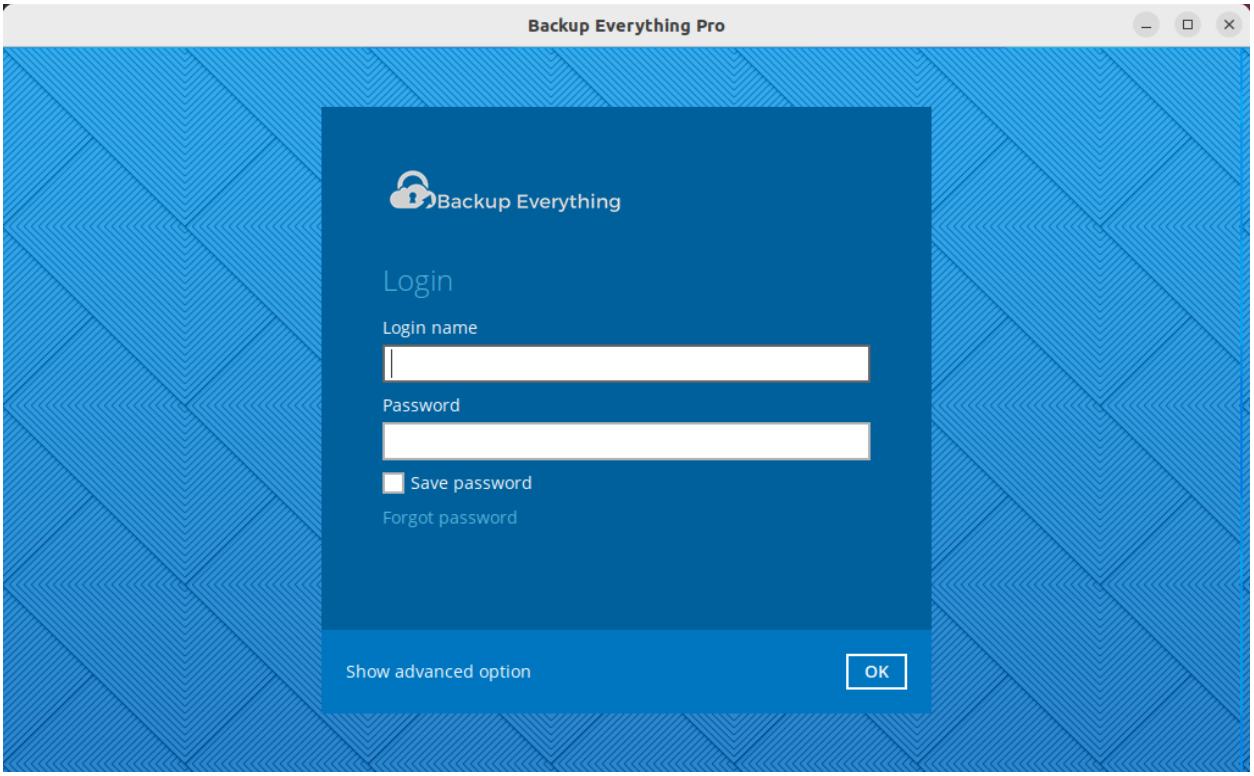
MS SQL Database Backup and Restore Guide

BACKUP

Step 1: Open the Program & Log In

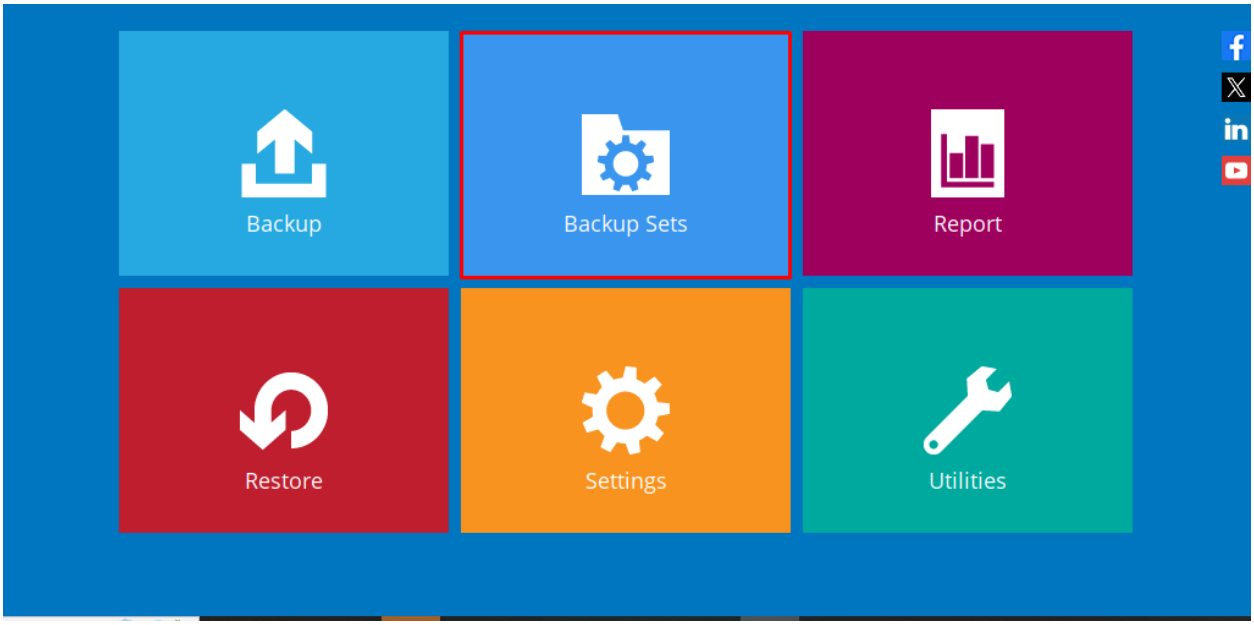
1. Launch the application.
2. Enter your **username** and **password**



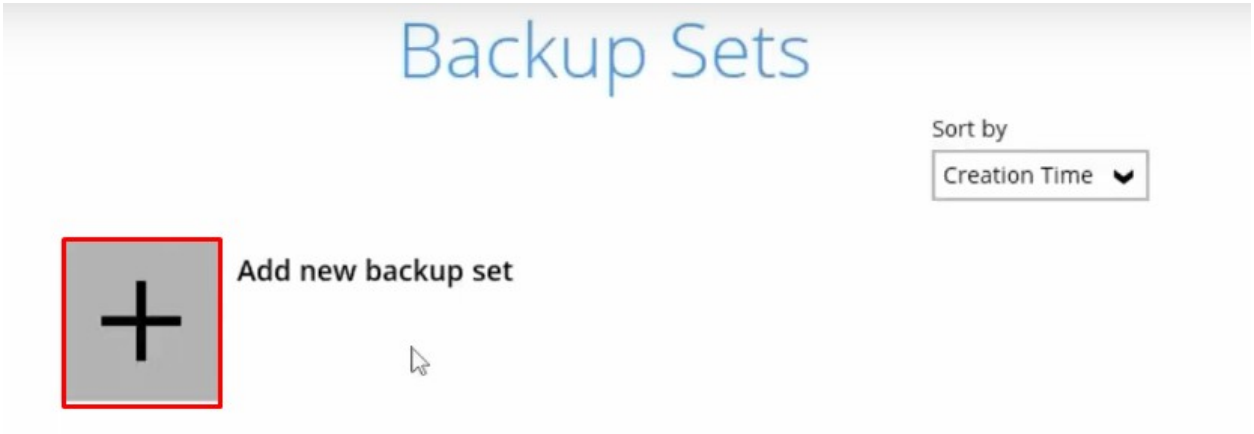
.

Step 2: Navigate to the Backup Set Menu

1. From the main dashboard, go to **Backup Sets**.



2. Click **Create New Backup Set**.



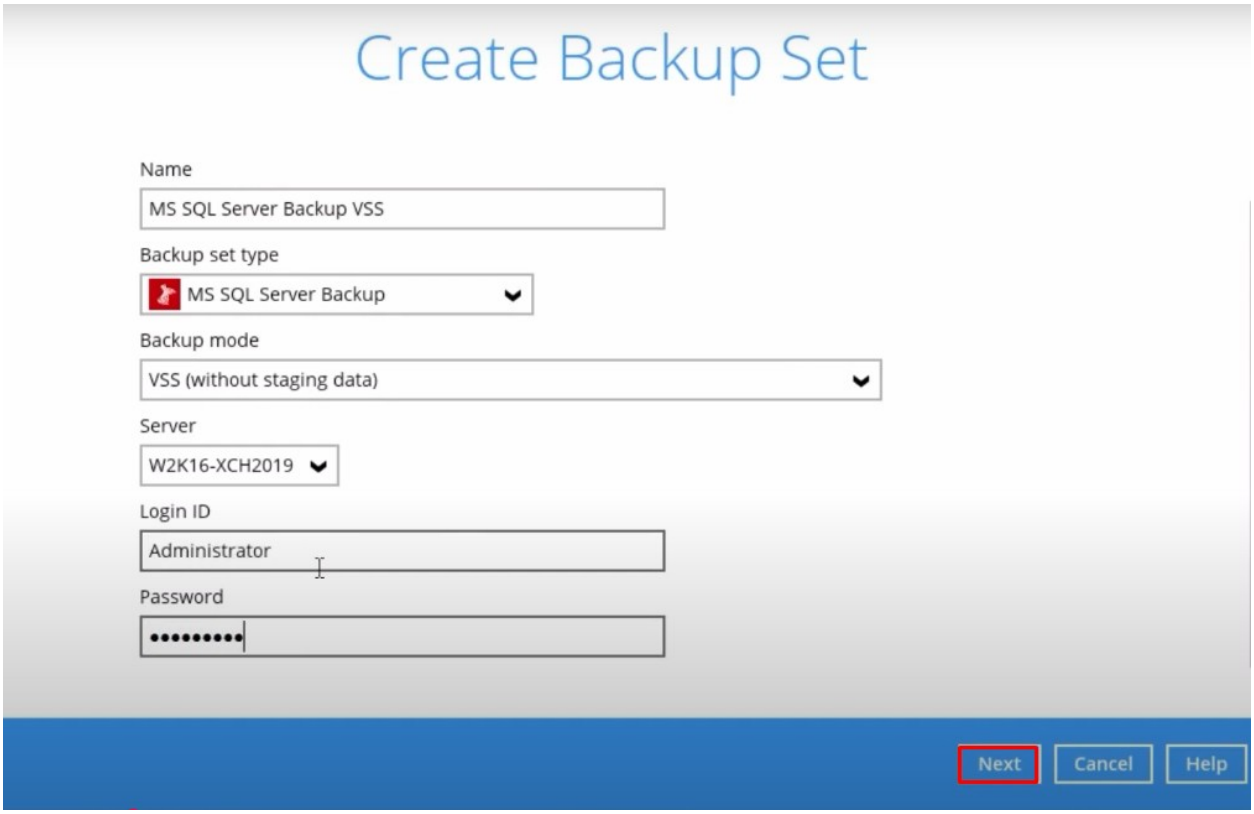
Step 3: Configure the Backup Set

1. **Name**: Enter a descriptive name (e.g., "*SQL Server Daily Backup*").
2. **Backup Set Type**: Select the type (e.g., *MS SQL Server)*.
3. **Backup Mode**: Choose between **VSS (Volume Shadow Copy)** or **ODBC**.

   VSS (no staging) = faster (supports full/diff/incremental)

   ODBC (staging) = slower but supports transaction logs for point-in-time recovery.

4. **Server/Device**: Select the source server or machine.
5. **Credentials**: Enter login details



6. Click **Next** to proceed.

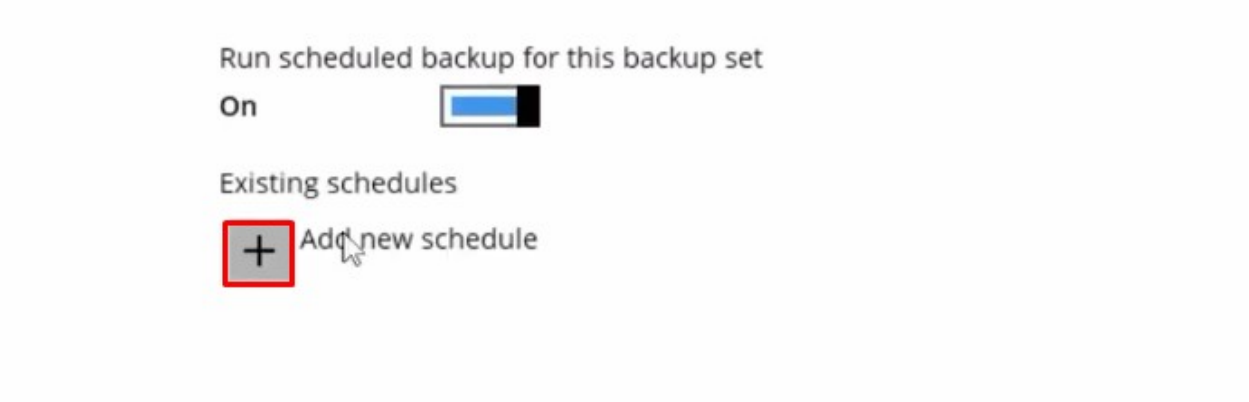
Step 4: Select Backup Sources

1. Browse and select the **databases, folders** you want to back up.
   - For SQL Server: Choose system & user databases (e.g., `master`, `msdb`, `appdb`).

2. Click **Next** to continue.

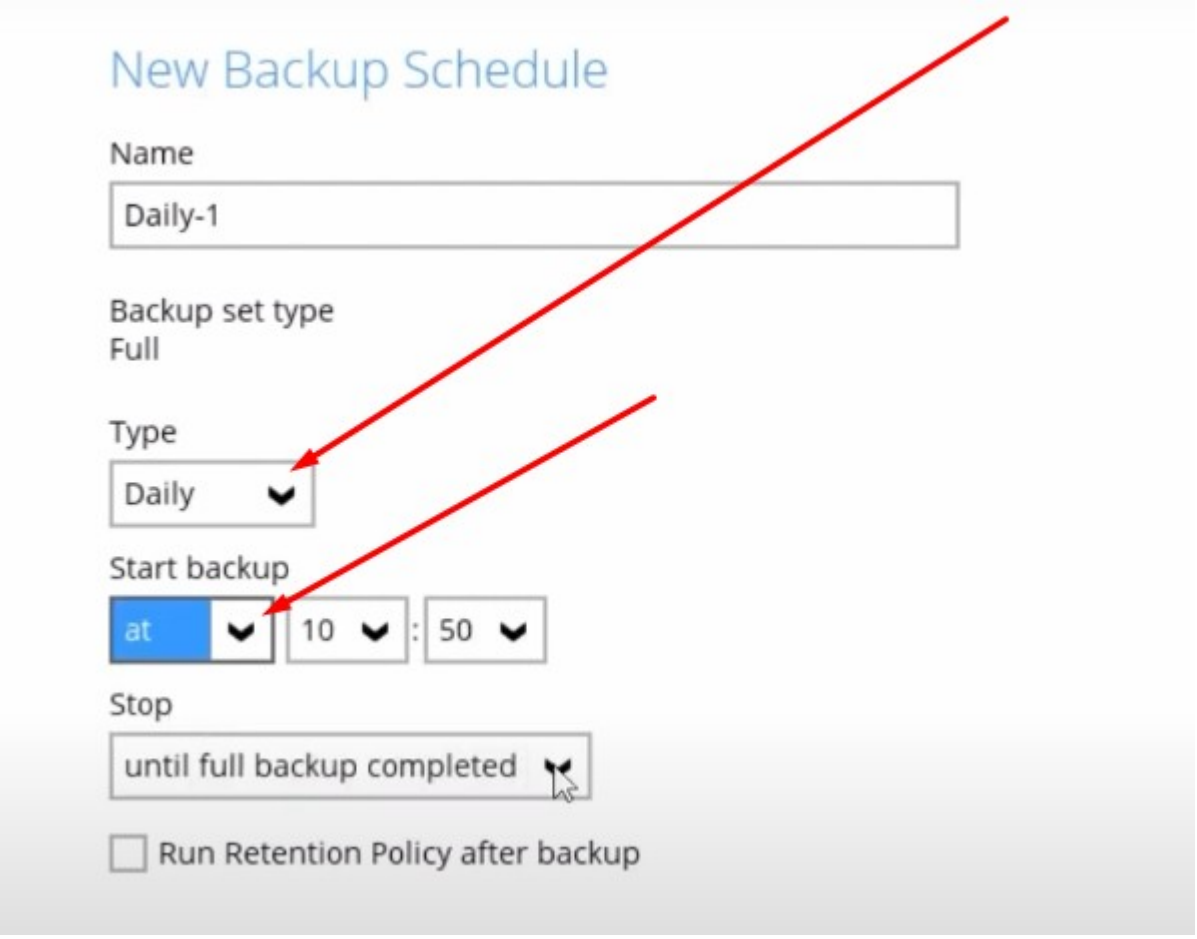
Step 5: Set Backup Schedule

1. Enable **scheduled backups**.



2. **Add New Schedule**:

- **Name**: (e.g., "*Daily-Full-Backup*")
- **Type**: Full / Incremental / Differential
- **Frequency**: Daily / Weekly / Monthly
- **Start Time**: (e.g., *10:50 PM*)
- **Stop Condition**: "*Until backup completes*"
- **Retention Policy**: Enable if needed (auto-delete old backups).



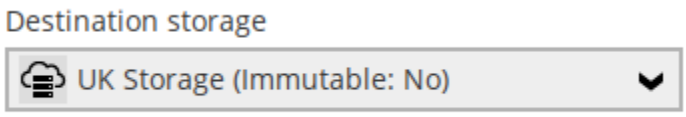
3. Click **Save** to apply the schedule.

Step 6: Choose Backup Destination

1. Select a **storage destination** (e.g., *Local Disk, Cloud*).

2. Configure transfer settings:

- **Storage Name**: (e.g., "*UK Storage*")>*Cloud*

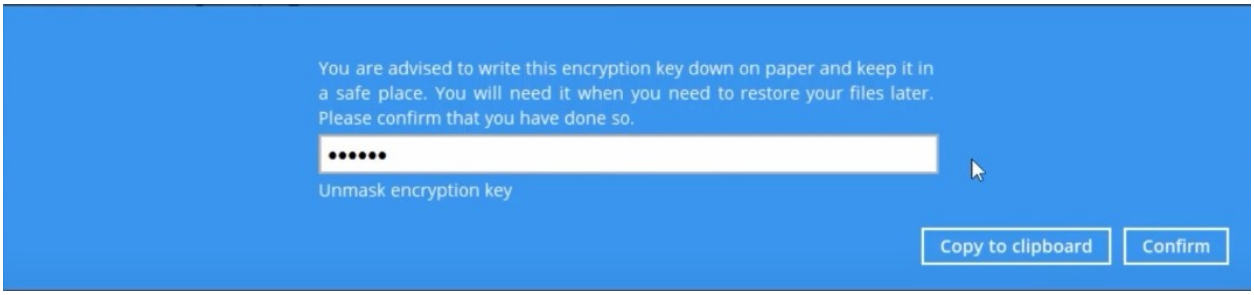


3. Click **Next**.

Step 7: Encryption

1. Choose **Encryption Type**

2. **Backup Encryption Key** will appear—**save it securely** (required for restores).
   - Click **"Unmask"** to view the key.
   - **Copy to clipboard** and store it safely (e.g., password manager or printed copy).



3. Click **Confirm** to proceed.

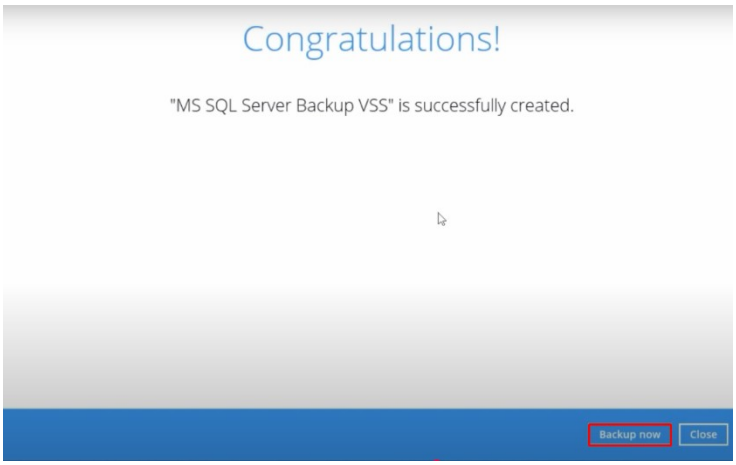
Step 8: Configure Authentication

1. If backing up from a **Windows server**, provide:
   - **Domain/Host Name** (e.g., "*yourdomain.local*")
   - **Username** (e.g., "*administrator*")
   - **Password**

2. Click **Next**.

Step 9: Complete Backup Set Creation.

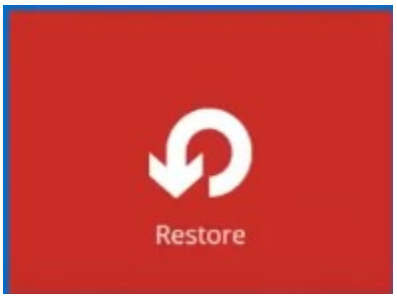
1. **Success!** The backup set is now configured.
   - **"Backup Now"**: Run an immediate backup.
   - **"Close"**: Let it run at the scheduled time.



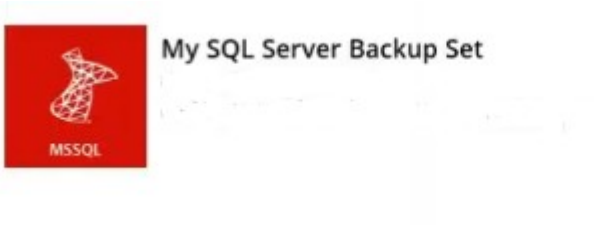
RESTORE

Step 1. Open the Restore Menu

- Go to the **Restore** tab.



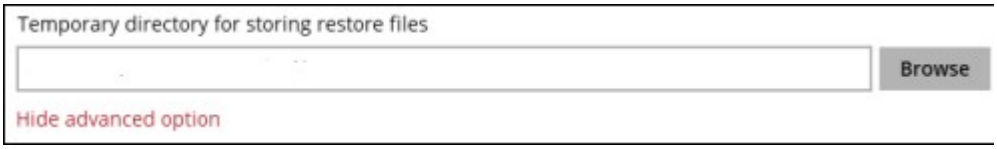
- Select your **MsSQL backup set** from the list



Step 2: Choose Backup Location

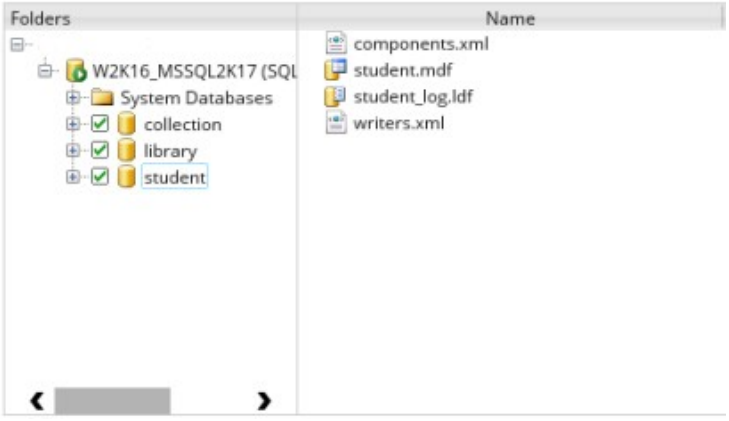
1. Under **"Select From Where To Restore":**
   - Pick your backup storage location (e.g., "UK Storage")

- Specify a temporary directory for storing restore files.



Step 3. Choose Databases to Restore

- Browse and select the **database files** (`.mdf`, `.ldf`) or full backups.

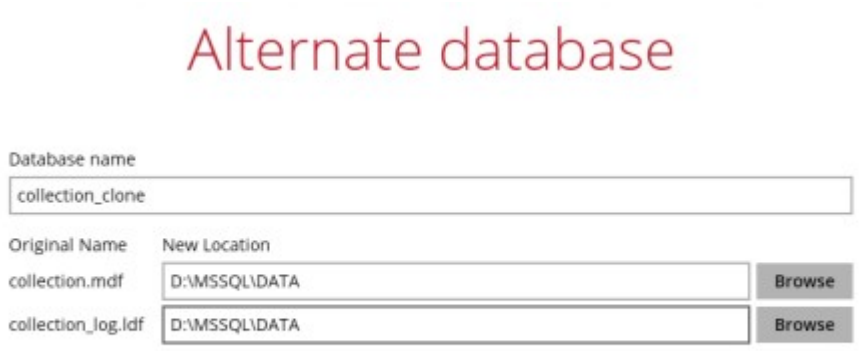


- Filter by date if multiple backups exist.

Step 4. Set Restore Location

- **Option 1:** Restore to **original location**.
- **Option 2:** Restore to **alternate location.**

  Specify a **new database name** and file paths if **alternative**.



Step 5. Start the Restore

- Confirm selections and click **Restore**.
- Monitor progress until completion.

TO NOTE - Restore Raw files if going to a different machine.