

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.
 - o 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.
 - o 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.