SQL Database Backup

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Database Backup Creation

While logged into the Energy Force database server:

1. Select **Start** in the lower left corner of the screen.
2. Locate and expand the *Microsoft SQL Server Tools* folder.
3. Choose **Microsoft SQL Management Studio**.
4. Log in using the appropriate credentials and select **Connect**.
5. Once connected, expand the *Databases* folder in the *Object Explorer* panel on the left of the screen.
6. Locate the database to back up, right-click, and select **Tasks**.
7. Select **Back Up** from the menu. The *Back Up Database* screen will appear.
8. In the *Source* section:
    a. Verify the proper database is listed to the right of the *Database* label.
    b. Ensure the *Backup Type* is listed as *Full*.
    c. Ensure the *Backup Component* is set to *Database*.
9. In the *Destination* section, verify *Back up to* is listed as *Disk*.
10. Select **Add**.
11. Select in the *File Name* field. Arrow to the right until at the end of the listed path.
    a. Keep record of where this file will be located.
12. Add the file name for the backup file to the end of the path (**Ex.** *Frontier.bak*).
    Note: Make sure the file name extension displays *.bak* or the backup will not generate properly.
13. Select **OK**. The full path and file name will be listed on the *Back Up Database* window.
    - Take note of the path where the *.bak* file has been generated.
14. Once the backup has been created, a message will appear stating *The back up of Database Name has completed successfully*.
15. Select **OK**. The *Backup Database* window will close.
    - It is recommended that a copy of the backup be stored on a different server to preserve data should the SQL DB server encounter an issue.