M.A.C. SOLUTIONS

PROCESSVUE

Taking an SQL Database backup

Abstract

Instruction on taking an SQL Database backup and spanning the data using WinRAR to avoid large file transfers.

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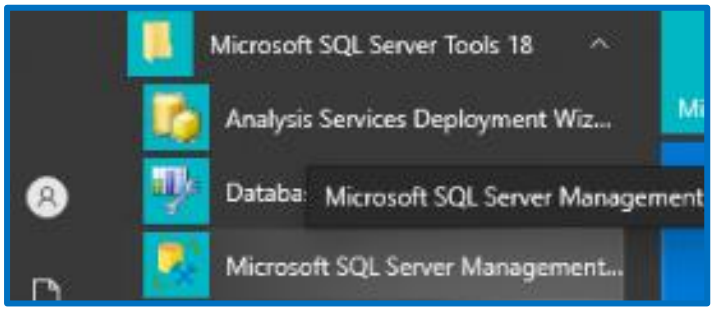
1. Overview

The process of taking an SQL Database backup and spanning the data to avoid large file transfers. WinRAR has a function called archive which is called **MultiVolume** and individual files composing this are known as volumes. Generally, volumes are used to store large data amounts on removable disks or to transfer data via emails.

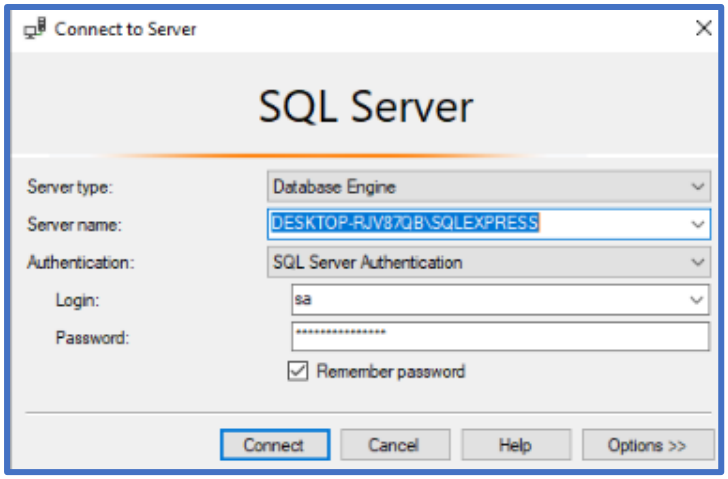
2. Taking an SQL Database backup

1. Go to the Windows Start Menu
2. Navigate to the Microsoft SQL Server Tools folder
3. Select Microsoft Server Management Studio



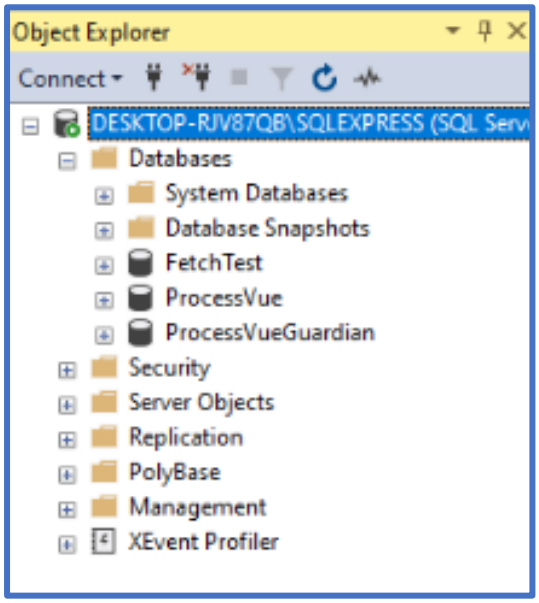
4. Provide the correct login credentials applicable to your SQL Server

NOTE: Default Username: **sa** Default Password: **pvadmin1234#**

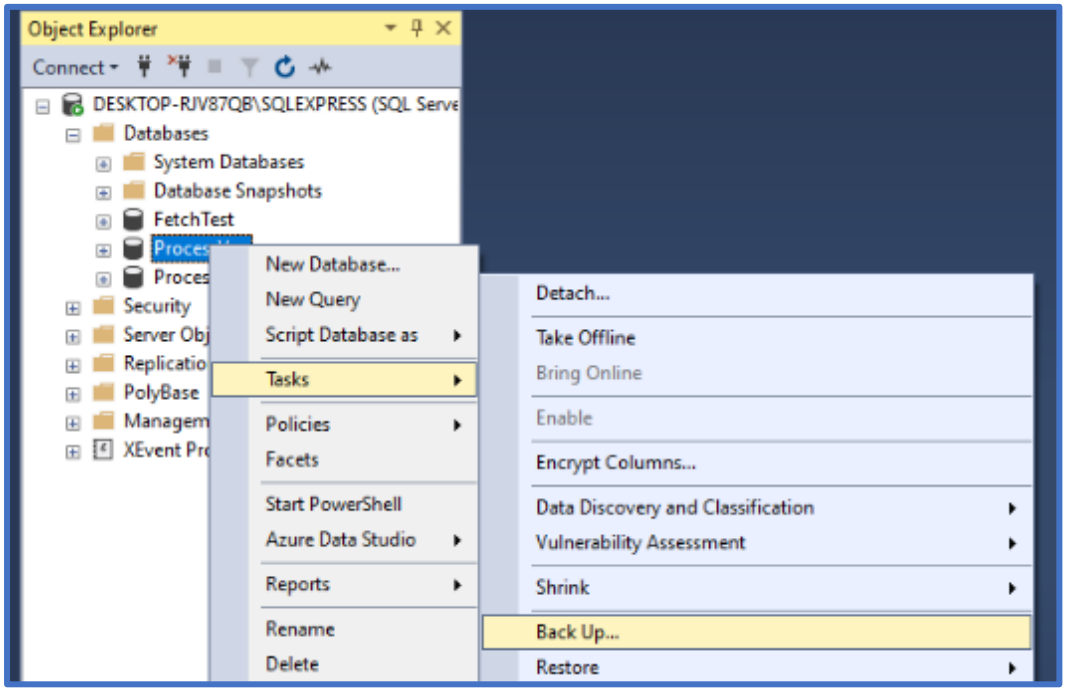


5. Once you have connected to your server, use the **Object Explorer** to navigate to the ProcessVue Database.
6. In the **Object Explorer**, expand the Server Name

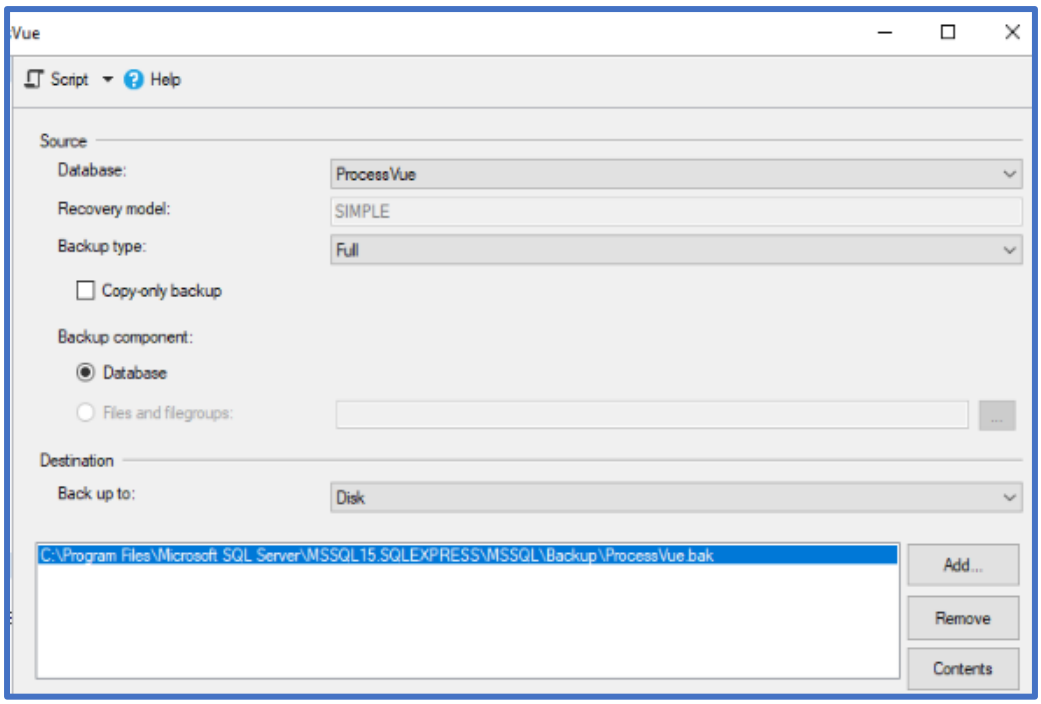
7. Expand **Databases** *(This is where you will see the ProcessVue Database)*.



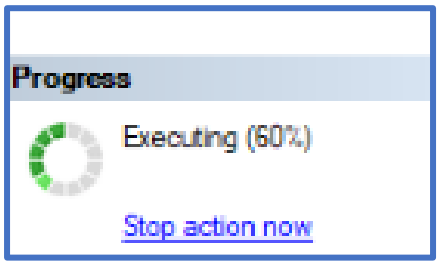
8. Right-click on the ProcessVue Database and select **Task** then **Backup**



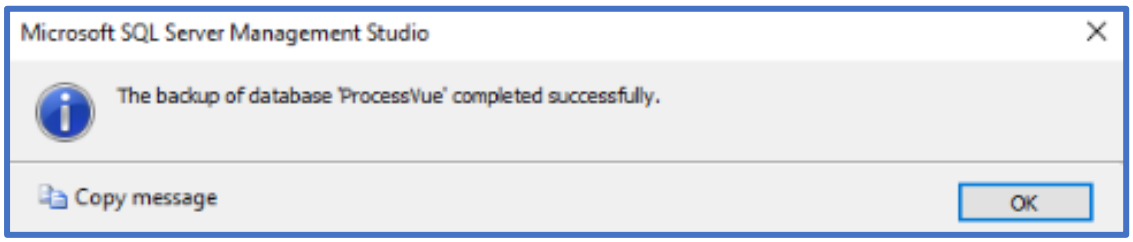
9. When the window appears for the **Backup Configuration**, it is essential that the backup type is set to **FULL**.
    a. Additionally, a user can select **ADD** another location and file name where the backup will be created.



10. Click **OK** to execute the procedure. A progress meter bar will be visible so you can visualise the percentage of the backup that has been taken.



11. Once the backup has completed, a popup message will appear.



NOTE: By default, the backup location will be: **C:\Program Files\Microsoft SQL Server\MSSQL15.SQLEXPRESS\MSSQL\Backup**