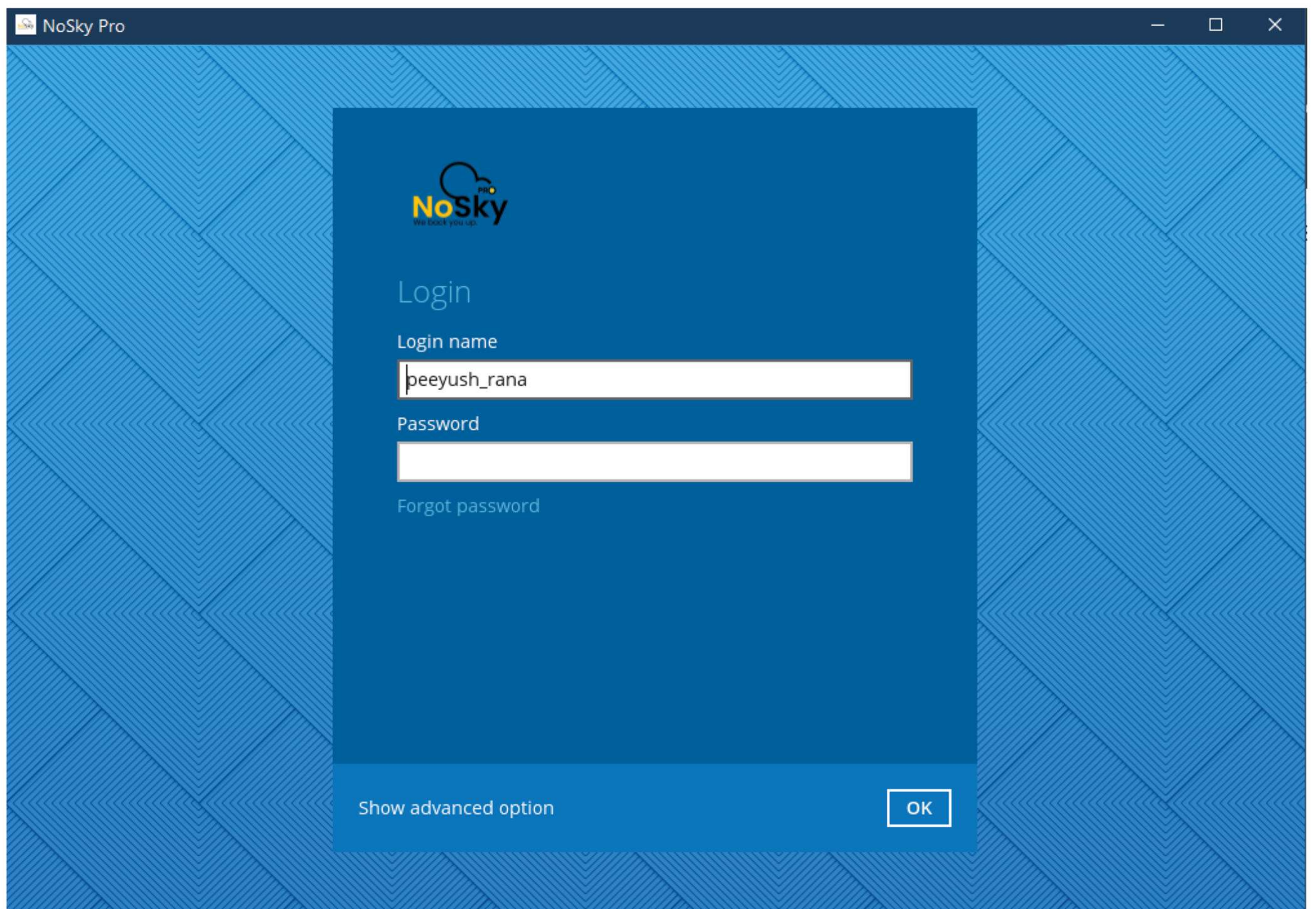


# MS SQL Database Backup and Restore Guide

## BACKUP

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

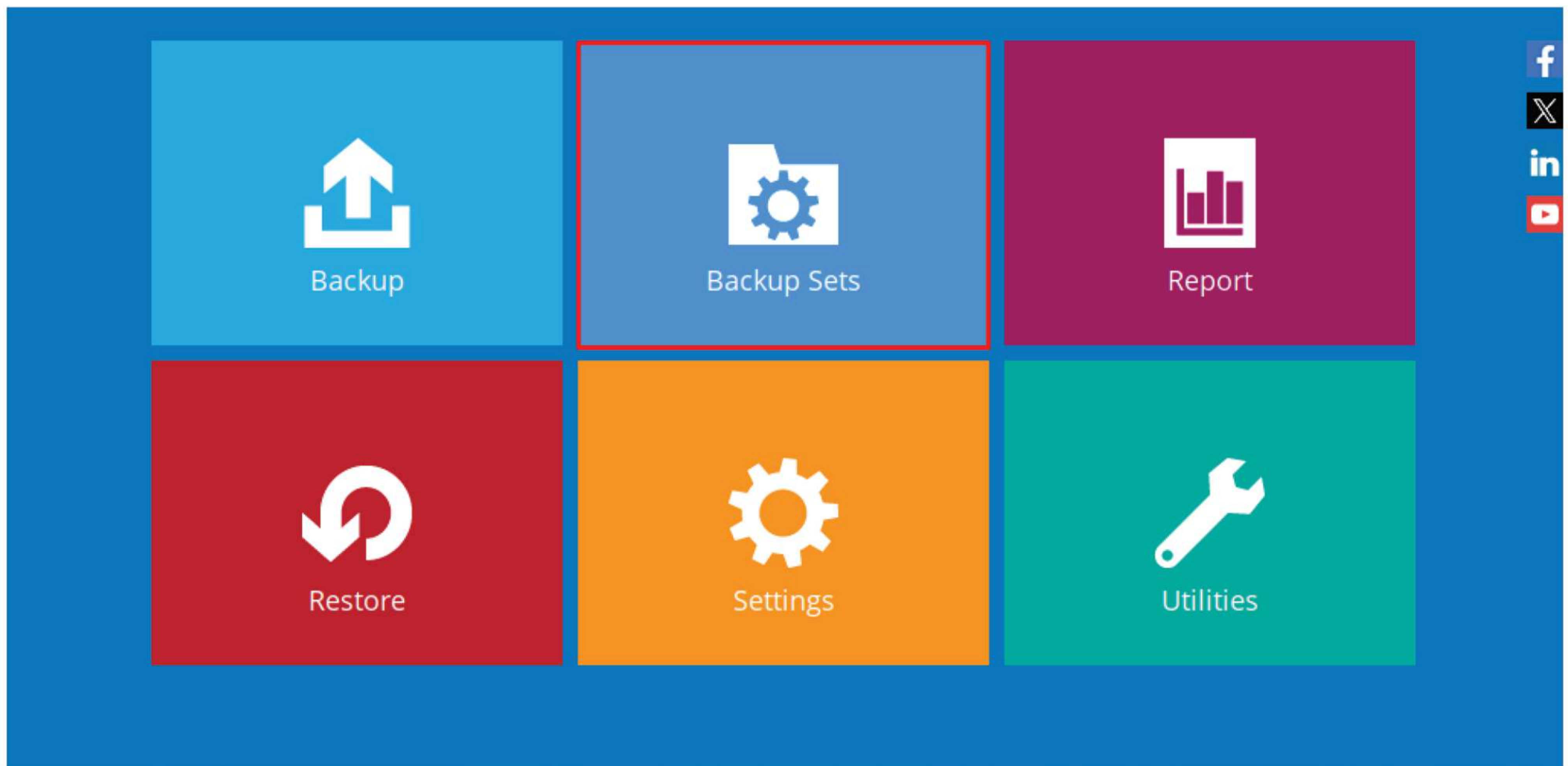
1. Launch the application.
2. Enter your **username** and **password**



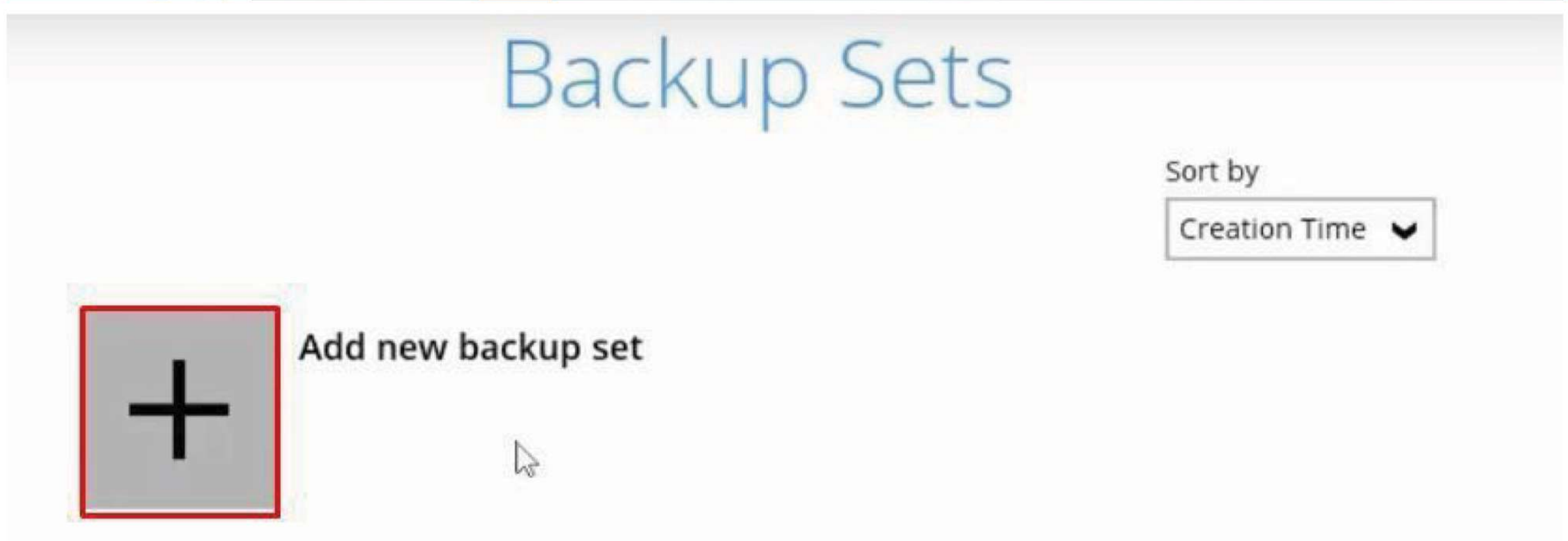


## Step 2: Navigate to the Backup Set Menu

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.

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

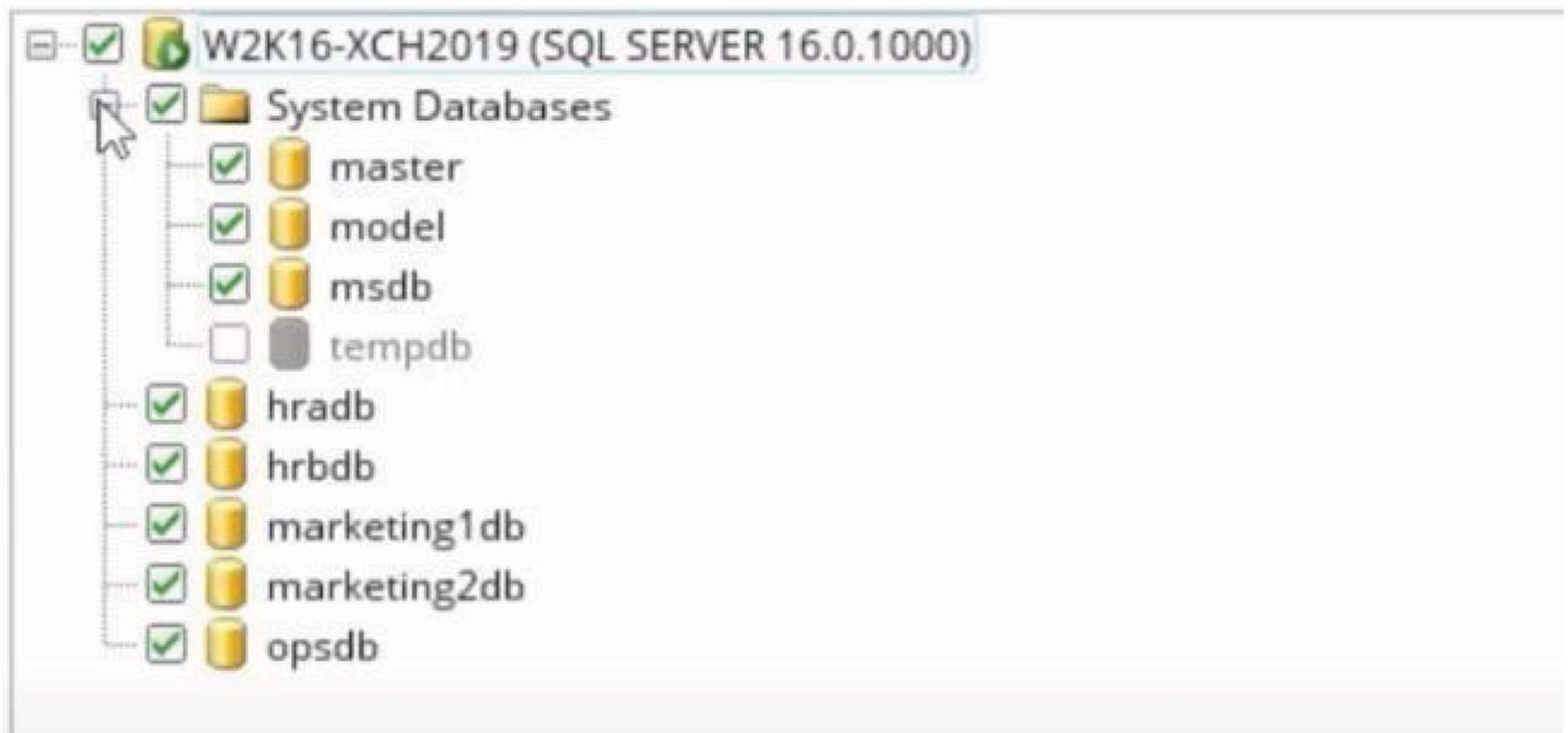
- Name:** A text input field containing "MS SQL Server Backup VSS".
- Backup set type:** A dropdown menu with a red icon and the text "MS SQL Server Backup".
- Backup mode:** A dropdown menu with the text "VSS (without staging data)".
- Server:** A dropdown menu with the text "W2K16-XCH2019".
- Login ID:** A text input field containing "Administrator".
- Password:** A text input field with masked characters (dots).

At the bottom right of the form, there are three buttons: "Next" (highlighted with a red box), "Cancel", and "Help".



## 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).



## 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).

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

- Name:** A text input field containing "Daily-1".
- Backup set type:** A label with the value "Full".
- Type:** A dropdown menu showing "Daily". A red arrow points to this dropdown.
- Start backup:** A time selection interface with a dropdown showing "at", followed by two input fields for "10" and "50". A red arrow points to the "at" dropdown.
- Stop:** A dropdown menu 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*).





- 2.
- Storage Name: (e.g., "AWS")>Cloud

### New Storage Destination / Destination Pool

Name

India AWS

Destination storage

 India AWS (Immutable: No) 

☐ Access the Internet through proxy

3. Click **Next**.



## Step 8: Configure Authentication

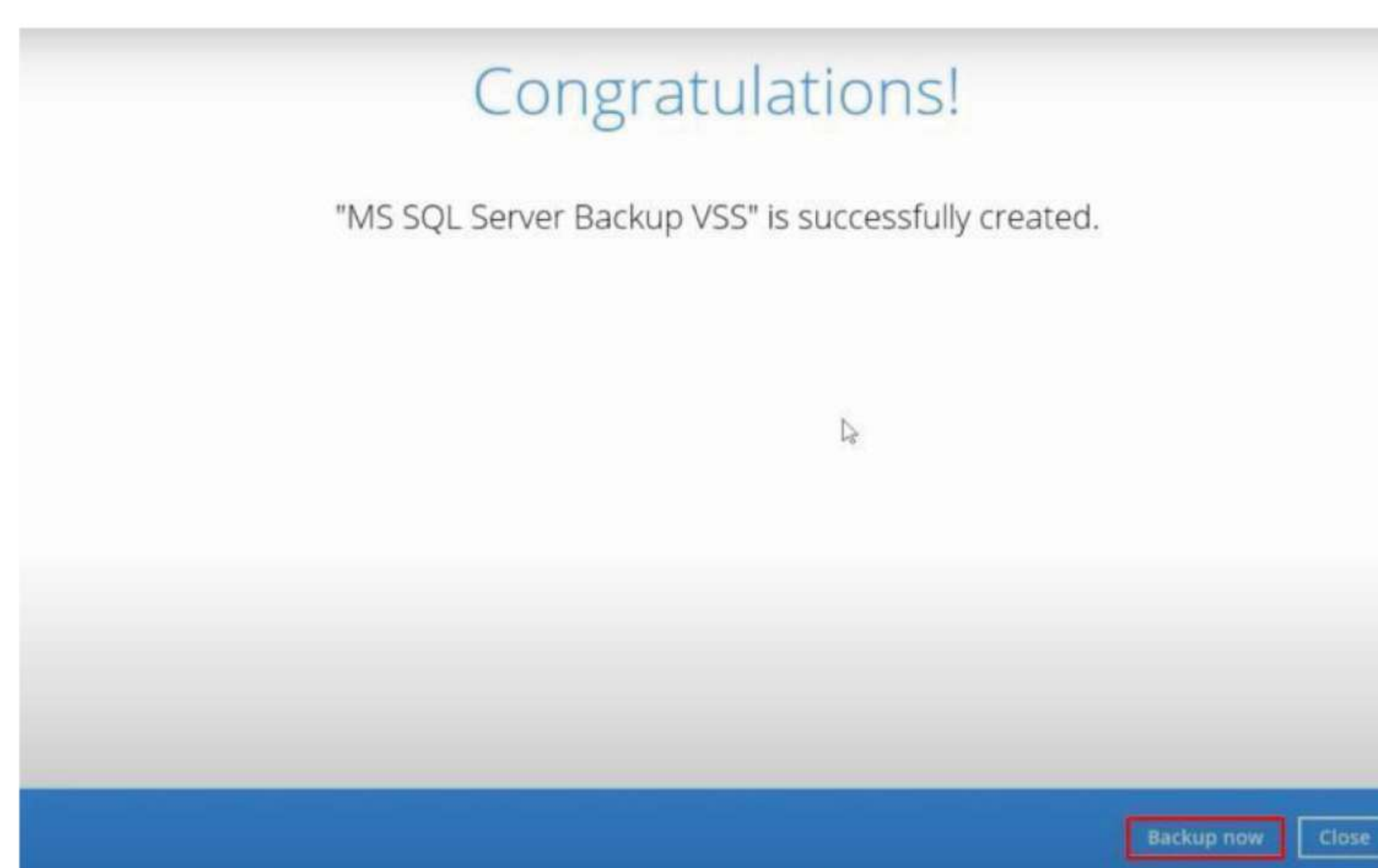
1. If backing up from a **Windows server**, provide:
  - **Domain/Host Name** (e.g., "yourdomain.local")
  - **Username** (e.g., "administrator")
  - **Password**



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.





## Step 7: Encryption

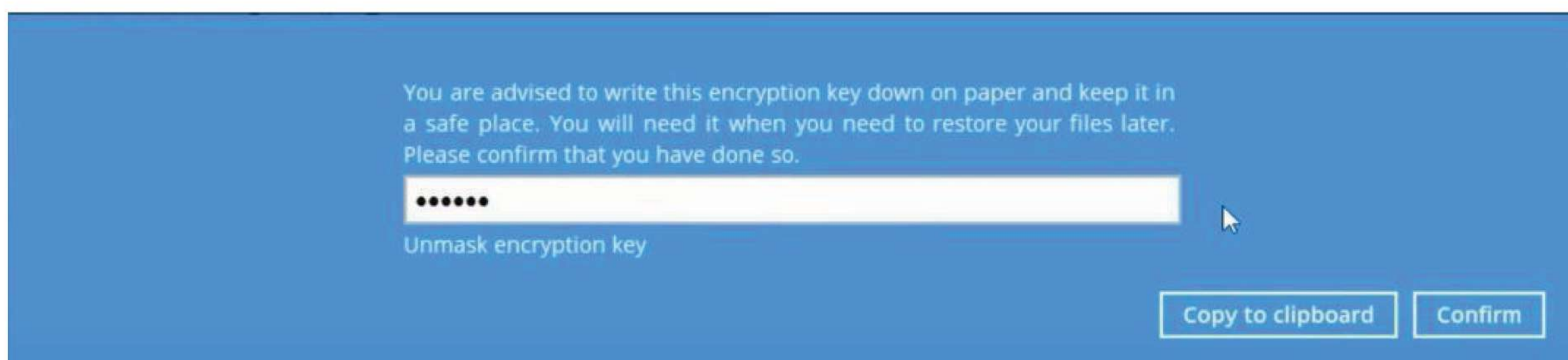
### 1. Choose Encryption Type



The screenshot shows the 'Encryption' settings page. 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 toggle switch, and 'Encryption Type' which is set to 'Default' with a dropdown arrow.

2.

- Click **"Unmask"** to view the key.
- **Copy to clipboard** and store it safely (e.g., password manager or printed copy).



The screenshot shows a blue dialog box titled 'Unmask encryption key'. It contains the text: '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 text input field containing six dots. At the bottom right of the dialog are two buttons: 'Copy to clipboard' and 'Confirm'.

3. Click **Confirm** to proceed.

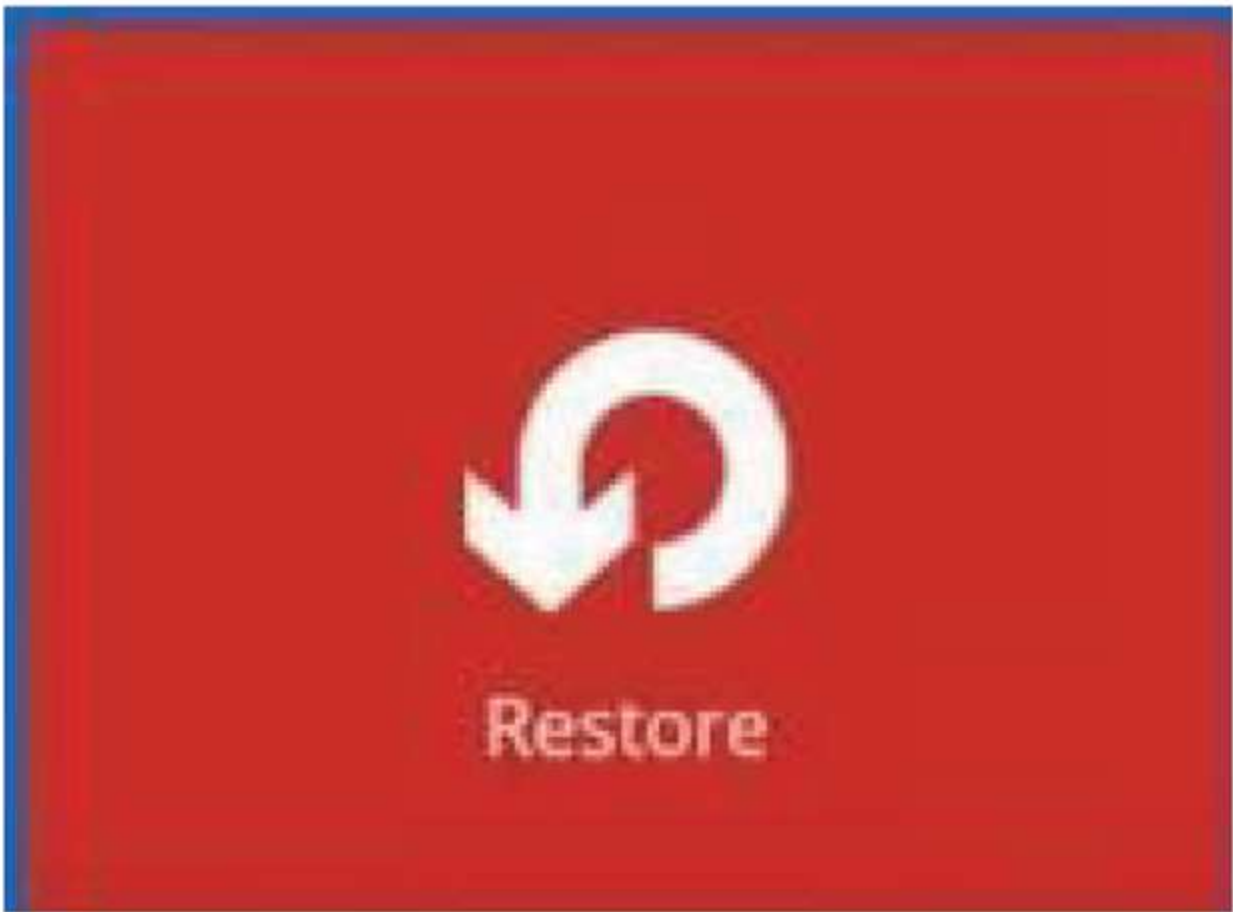




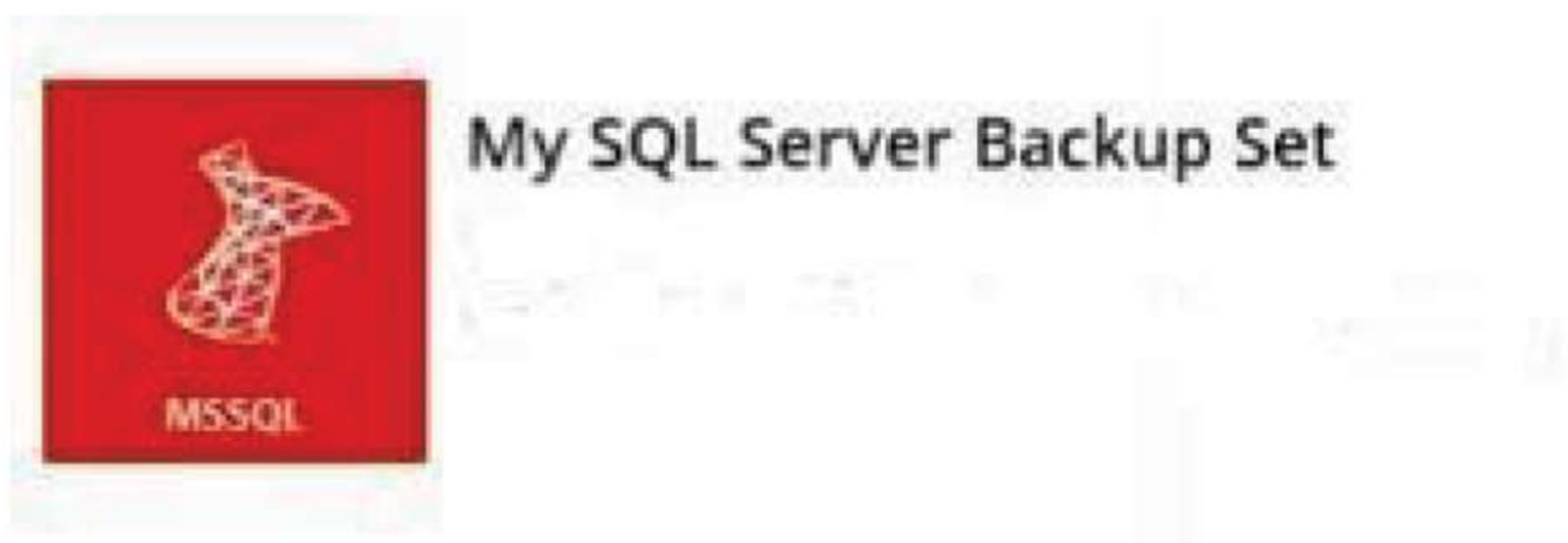
## RESTORE

### Step 1. Open the Restore Menu

- Go to the **Restore** tab.



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



### Step 2: Choose Backup Location

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

## Select From Where To Restore



Show advanced option



- Specify a temporary directory for storing restore files.

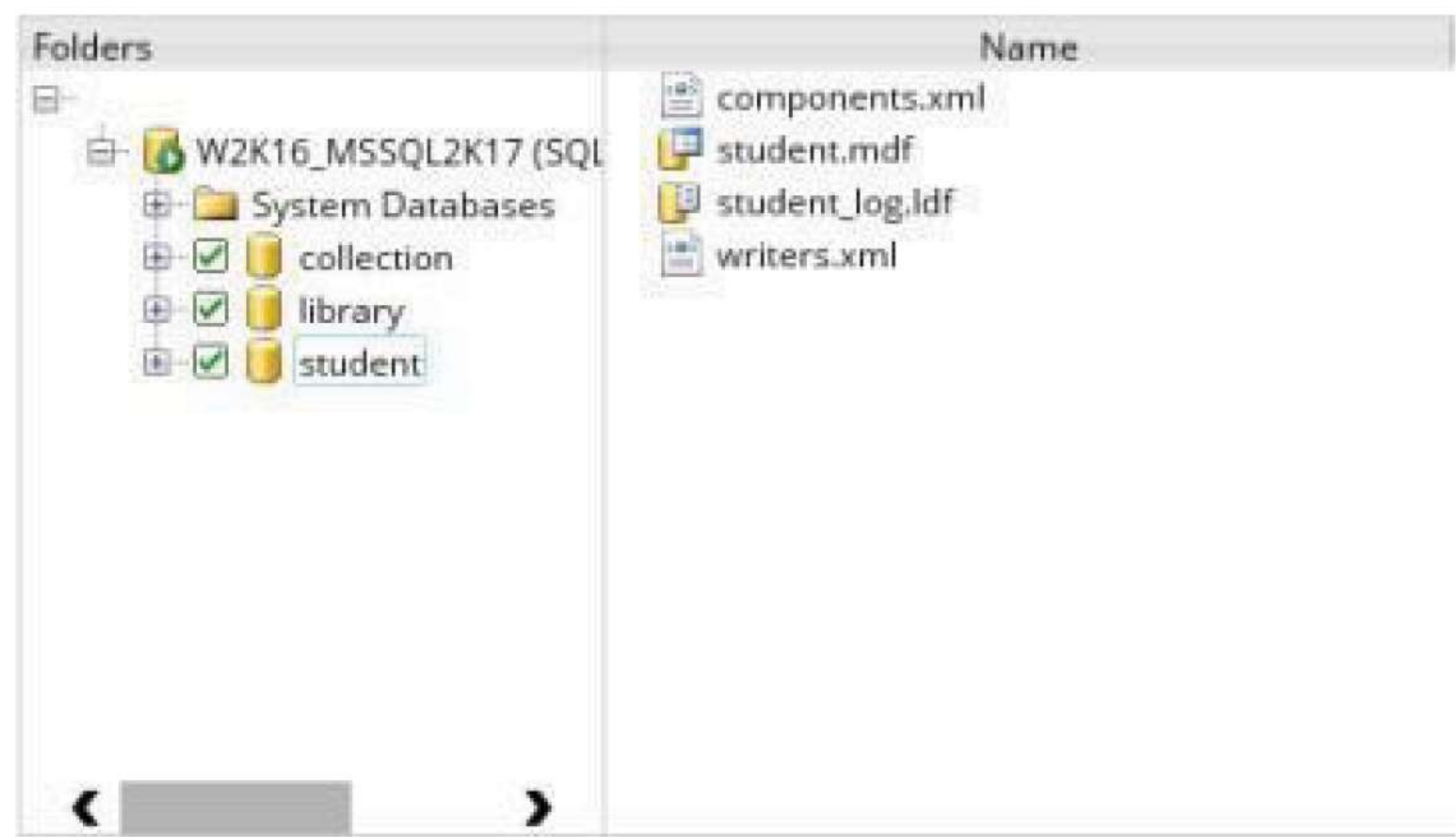
Temporary directory for storing restore files

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.