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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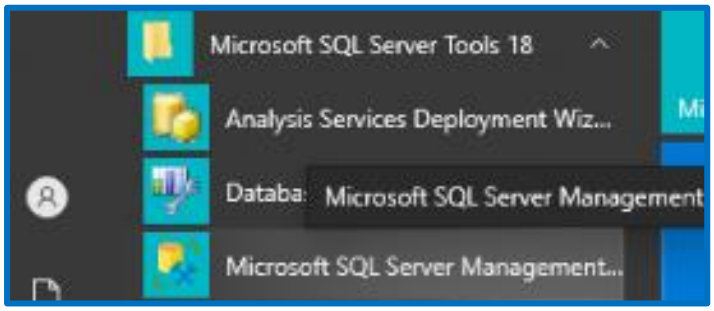
1. Overview

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.

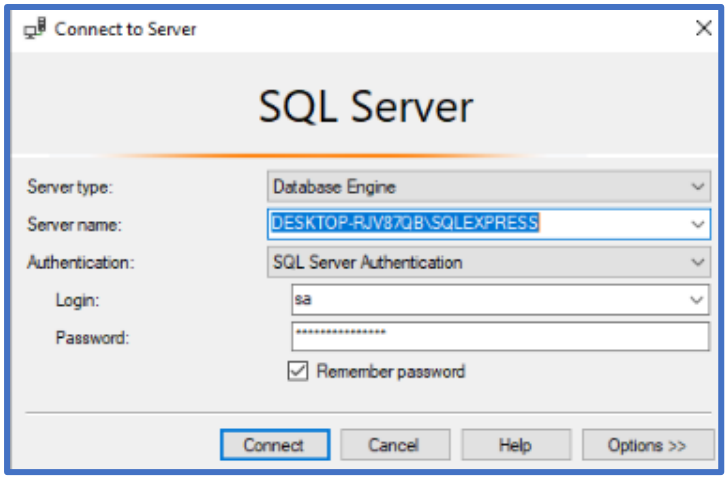
2. Taking an SQL Database backup

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



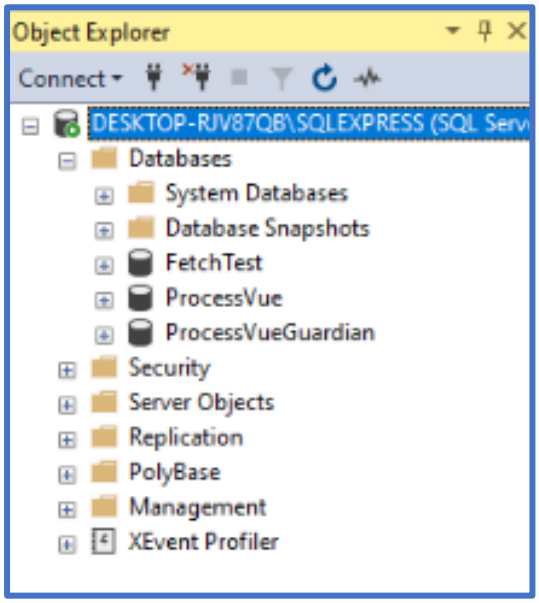
4. Provide the correct login credentials applicable to your SQL Server

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

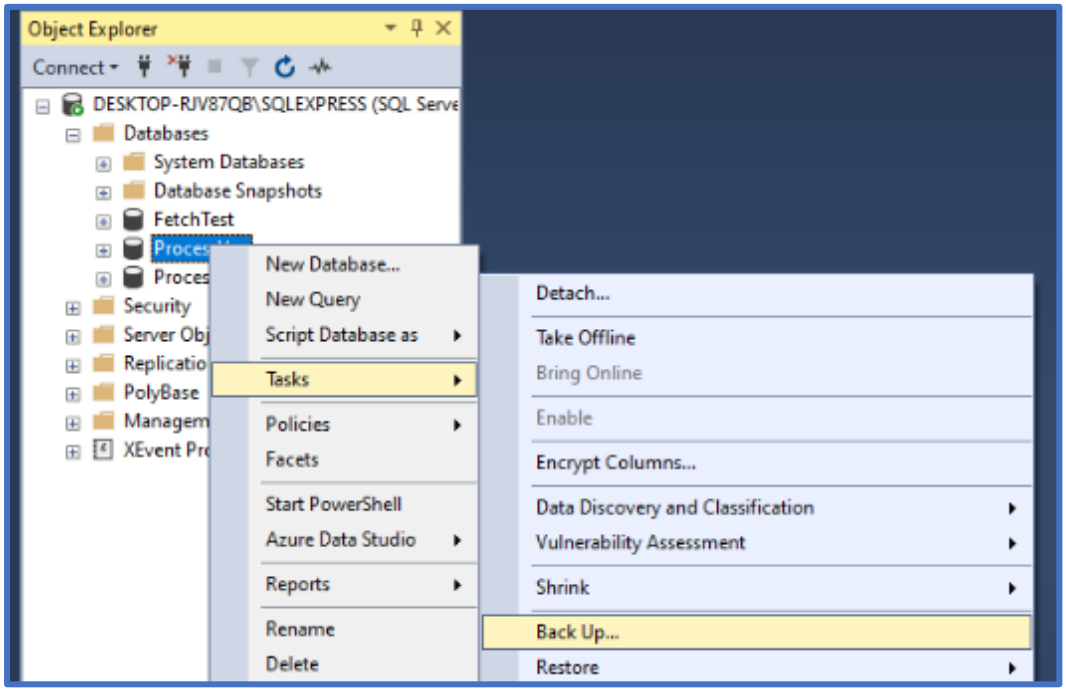


5. Once you have connected to your server, use the **Object Explorer** to navigate to the ProcessVue Database.
6. In the **Object Explorer**, expand the Server Name

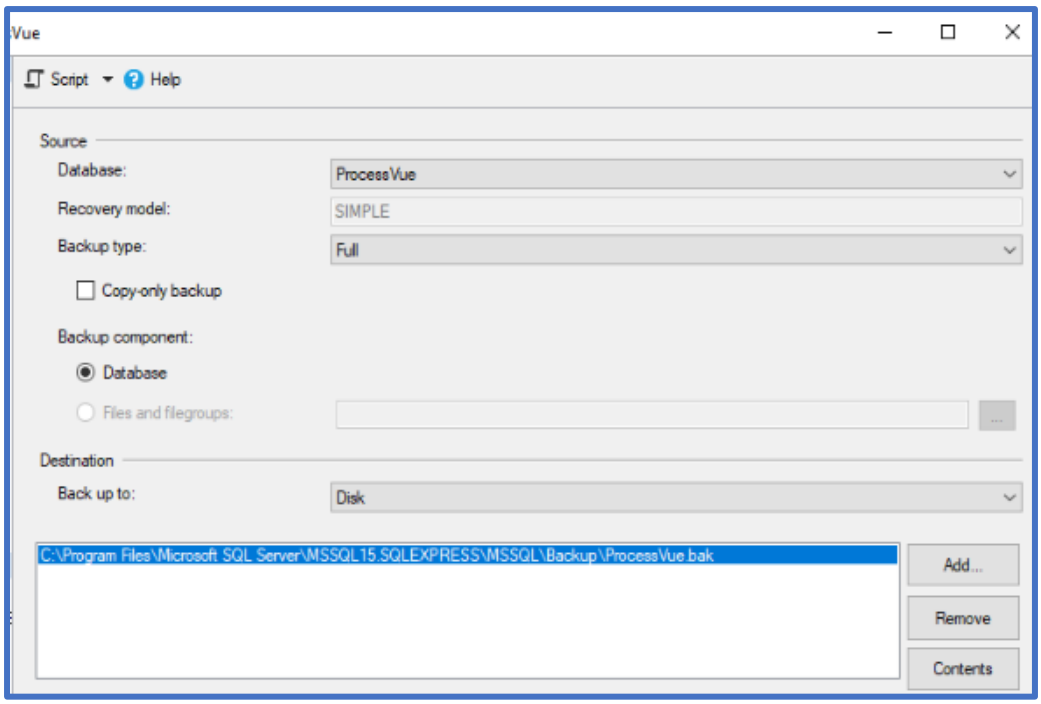
7. Expand **Databases** *(This is where you will see the ProcessVue Database)*.



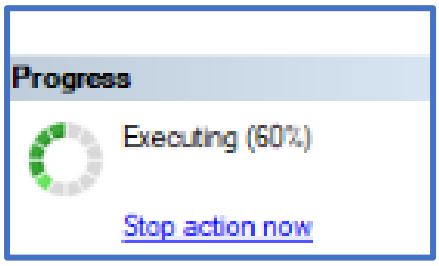
8. Right-click on the ProcessVue Database and select **Task** then **Backup**



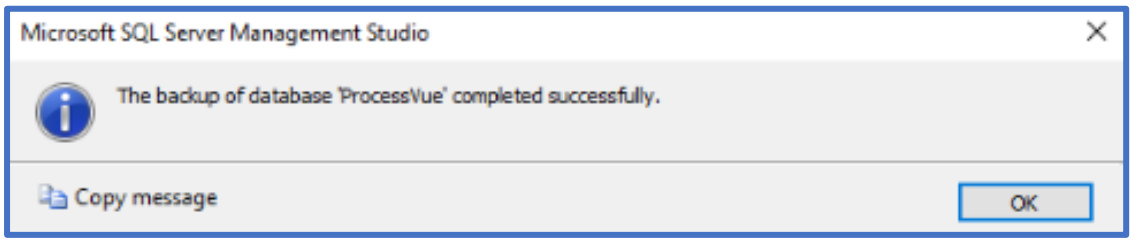
9. When the window appears for the **Backup Configuration**, it is essential that the backup type is set to **FULL**.
    a. Additionally, a user can select **ADD** another location and file name where the backup will be created.



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.



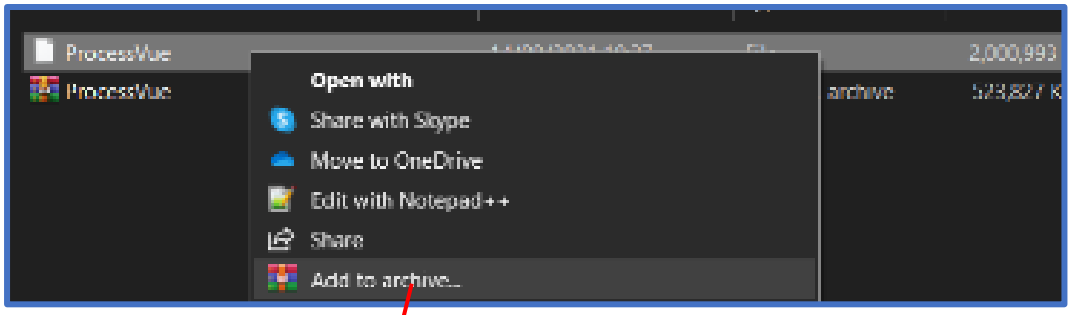
NOTE: By default, the backup location will be: **C:\Program Files\Microsoft SQL Server\MSSQL15.SQLEXPRESS\MSSQL\Backup**

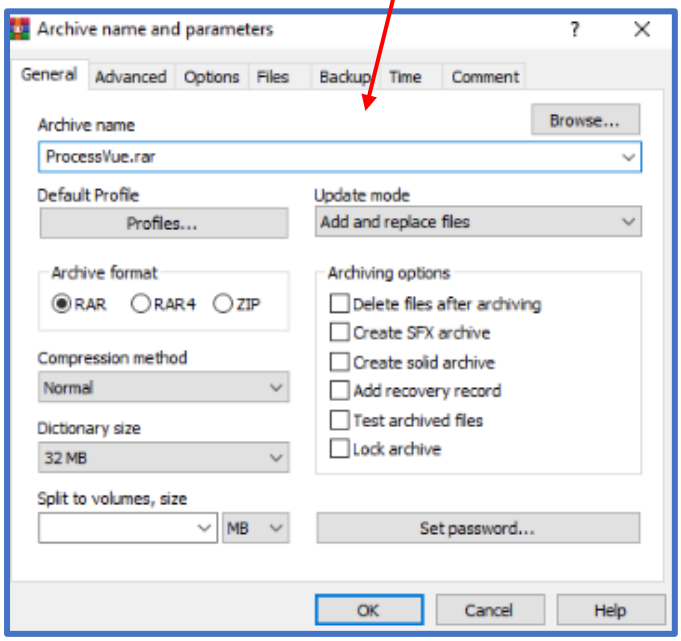
3. WinRAR Data Spanning

NOTE: The following steps will require WinRAR. If WinRAR is not installed, refer to the appendix for the installation procedure of WinRAR.

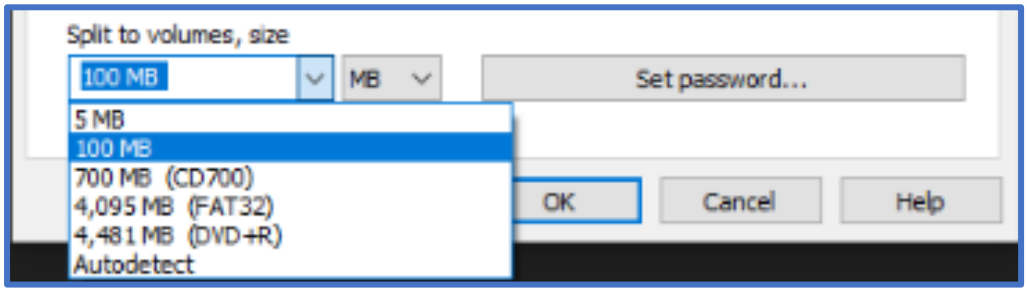
1. In the backup location of the SQL Database, right click on the file and select **Add to Archive**.

This will allow the user to break up bigger files into smaller files for transfer.

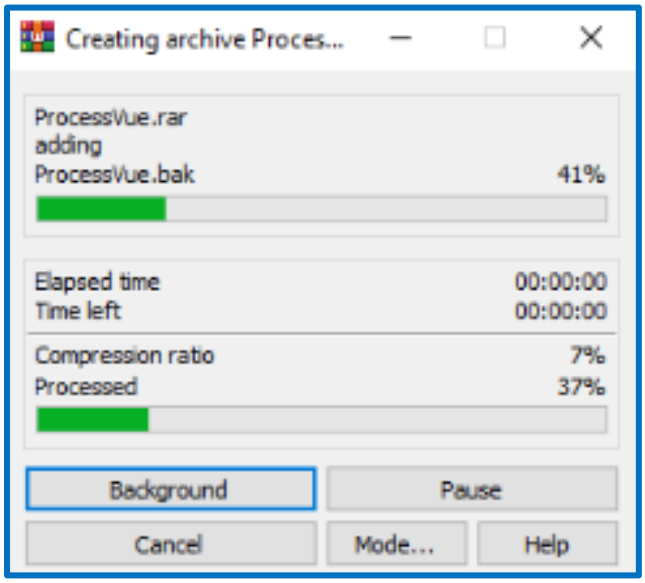




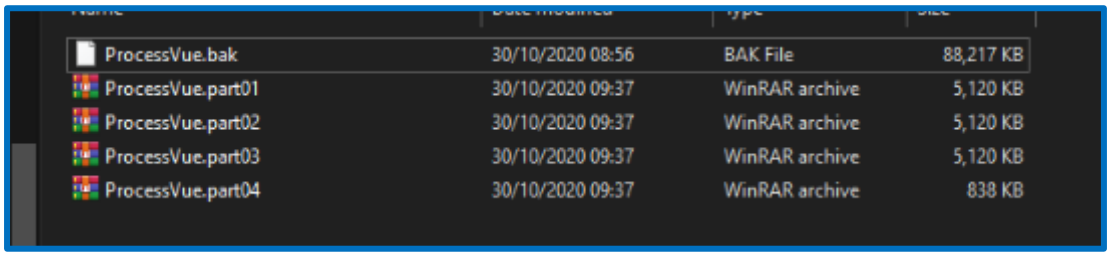
2. Depending on the file size, the user can select what size to split the volumes into.



3. Once the volume size has been selected, select OK for the extraction process to take place.



4. Once the extraction has complete, the user will see the files compressed into the set amount of MB selected. *In this scenario, 5MB was selected.*



ProcessVue.bak	30/10/2020 08:56	BAK File	88,217 KB
ProcessVue.part01	30/10/2020 09:37	WinRAR archive	5,120 KB
ProcessVue.part02	30/10/2020 09:37	WinRAR archive	5,120 KB
ProcessVue.part03	30/10/2020 09:37	WinRAR archive	5,120 KB
ProcessVue.part04	30/10/2020 09:37	WinRAR archive	838 KB

Database has successfully been backed up and split into smaller files for file transfer procedure.

4. Appendix

Instructions on installing WinRAR.

1. In the search engine on the Browser, search for 'Install WinRAR' or navigate to https://www.win-rar.com/

2. Select 'Download WinRAR'

3. Follow the installation procedure steps

4. Once installed the program will be accessible via the start menu