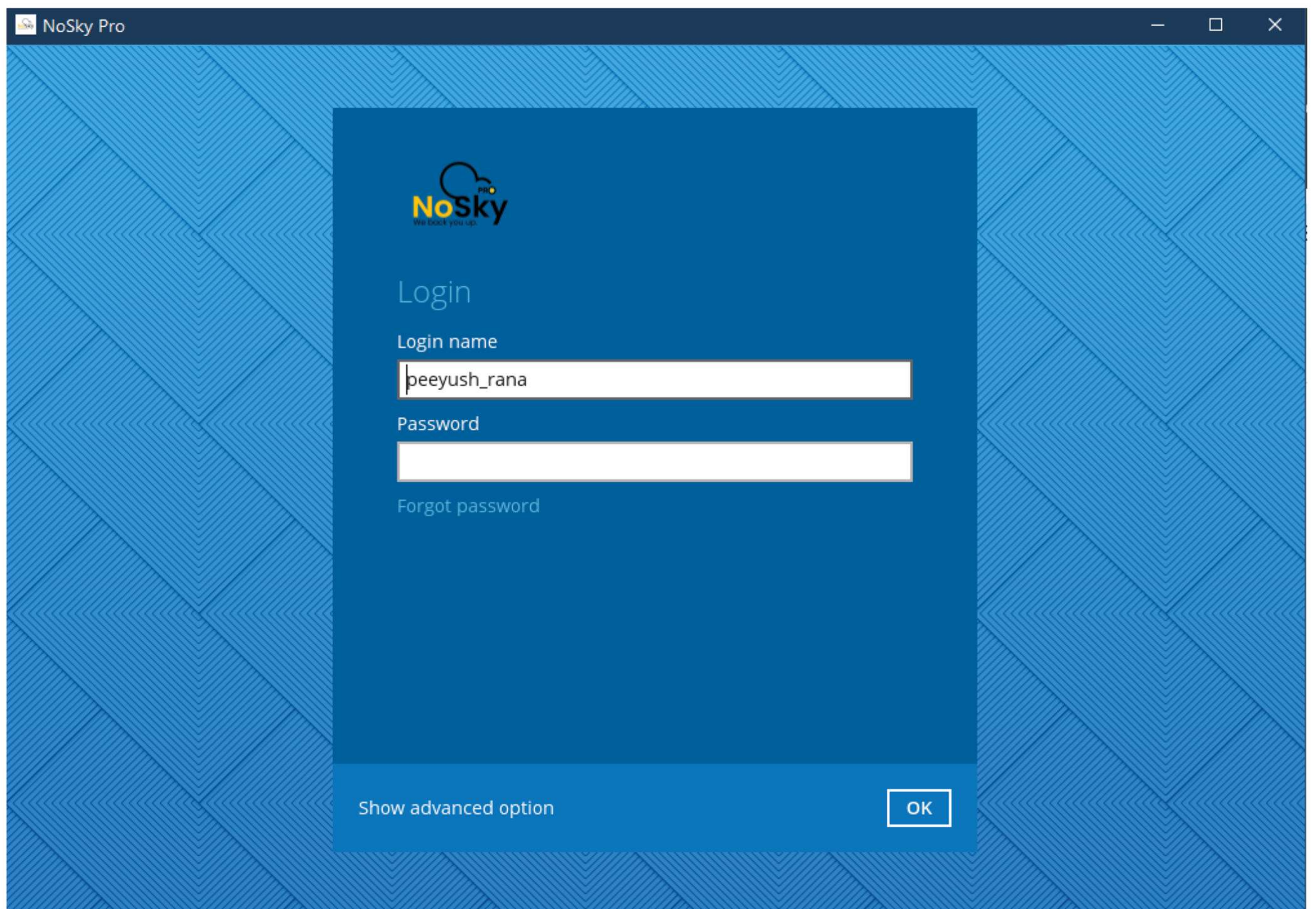# MS SQL Database Backup and Restore Guide

BACKUP

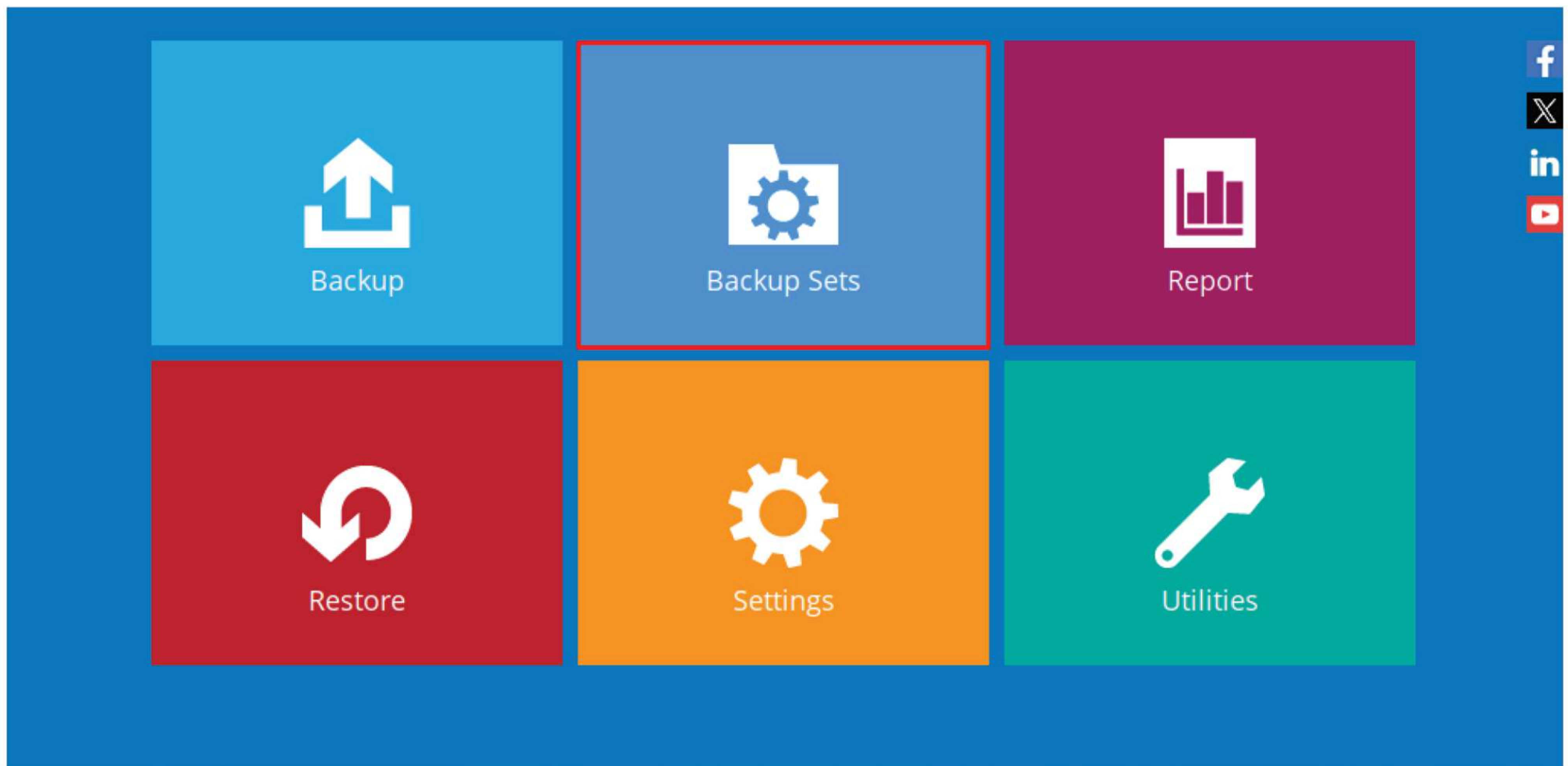### Step 1: Open the Program & Log In

1. Launch the application.
2. Enter your **username** and **password**
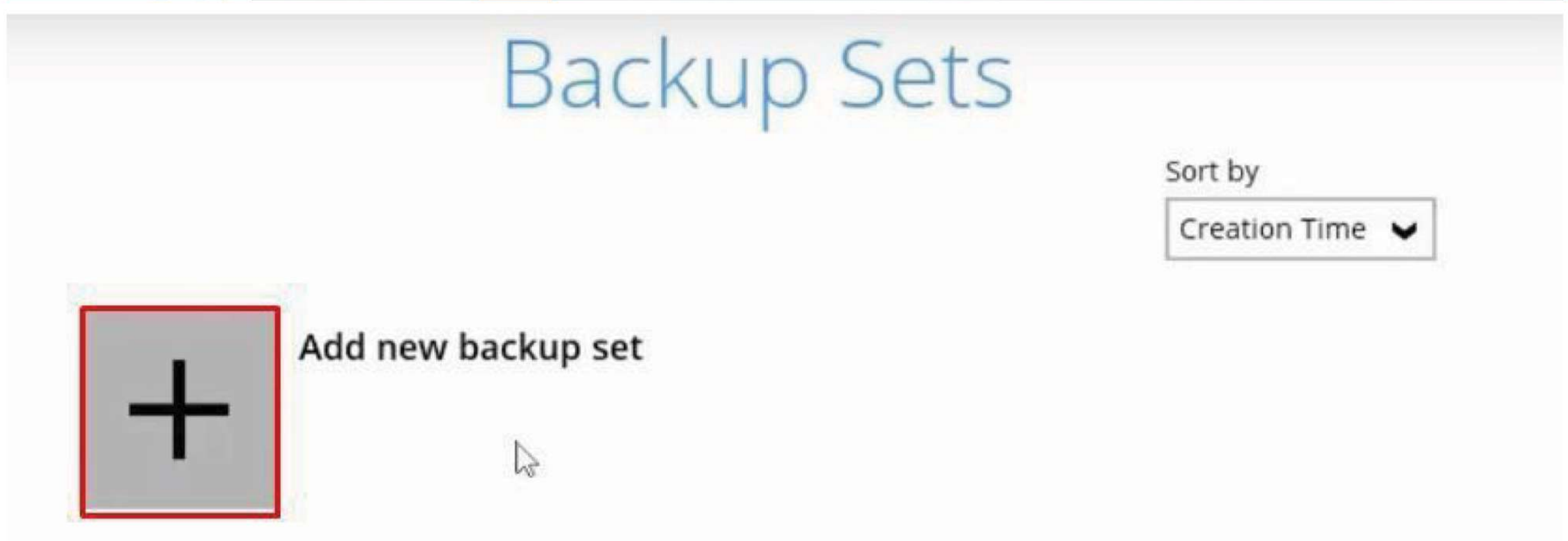
Step 2: Navigate to the Backup Set Menu

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

2.

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.

Step 4: Select Backup Sources

1. Browse and select the **databases, folders** you want to back up.

   o For SQL Server: Choose system & user databases (e.g., `master`, `msdb`, `appdb`).

2.
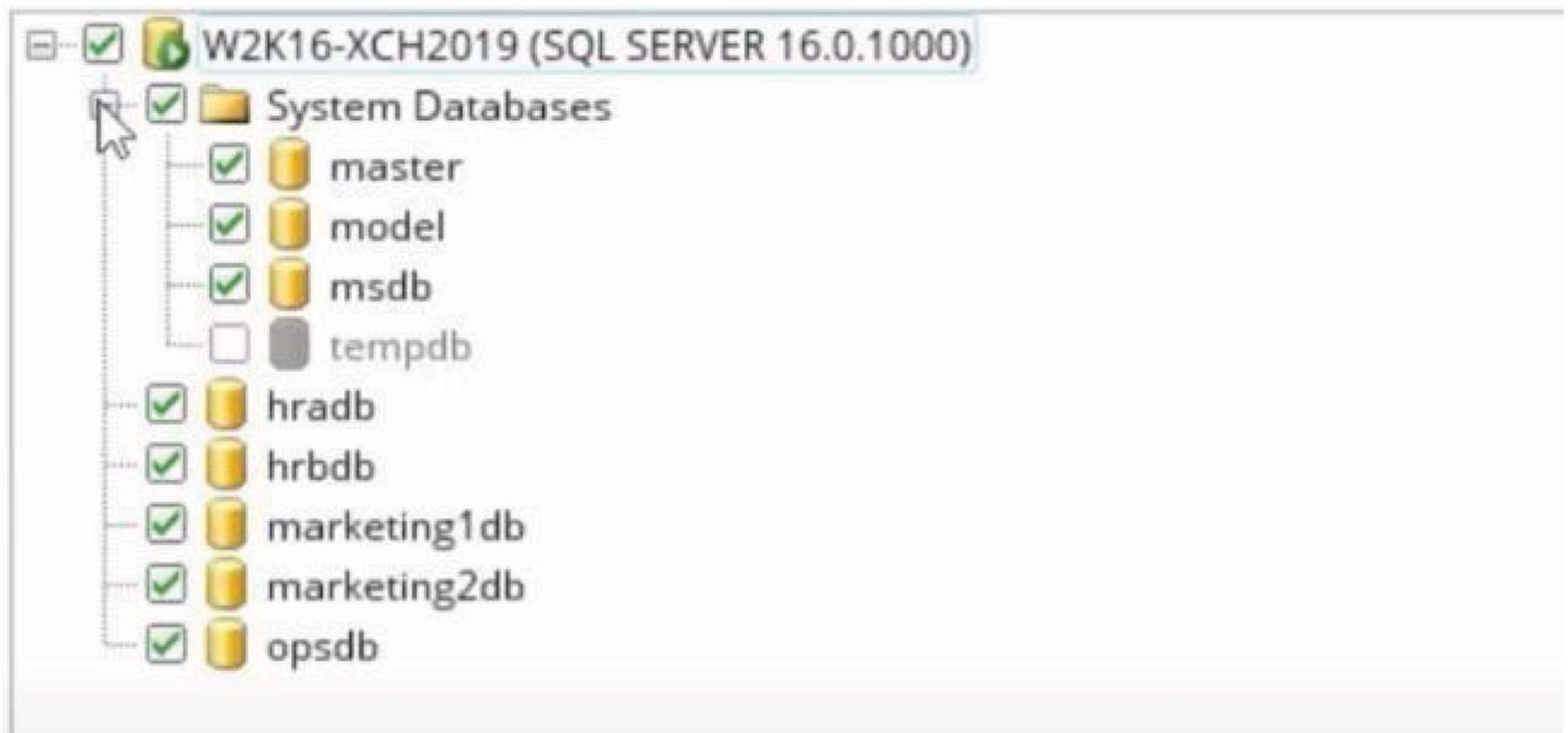
Step 5: Set Backup Schedule

1. Enable **scheduled backups**.

2. **Add New Schedule**:

- o **Name**: (e.g., *"Daily-Full-Backup"*)
- o **Type**: Full / Incremental / Differential
- o **Frequency**: Daily / Weekly / Monthly
- o **Start Time**: (e.g., *10:50 PM*)
- o **Stop Condition**: *"Until backup completes"*
- o **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.
   o **Storage Name**: (e.g., *"AWS")>Cloud*

3. Click **Next**.

Step 8: Configure Authentication
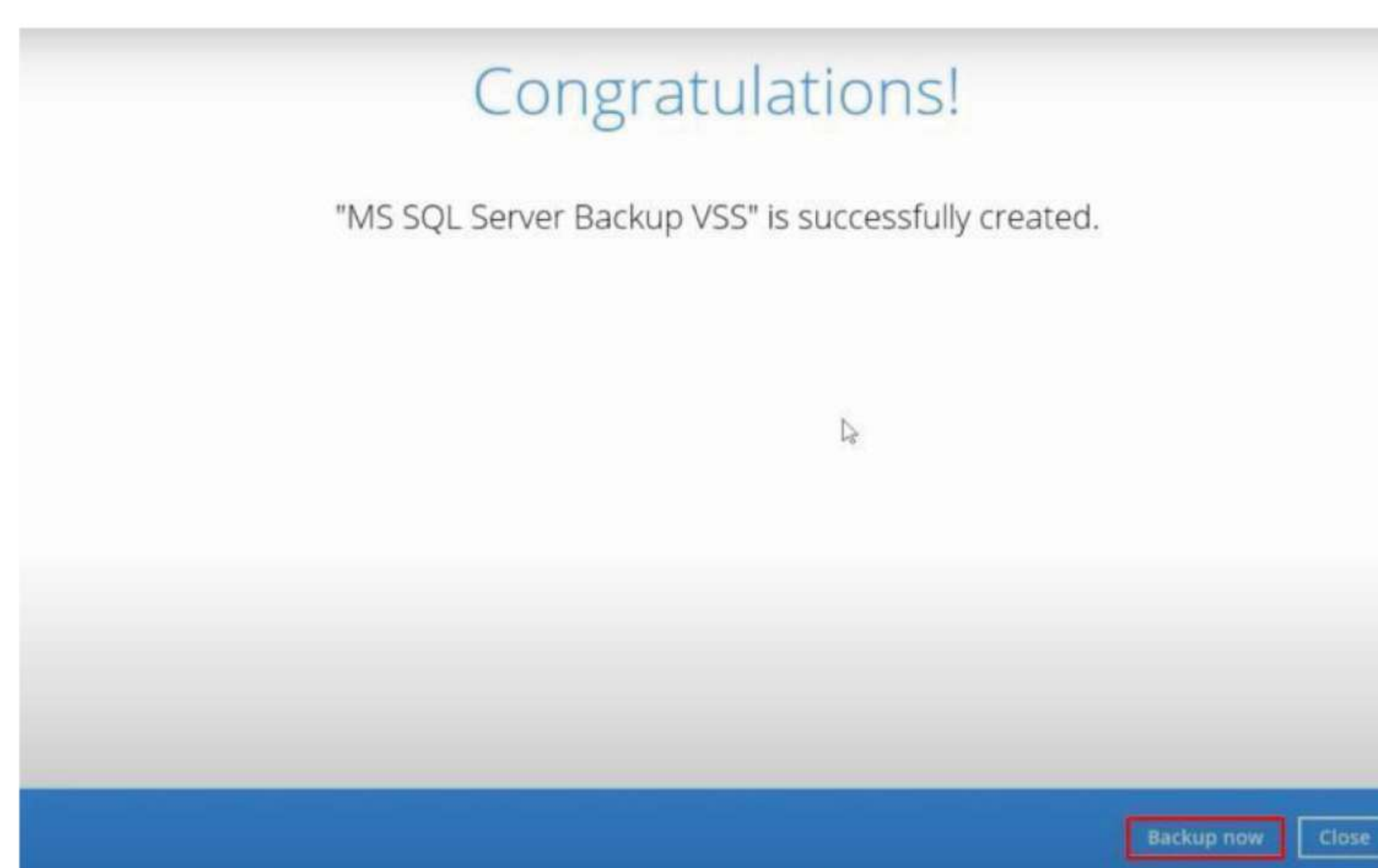
1. If backing up from a **Windows server**, provide:

o   **Domain/Host Name** (e.g., *"yourdomain.local"*)

o   **Username** (e.g., *"administrator"*)

o   **Password**

2. Click **Next**.

Step 9: Complete Backup Set Creation.

1. **Success!** The backup set is now configured.

o   **"Backup Now"**: Run an immediate backup.

o   **"Close"**: Let it run at the scheduled time.
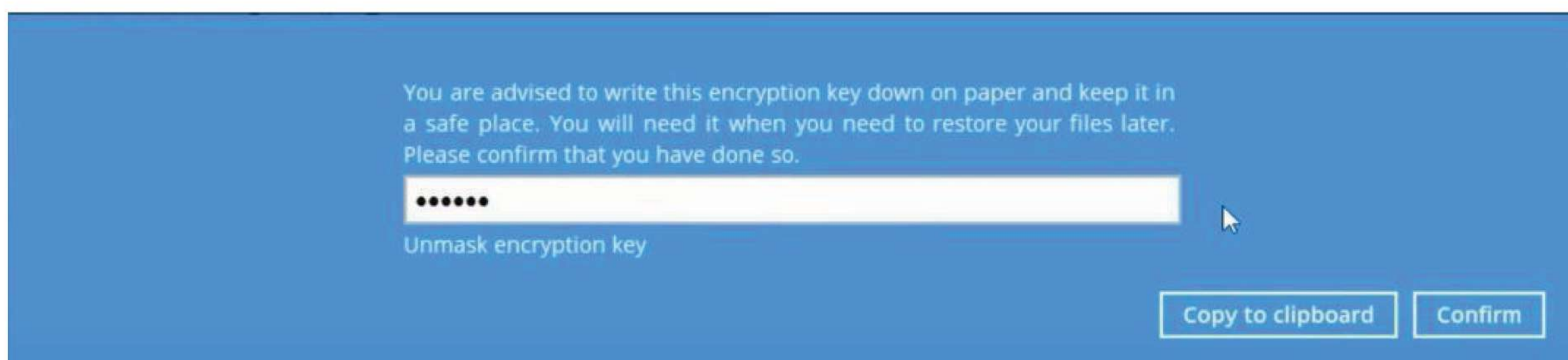
Step 7: Encryption

1. Choose **Encryption Type**

2.

o Click **"Unmask"** to view the key.

o **Copy to clipboard** and store it safely (e.g., password manager or printed copy).

3. Click **Confirm** to proceed.
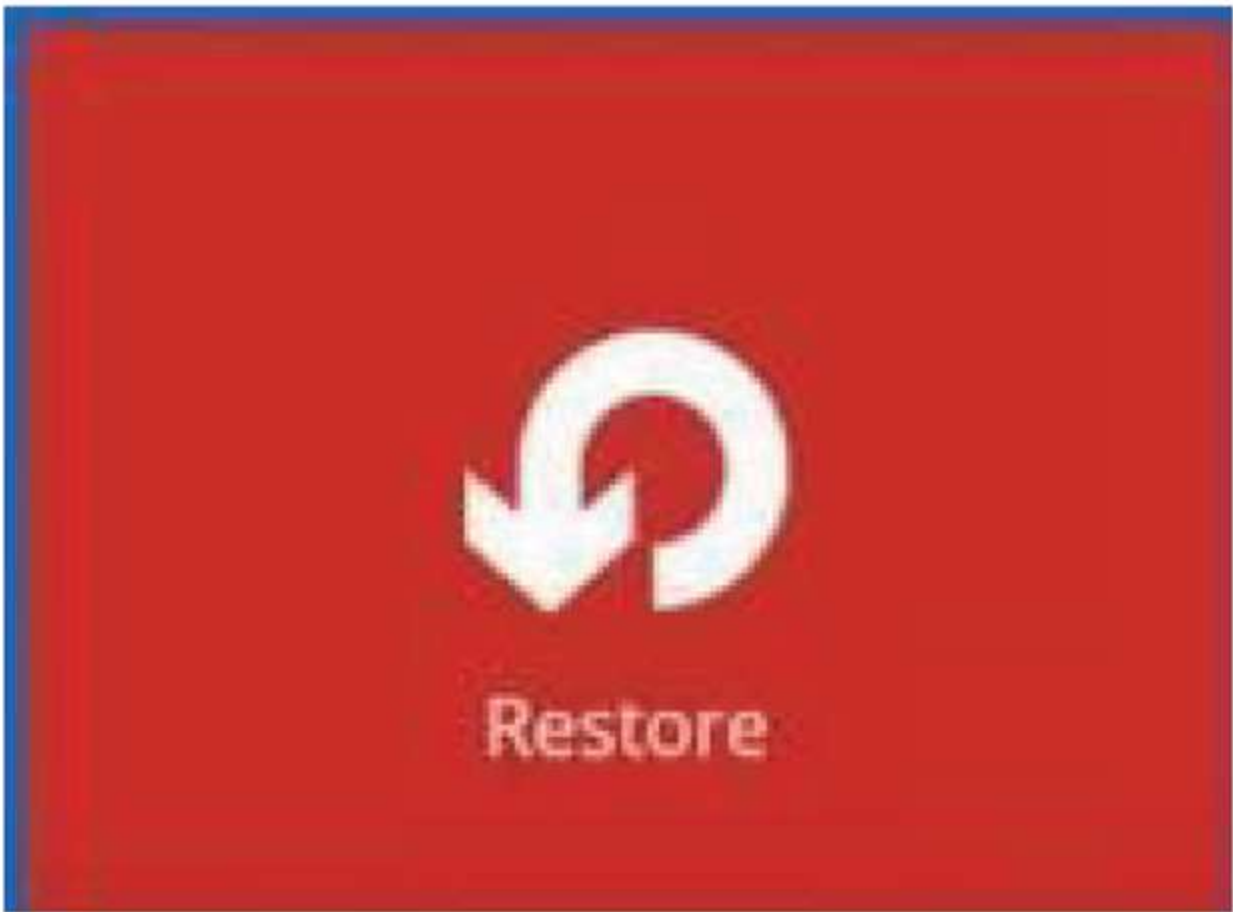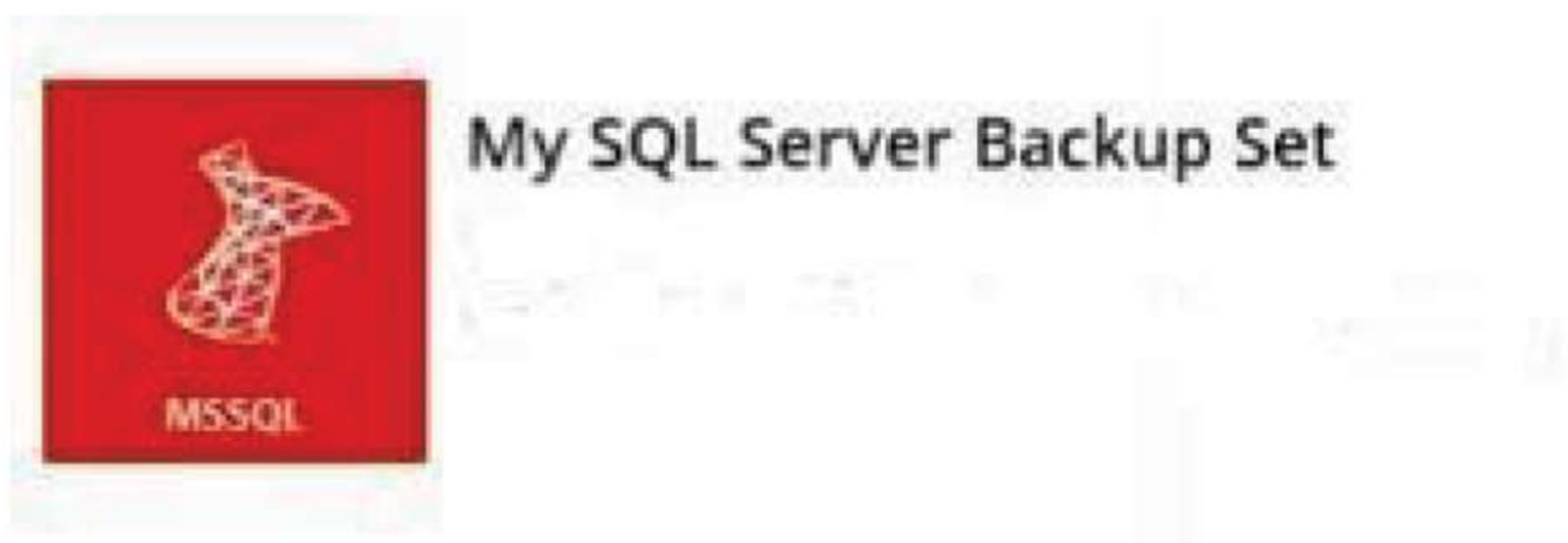
Step 1. Open the Restore Menu

- Go to the **Restore** tab.

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

My SQL Server Backup Set

Step 2: Choose Backup Location

1. Under **"Select From Where To Restore":**

o Pick your backup storage location (e.g., "AWS Storage")

Select From Where To Restore

Office data

India AWS
Immutable: No

Show advanced option

o   Specify a temporary directory for storing restore files.

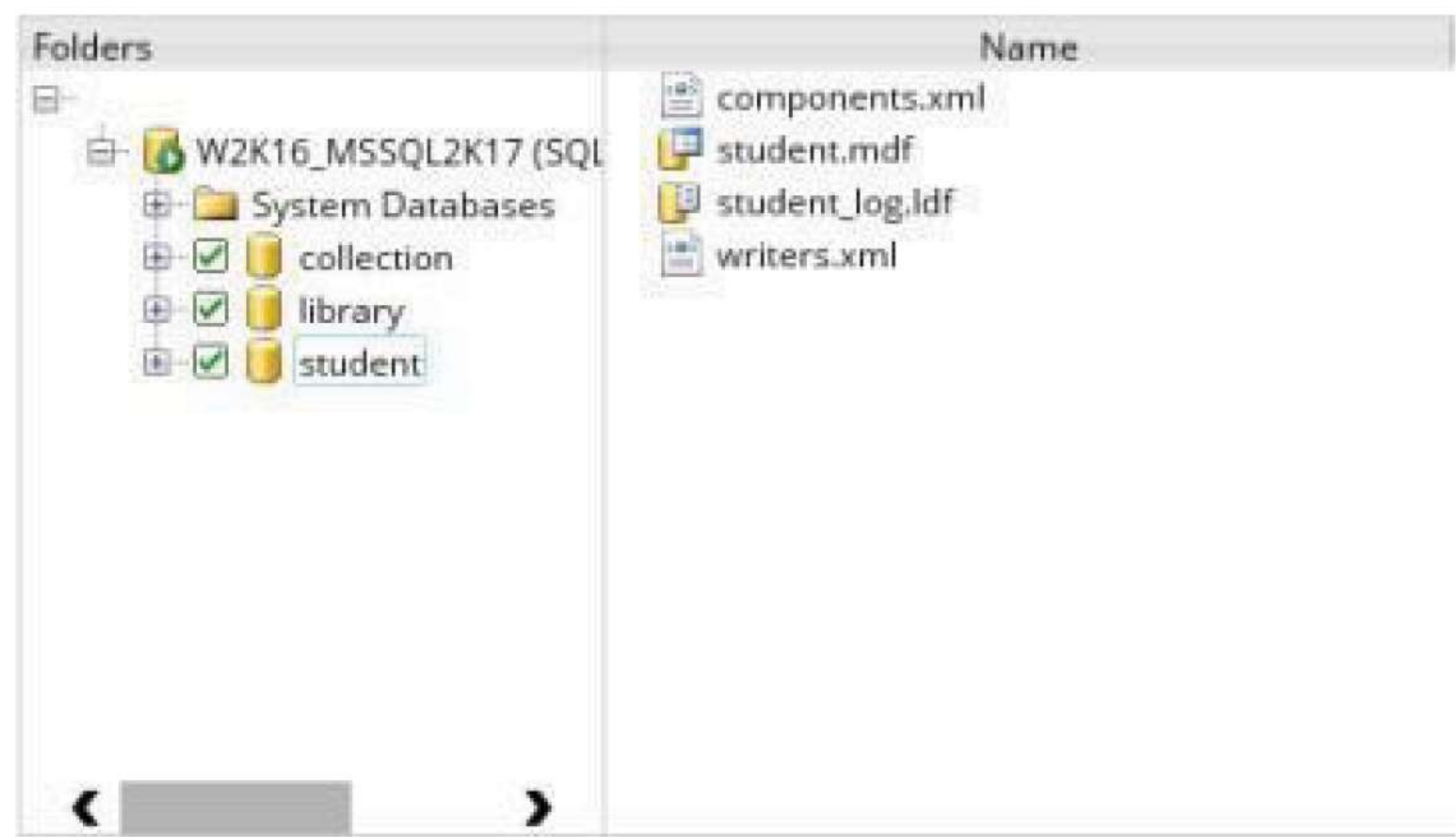Temporary directory for storing restore files

| | Browse |

Hide advanced option

Step 3. Choose Databases to Restore

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

Folders

- W2K16_MSSQL2K17 (SQL
  - System Databases
  - ☑ collection
  - ☑ library
  - ☑ student

Name

- components.xml
- student.mdf
- student_log.ldf
- writers.xml

- 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.