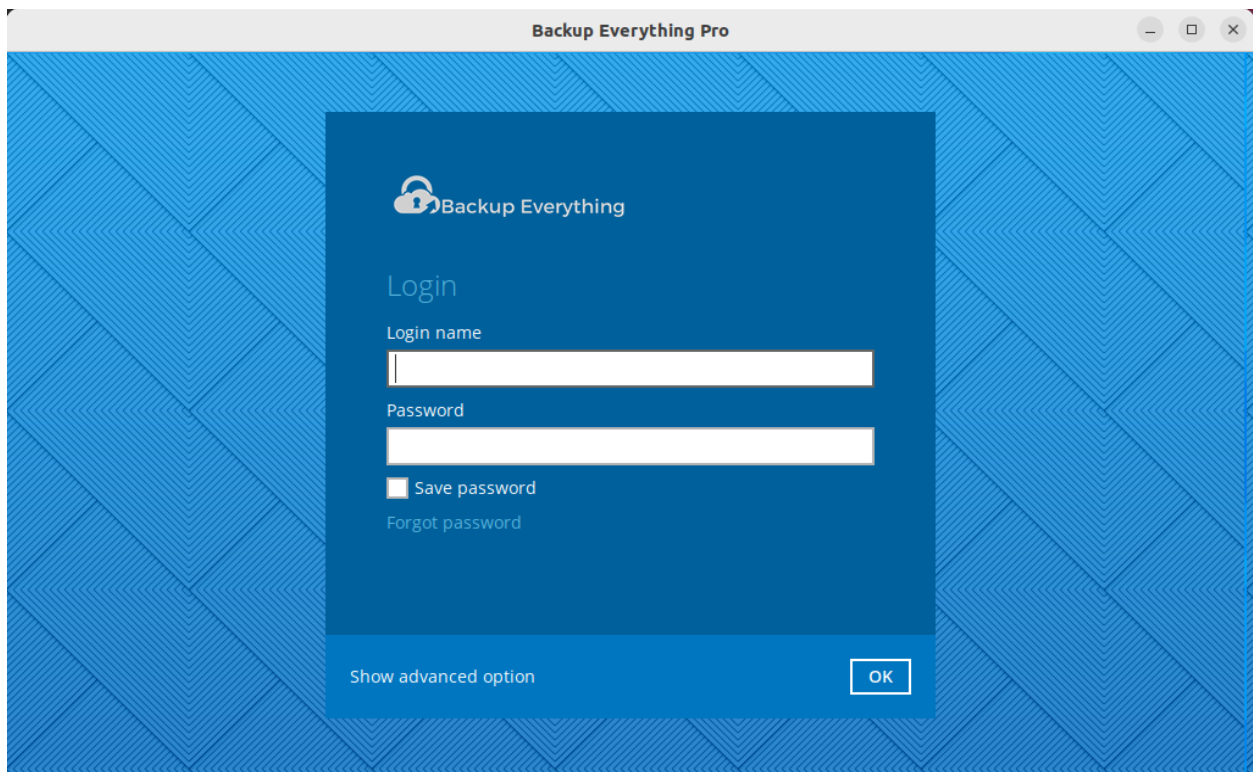


MS SQL Database Backup and Restore Guide

BACKUP

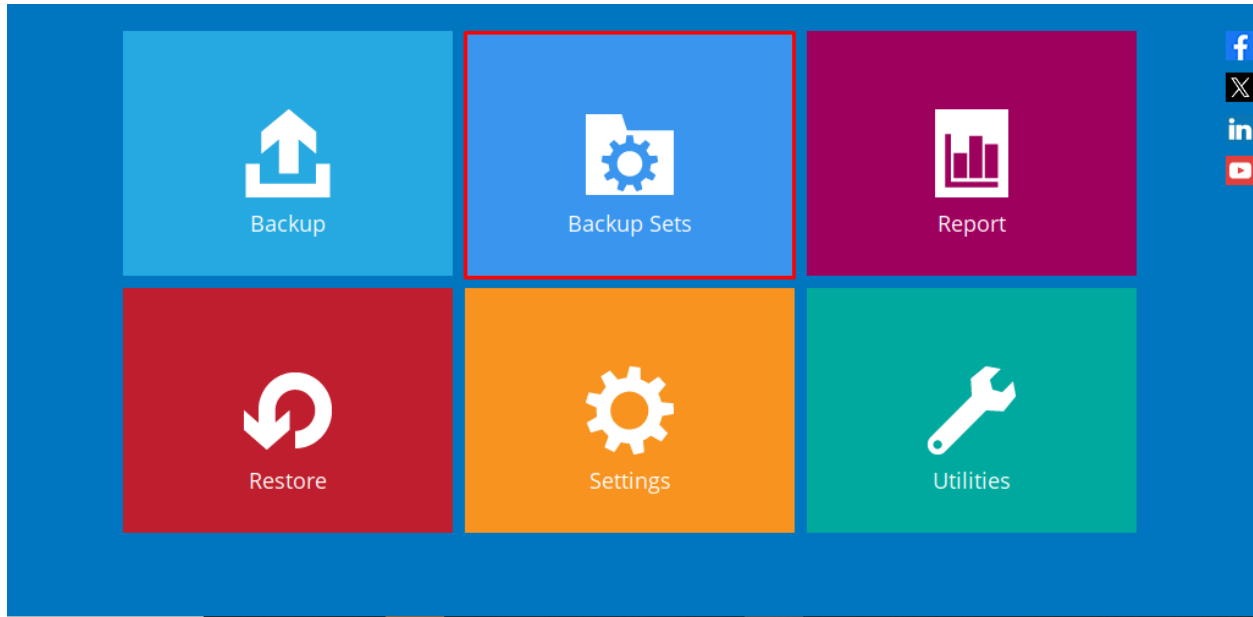
Step 1: Open the Program & Log In

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

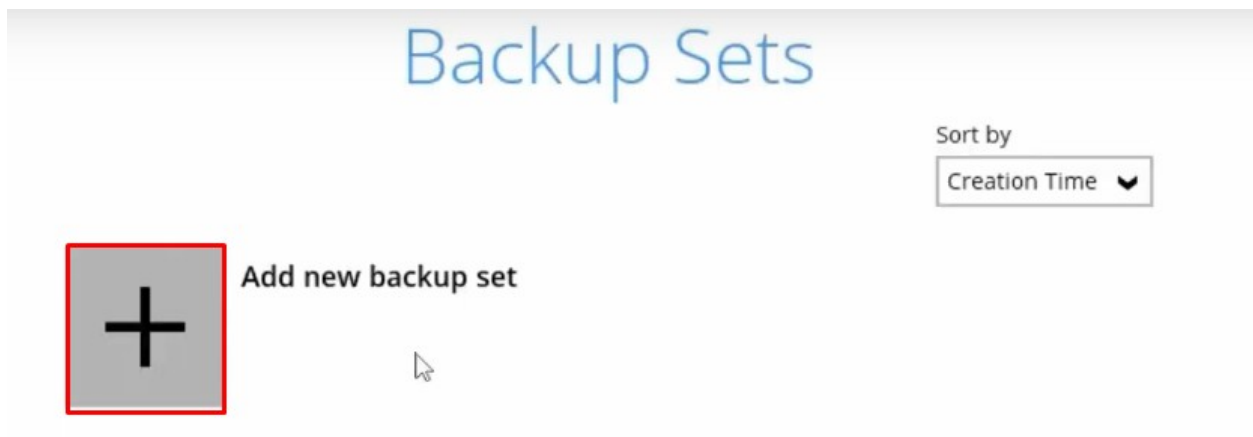


Step 2: Navigate to the Backup Set Menu

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



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



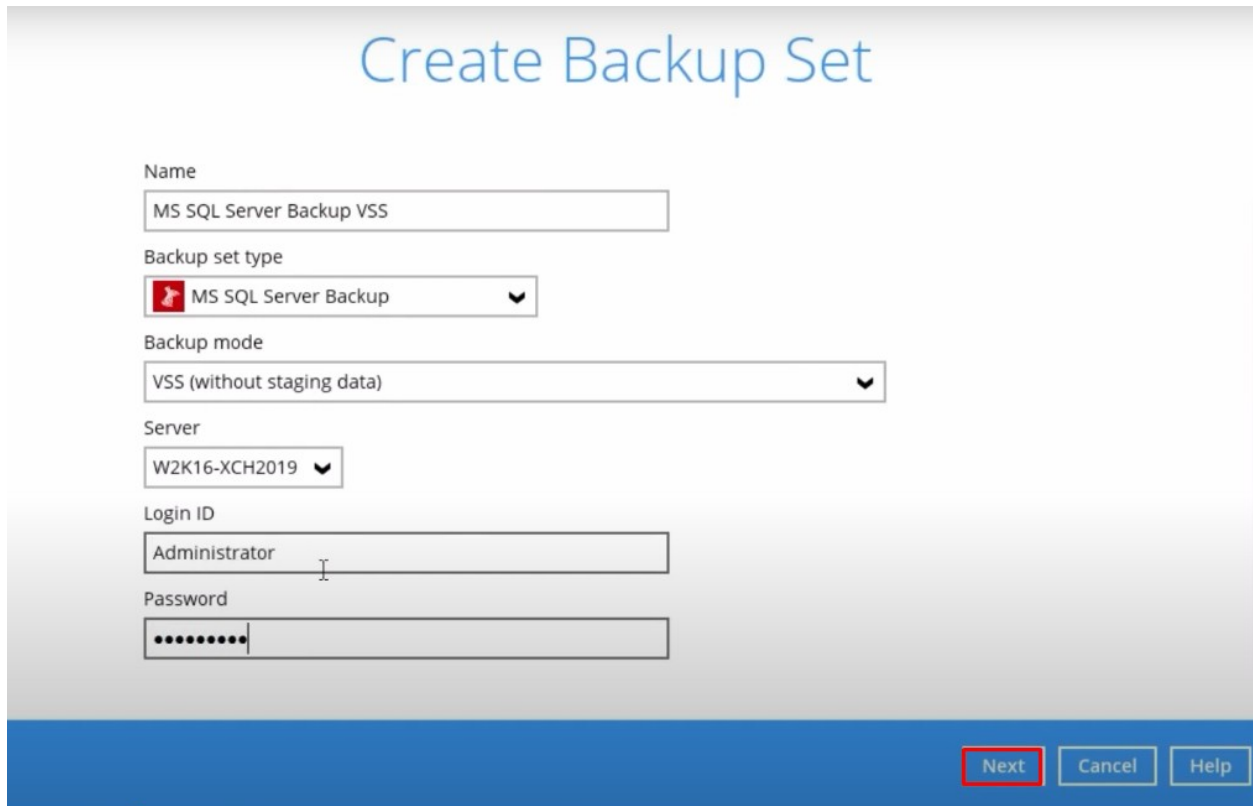
Step 3: Configure the Backup Set

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



Create Backup Set

Name
MS SQL Server Backup VSS

Backup set type
MS SQL Server Backup

Backup mode
VSS (without staging data)

Server
W2K16-XCH2019

Login ID
Administrator

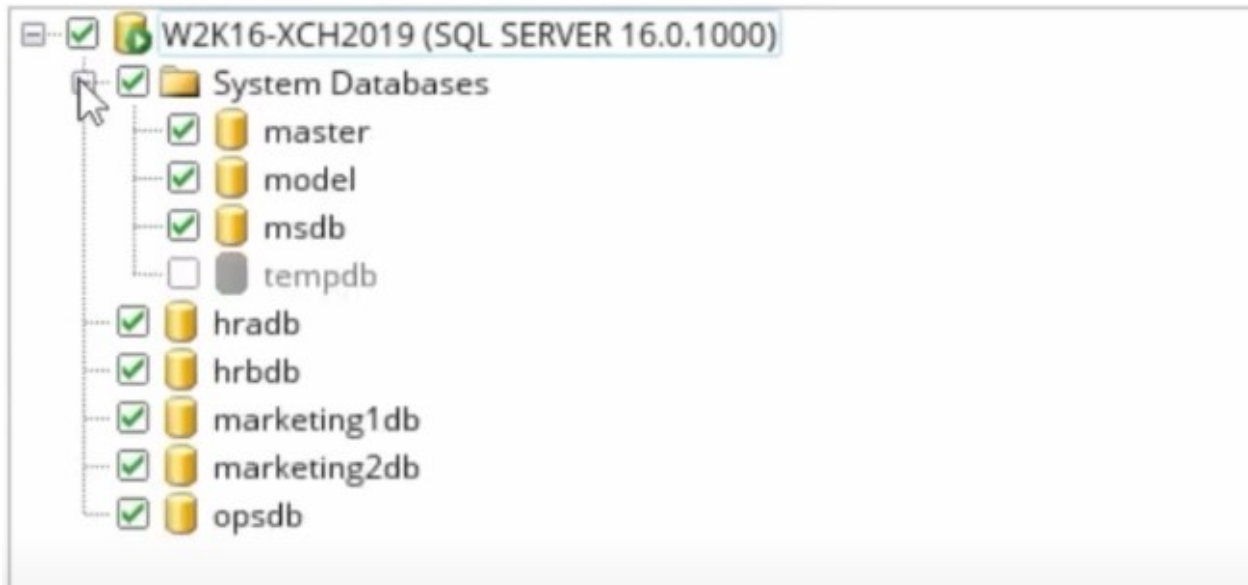
Password
.....

Next Cancel Help

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**.

Run scheduled backup for this backup set

On ☒

Existing schedules

Add new schedule

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).

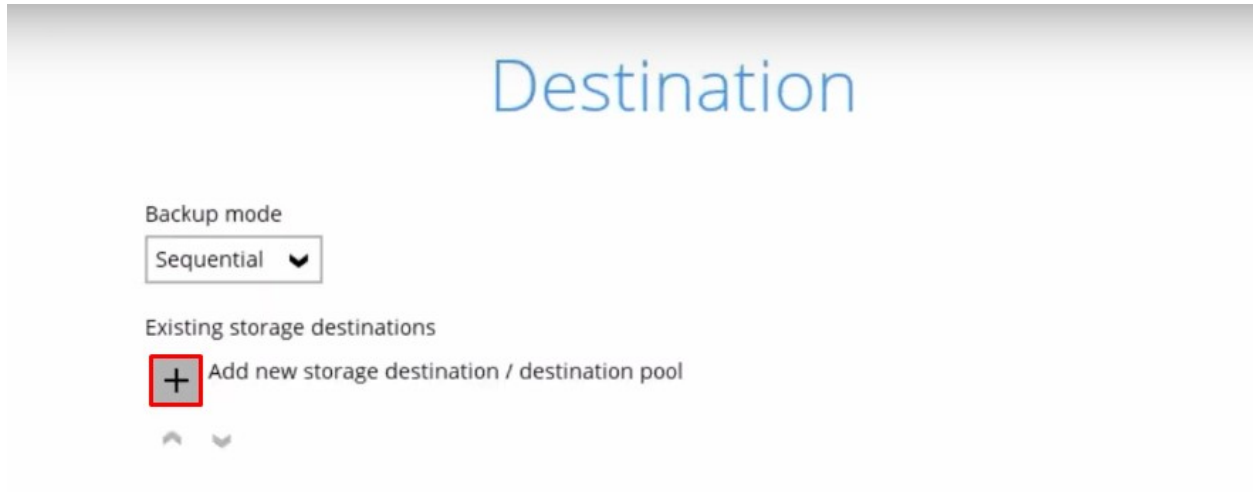
The screenshot shows a web form titled "New Backup Schedule". The form contains the following fields and options:

- Name:** A text input field containing "Daily-1".
- Backup set type:** A label indicating the type of backup set, currently set to "Full".
- Type:** A dropdown menu currently showing "Daily". A red arrow points to this dropdown.
- Start backup:** A time selection interface with a dropdown for the preposition (currently "at"), a dropdown for the hour (currently "10"), and a dropdown for the minute (currently "50"). A red arrow points to the hour dropdown.
- Stop:** A dropdown menu currently showing "until full backup completed".
- Run Retention Policy after backup:** An unchecked checkbox.

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

Step 6: Choose Backup Destination

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




Destination

Backup mode

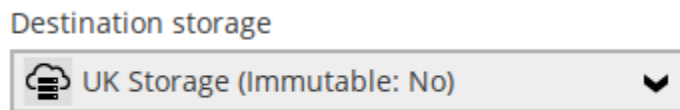
Sequential ▼

Existing storage destinations


 Add new storage destination / destination pool

^ v

2. Configure transfer settings:
 - **Storage Name:** (e.g., "*UK Storage*")>*Cloud*



Destination storage

 UK Storage (Immutable: No) ▼

3. Click **Next**.

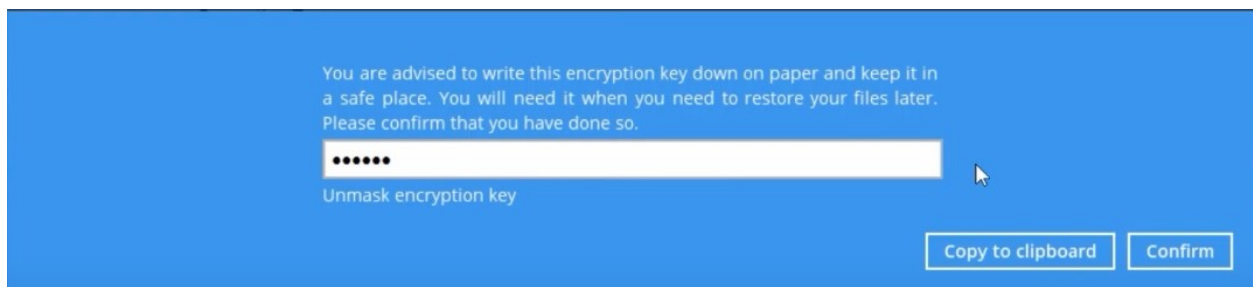
Step 7: Encryption

1. Choose **Encryption Type**



The image shows a screenshot of the 'Encryption' settings window. At the top, the word 'Encryption' is displayed in a large, light blue font. Below it, there are two settings: 'Encrypt Backup Data' which is set to 'On' with a blue toggle switch, and 'Encryption Type' which is set to 'Default' with a dropdown arrow.

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).

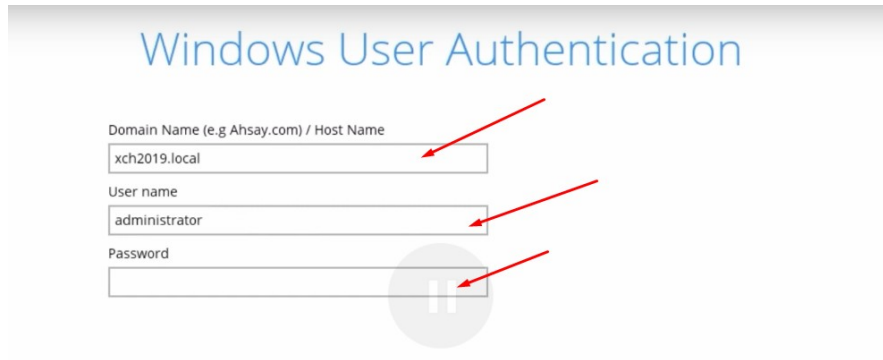


The image shows a blue screen with white text. The text reads: 'You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.' Below this text is a white input field containing six dots. Below the input field is the text 'Unmask encryption key'. At the bottom right, there are two buttons: 'Copy to clipboard' and 'Confirm'.

3. Click **Confirm** to proceed.

Step 8: Configure Authentication

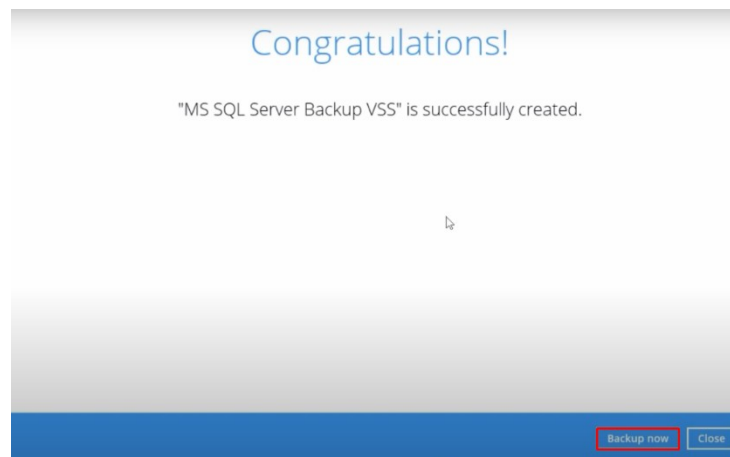
1. If backing up from a **Windows server**, provide:
 - **Domain/Host Name** (e.g., "yourdomain.local")
 - **Username** (e.g., "administrator")
 - **Password**



2. Click **Next**.

Step 9: Complete Backup Set Creation.

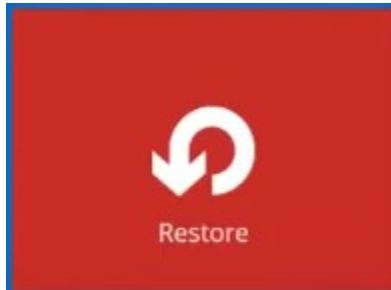
1. **Success!** The backup set is now configured.
 - **"Backup Now"**: Run an immediate backup.
 - **"Close"**: Let it run at the scheduled time.



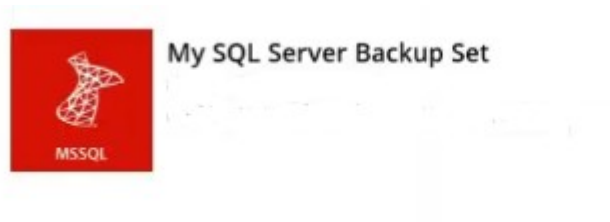
RESTORE

Step 1. Open the Restore Menu

- Go to the **Restore** tab.



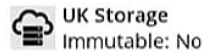
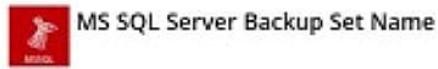
- Select your **MsSQL backup set** from the list



Step 2: Choose Backup Location

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

Select From Where To Restore



Show advanced option

- Specify a temporary directory for storing restore files.

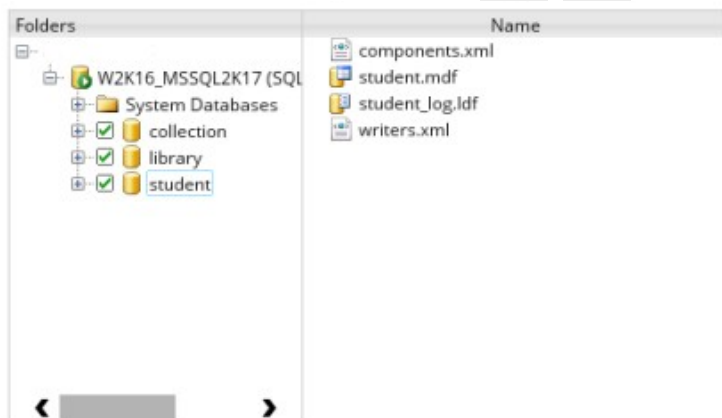
Temporary directory for storing restore files

Browse

Hide advanced option

Step 3. Choose Databases to Restore

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



- Filter by date if multiple backups exist.

Select what to restore

Choose from files as of job ▼

02/02/2022 ▼

Latest ▼

Step 4. Set Restore Location

Choose Where The Databases To Be Restored

Restore databases to
☒ Original location
☐ Alternate location
[Show advanced option](#)

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

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

Alternate database

Database name

collection_clone

Original Name

New Location

collection.mdf

D:\MSSQL\DATA

Browse

collection_log.ldf

D:\MSSQL\DATA

Browse

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.