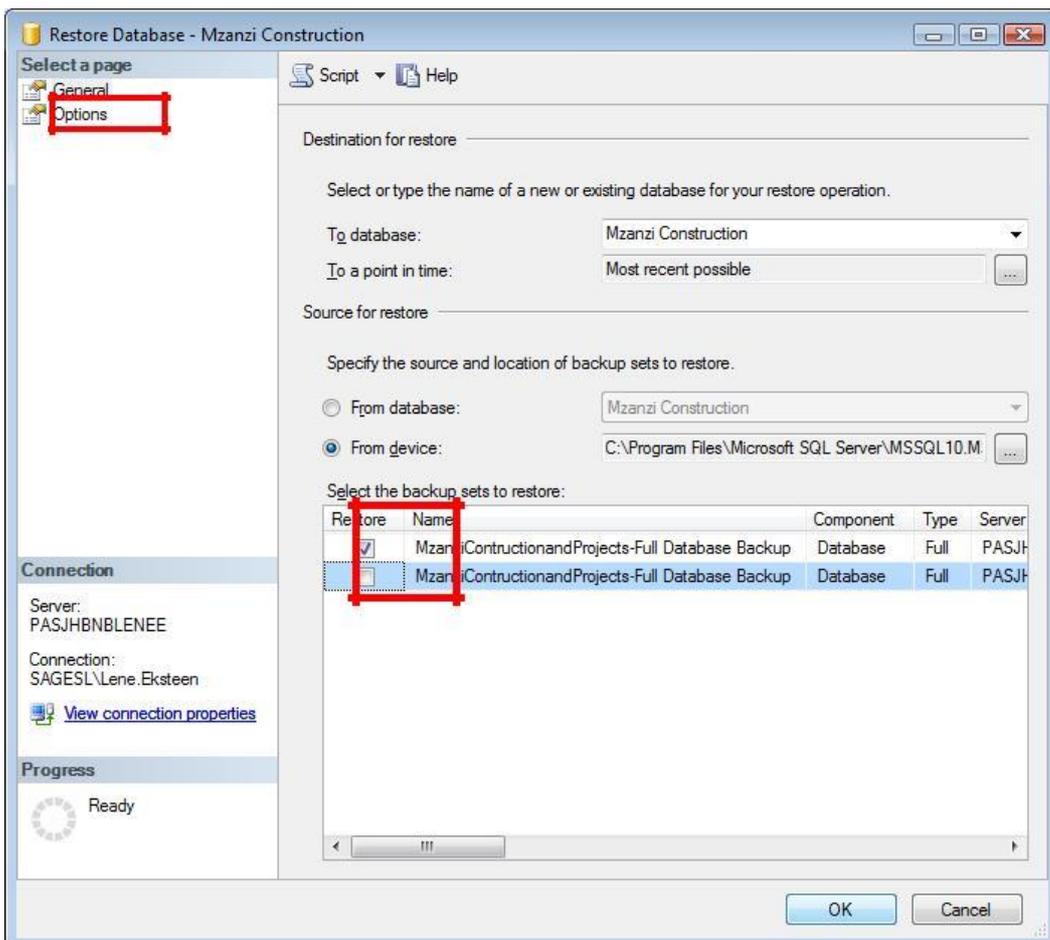
5. Select the database that you created in Pastel Evolution in the To database field.
6. Select the **From device source** option.
7. Click on the Browse button ().



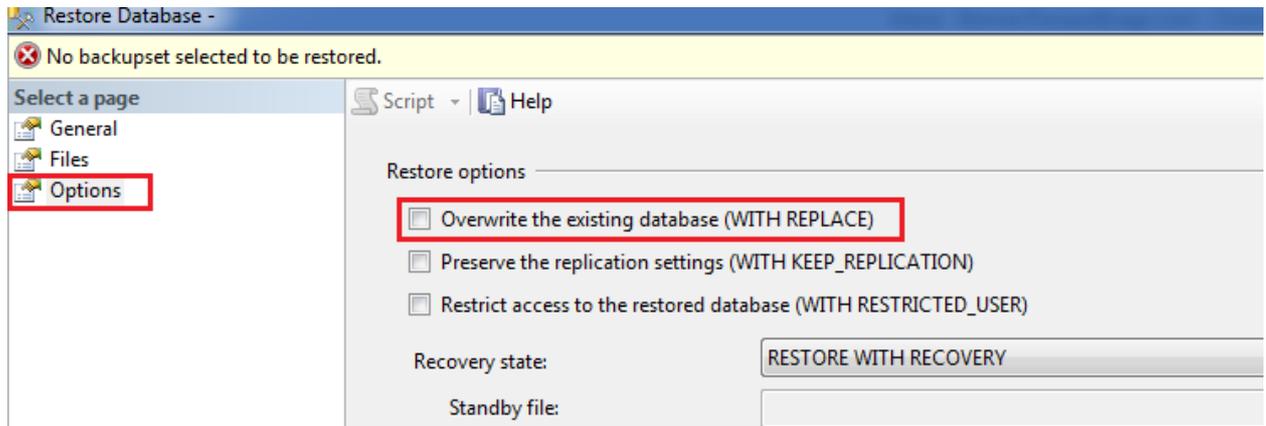
8. Ensure the File option is selected in the Backup Media field.
9. Click on the Add button. Navigate to the destination where you saved the .bak file.



10. Click on the OK button.
11. The following screen displays:



12. Select the restore file by making a tick in the tick box under the Restore column.
13. Select the **Options** page on the top left above and select the Overwrite database check box.



14. Click on the OK button to restore the backup.
15. MS SQL will inform you that the restore was successful as per the below message:

