

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.

🧏 Microso	ft SQL Serve	r Management Studio					[- • •
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			_		Export Data			
					74 12 Aug 26 C 19 C 27 C 20 C			

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.

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- 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:

🧾 Back Up Database - Mzanzi	Construction			
Select a page	Script 🔻 📑 Help			
ugar Options	Source Database: Recovery model: Backup type: Copy Only Backup Backup component: © Database © Files and filegroups: Backup set Name: Description: Backup set will expire:	Mzanzi Construction	zanzi Construction MPLE III	
Connection	After:	0	days	
Server: PASJHBNBLENEE Connection: SAGESL\Lene.Eksteen View connection properties Progress	On: Destination Back up to: C:\Branch Conversion In-p.	Disk Struction.ba	C Tage	A <u>d</u> d <u>R</u> emove
C) Heady			ок	Cancel

- 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:\.

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

Select Backu Select the file o backup devices	p Destination [r backup device for the backup destination. You can create s for frequently used files.
Destinations on	disk
rosoft SQL	Server\MSSQL10.MSSQLSERVER\MSSQL\Backup\
O Backup	device:
	-
	OK Cancel

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

U Locate Database Files - P	ASJHBNBLENEE	
C: Orleycle.Bin Boot Boot Boot Boot Boot C: Documents and S Documents and S C: Documents and S C: Documents and S Documents and S C: Documents and S C: Documents and S Documents Documents a	ng iettings ne formation	
Selected path:	C:\Program Files	
FI ()	Backup Files(*,bak:*,tm)	-
Files of type:	The second secon	
Files of type: File <u>n</u> ame:		

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

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



- 9. 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).
- 10. 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.

Select the file:		
Microsoft Fo Microsoft Off Microsoft Po Microsoft SC Microsoft SC Micros	refront ice int Of Service IKs IL Server 10.MSSQLSERVER	
	GL Backup CSC Consolidated.bak CSC HO.bak EvolutionBeta.bak MunicipalBilling.bak PGMAT144inv.bak UFO_Marlboro.bak UFO_MARLBORO_CC_2011 Binn DATA Install JOBS	_09_20_07h50.bał
	Log Template Data Upgrade IN 50 SQLEXPRESSR2 III	
Selected <u>p</u> ath:	C:\Program Files\Microsoft	SQL Server\MSSQL
		_
Files of type:	Backup Files(.bak; .tm)	200

- 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:

🧻 Back Up Database - Mzanzi G	Construction				
Select a page	🕵 Script 🔻 📑 Help				
General					
	Source				
	Database:		Mzanzi Constr	uction	•
	Recovery model:		SIMPLE		
	Backup type:		Full 🗸		
	Copy Only Backup		(<u></u>		
	Backup component:				
	Database				
	Files and filegroups:				
	Backup set		1		
	Name:	Mzanzi Const	ruction-Full Databa	ase Backup	
	Description:				
	Backup set will expire:				
	After:	0		dave	
Connection	0 On:	2011/11/09		days	
		2011/11/00)	
Connection:	Back up to:	Ojsk) Tage	
SAGESL\Lene.Eksteen	C:\Branch Conversion In-place	e\Mzanzi Constructi	ion.bak		Add
View connection properties	C:\Program Files\Microsoft SC	QL Server\MSSQL1	0.MSSQLSERVE	R\MSSQL\E	<u></u>
					Remove
Progress					
Ready		<u>III</u>		Þ	Contents
				ОК	Cancel
					1.48

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

15. Click on the OK button.

elect a page	🔄 Script 👻 📑 Help				
Contions					
opaoro	Source				
	Dațabase:		MzanziContructio	nandProjec	ts "
	Recovery model:		SIMPLE		
	Backup type:		Full		
	Copy Only Backup				
	Backup component:				
	 Database 				
	Files and filegroups:		[
	Backup set				
	Name:	MzanziContru	ctionandProjects-Full	Database	Backup
	Description:				
	Backup set will expire:				
	 After: 	0		davs	
Connection	(7) On:	2011/11/09			
Server: PASJHBNBLENEE	Destination	Terrenter			
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View connection properties				1	-
Program	•				<u>R</u> emove
riogiess				r	
Executing (100%)	 ■ 			+	Contents
Stop action now					

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

Microsof	SQL Server Management Studio	
0	The backup of database 'MzanziContructionandProjects' completed successfully.	
2a		ОК

Restore your database

To restore a database, follow the next few steps:

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

gent	Admin			
assword	•••••			
Company Dat	abases		Locate	
— 🚺 Bob — 🚺 Mike	2 s_Photoshop		Edit	
- 间 Mun	icipalBilling	E	Remove	
- Mza	anzi Construction	-	New	

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:

General			
The second se	Destination for restore		
	Select of type the name of a l	new or existing database for your restore operation.	
	T <u>o</u> database:	Mzanzi Construction	•
	<u>T</u> o a point in time:	Most recent possible	
	Source for restore		
	Specify the source and locati	on of backup sets to restore.	
	From database:	Mzanzi Construction	Ŧ
	From <u>d</u> evice:		
	Select the backup sets to res	tore:	
	Restore Name	Component Type Server	Database
Connection			
Server: PASJHBNBLENEE			
Connection:			
SAGESL\Lene.Eksteen			
View connection properties			
Progress			
Ready	۲ III		۴

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

<u>B</u> ackup media:	File	_
Backup <u>l</u> ocation:		Add
		Remove
		Contents

- 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:

Selectapage	Script 🔻 🚺 Help									
2 Dptions	Destination for restore									
	Select or type the name of a new or existing database for your restore operation.									
	To a point in time:			Mzanzi Construction Most recent possible				•		
	Source for restore									
	Specify the source and location of backup sets to restore.									
	 From database: From <u>d</u>evice: 			Mzanzi Construction						
				C:\Program Files\Microsoft SQL Server\MSSQL10.M						
	Select the	backup	sets to resto	ore:						
	Retore	Name	iContruction	andProject	e Full Database Rad		Component	Туре	Server	
Connection		Mzan	Contruction	nandProject	s-Full Database Baci	kup	Database	Full	PASJ	
Server: PASJHBNBLENEE Connection: SAGESIN and Exteen										
View connection properties										
Progress										
Ready	•								Þ	
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- 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.

🧏 Restore Database -		the local sectors and the						
🔇 No backupset selected to be rest	ored.							
Select a page	Script - Is Help							
🚰 General								
🚰 Files	Restore options							
Poptions	Overwrite the existing database (WITH REPLACE)							
	 Preserve the replication settings (WITH KEEP_REPLICATION) Restrict access to the restored database (WITH RESTRICTED_USER) 							
	Recovery state:	RESTORE WITH RECOVERY						
	Standby file:							

- 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:

Microsoft	SQL Server Management Studio Express	×
i)	The restore of database 'AdventureWorks' completed successfully.	
а <u>в</u>		OK